



**PROCESS DOCUMENT FOR GENERAL
ADMINISTRATION DIVISION**

DOC. NUMBER.

NCDC/PD(GA)-05

DATE OF ISSUE

01.08.2016



NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

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**Process Document for
General Administration (GA)
Division**

Document ID : NCDC/PD(GA)-05

Revision No. : 01

Prepared By:	Reviewed By:	Approved By:
 Chief Director (GA)	 QMS Documentation Committee	 Managing Director (MD)



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DOCUMENT CONTROL PAGE

1) REVISION HISTORY

Revision		Release Date	Author	Section/Page No. changed	Details of charges	Reviewed by
From	To					
--	00	08.09.2014	Chief Director (GA)	--	Initial	MR
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2) DOCUMENT AVAILABILITY

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Chief Director (GA)
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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-I

2) RESPONSIBILITIES & AUTHORITIES:

Annexure-II

3) ABBREVIATIONS

AC	Air-Conditioned
AD	Assistant Director
AMC	Annual Maintenance Contract
BOM	Board of Management
BPCL	Bharat Petroleum Corporation Ltd.
CD (GA)	Chief Director (GA)
CPPP	Central Public Procurement Portal
CPWD	Central Public Works Department
CVC	Central Vigilance Commission
CWC	Central Warehousing Corporation
DAVP	Directorate of Audio Visual Publicity
DG Set	Diesel Generating Set
DAC	Department of Agriculture and Cooperation
DY.MD/DMD	Deputy Managing Director
GA	GENERAL ADMINISTRATION
GB	Gega Bites
GC	General Council
GFR	General Financial Rules
GOI	Government of India
HO	Head Office
KVA	Kilo Volt Ampere
MCD	Municipal Corporation of Delhi
MD	Managing Director
MIS	Management Information System
MTNL	Mahanagar Telephone Nigam Ltd.
RD	Regional Director
R & I	Receipts & Inwards
RTI	Right To Information
TOPIC	Training of Personnel in Cooperative
TOR	Touring Officers Room
VC	Vice-Chairman

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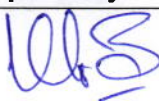

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4) PURPOSE:

To manage overall General Administration of the Corporation for facilitating services to the employees for efficient management and smooth functioning of NCDC as well as maintaining Estate and Assets of the Corporation.

5) SCOPE:

- 5.1. Approval of revised budget estimate for current year and budget estimate for the next year in respect of Head Office, TOPIC Institute and all Regional Directorates.
- 5.2. Approval for proposals for purchase of dead stock items in regional offices which are not approved in the Annual Budget.
- 5.3. Approving the proposal of RDs under dead stock and other contingencies for which Regional Directors are not empowered.
- 5.4. Procurement and distribution of dead stock items, stationery items, petty items, computer hardware, computer consumables, livery items, printed stationery items, meeting various printing requirements and procurement of goods related to civil and electrical works etc.
- 5.5. Initiation, planning & execution of Civil, Electrical & interior decoration works of NCDC Head Office (H.O.) building, NCDC's flats, TOPIC Training Institute, Gurgaon and regional offices and provision of required services.
- 5.6. Day to day civil & electrical maintenance works of NCDC Head Office (H.O.) building and NCDC's flats.
- 5.7. Maintenance of office equipments of NCDC, H.O.
- 5.8. Maintaining up keep & cleanliness of the NCDC.H.O Building & flats
- 5.9. Maintenance and arrangement of vehicles
- 5.10. Disposal of obsolete unserviceable items
- 5.11. Making security arrangements to the NCDC H.O building.
- 5.12. Making arrangements for official meetings.
- 5.13. Handling matters of general administration pertaining to regional offices.
- 5.14. Handling matters pertaining to Staff Club, office telecommunications system, reimbursement of conveyance, Phone/Mobile bills, cartage, News papers and briefcase to eligible officers.
- 5.15. Receipt and Issue/dispatch of letters

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6) PROCESSES

6.1 Process :- Purchase of Dead Stock items

Procurement and distribution of dead stock items (items non perishable in nature and costing more than Rs.1000/-), stationery items, petty items, computer consumables, livery items, printed stationery items and procurement of goods related to civil and electrical works etc.

Input	Source
i. Requirement received	Demand from user divisions
ii. Dead Stock physical verification report	Committee for stock verification GA division
iii. Division's assessment	

6.1.(b) Process

6.1.1 Procurement of goods:

Based upon the requirement assessed, approval of the competent authority for procurement of goods containing estimated cost , specifications & quantity etc is sought.

6.1.1.1 After approval of the competent authority as per powers delegated as per office order no.NCDC:2-1/2004 Admin, dt.17.08.2011(attached at Annexure-IV), the goods are purchased as per the office order no 7-4/2005-Genl (Policy) dated 23.12.2014 (attached at Annexure-III) and as per GFR rules (references)

6.1.1.2 For purchase of goods/services/execution of work, Advisory-cum- Standing Purchase/Tender Committees have been constituted (as per Annexure-III above)

6.1.1.3 As per above norms, for procurements of goods costing more than Rs.1.00 lakh, limited tender enquiry / open tenders are invited as per the following procedure:-

6.1.1.3.1 Writing out the draft tender/ quotation letter as per the relevant rules.

6.1.1.3.2 The draft quotation letter/tender document is placed before Advisory-cum- Standing Purchase/Tender Committees for consideration.

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- 6.1.1.3.3 After the recommendation of the Advisory-cum- Standing Purchase/Tender Committees, the draft tender/ quotation is put up to the competent authority for approval for inviting tenders/ quotations from the reputed firms in the line.
- 6.1.1.3.4 In case of open tender, the tender notice is published in English & Hindi in news papers on DAVP rates.
- 6.1.1.3.5 Besides the above, the tender document is also uploaded on NCDC'S web site and also on Central Public Procurement Portal of GOI.
- 6.1.1.3.6 After the tenders are received, technical evaluation of the all the bids is done as per the eligibility criteria and the evaluation statement is prepared and placed before the Advisory-cum- Standing Purchase/Tender Committees for consideration.
- 6.1.1.3.7 On the recommendations of the Advisory-cum- Standing Purchase/Tender Committees letters are issued to the eligible firms for attending the meeting for opening of price bids on the schedule date & time in the presence of the Advisory-cum- Standing Purchase/Tender Committees.
- 6.1.1.3.8 On the schedule date & time price bids are opened by the Advisory-cum- Standing Purchase/Tender Committees in the presence of bidders/ their representatives.
- 6.1.1.3.9 A comparative statement of rates quoted by the eligible firms is prepared and marking out the L-1 firm. The said statement is placed before the Advisory-cum- Standing Purchase/Tender Committees for consideration.
- 6.1.1.3.10 On the recommendations of the Advisory-cum- Standing Purchase/Tender Committees, approval of the Competent Authority is obtained for award of supply job.

6.1.2 Receipt of goods and verification of stock

- 6.1.2.1 On award of supply job costing more than Rs. 1.0 lakh, an agreement on the stamp paper of requisite value is executed.
- 6.1.2.2 On receipt of goods, the designated officer who procured the goods will first verify that quality of goods are as per purchase order and quantity, specifications as mentioned in the contract agreement, the goods are checked and verified by the concerned designated officer and bill is forwarded to the store in charge mentioning "Quality and quantity of goods mentioned in the bill are found in order, to be entered in the stock register of the store".

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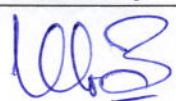
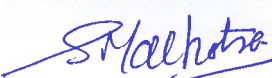
- 6.1.2.3** After receipt of bill from the concerned designated officer, necessary entries are done by the storekeeper of the goods in the stock register, the S.No , page no of the stock register and nomenclature of good, is mentioned on the bills by the store keeper duly verified by the store in charge, in turn forwarded to the concerned designated officer for further necessary action.
- 6.1.2.4** in case expenditure / bill is within the approved limits as already approved by competent authority NCDC on file at the time of award of supply job, the bill is passed for payment by Chief Director(GA) / Director(GA) / DD(GA) for the goods received in the store otherwise approval of competent authority NCDC is obtained for the excess expenditure incurred .
- 6.1.2.5** An invoice duly verified by designated officer and accordingly sanction order duly signed by Director (GA) / Dy. Director(GA) / Assistant Director (GA) is forwarded to the Finance Division for payment to the supplier/firm.

6.1.3 Evaluation of performance of external supplier

- 6.1.3.1** The performance is evaluated based upon the following:
- a)** Quality and quantity of goods supplied as per specification laid in the Quotation letter/ Tender document.
 - b)** Time taken in supply in accordance with that mentioned in the Quotation letter/ Tender document.
 - c)** For the externally provided products/ services, evaluation of external providers shall be done by the GA division based on the feedback of users on yearly basis.
 - d)** Regular feedback from the employees (users) is also obtained and analyzed for improvement (Annexure- V)
- 6.1.3.2** Firm/ supplier with grade poor is not considered for future supplies.
- 6.1.3.3** Repeat order is placed to the external providers on the basis of the results of evaluation of their performance

Process Output

Dead stock items procured, evaluation of performance of supplier

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6.2 Process title:- Initiation, planning & execution of Civil, Electrical & interior decoration works of NCDC Head Office (H.O.) building, NCDC's flats, TOPIC Training Institute, Gurgaon and regional offices

Input	Source
1) Requirement raised by staff/Division /RO	Staff and Division of the corporation
2) Future requirements	
3) Regular monitoring and supervision	
4) Complaints/ requirements from individuals/ divisions	

6.2. Process detail:

6.2.1 Appointment of a Consultant/Architect (if need be)

- 6.2.1.1 Approval of the Competent Authority in principle is obtained for engaging a consultant / architect for the planning /designing (if need be) , expenditure on work to be done.
- 6.2.1.2 A draft tender document containing eligibility criteria, terms and conditions and format for quoting the rates is prepared as per the GFR rules.
- 6.2.1.3 The draft tender document is placed before the Advisory-cum- Standing Purchase/Tender Committee, constituted as per 6.1.1.2.
- 6.2.1.4 After recommendation of the committee on the draft tender document, approval of the competent authority is obtained for inviting tenders for appointment of the consultant/architect.
- 6.2.1.5 After the recommendation of the Advisory-cum- Standing Purchase/Tender Committees, the draft tender/ quotation is put up to the competent authority for approval for inviting tenders/ quotations from the reputed firms in the line.
- 6.2.1.6 In case of open tender, the tender notice is published in English & Hindi in news papers on DAVP rates.
- 6.2.1.7 Besides the above, the tender document is also uploaded on NCDC'S website and also on Central Public Procurement Portal of GOI.
- 6.2.1.8 After the tenders are received, technical evaluation of all the bids is done as per the eligibility criteria and the evaluation statement is prepared and placed before the Advisory-cum- Standing Purchase/Tender Committees for consideration.
- 6.2.1.9 On the recommendations of the Advisory-cum- Standing Purchase/Tender Committees letters are issued to the eligible firms for attending the meeting for opening of price bids on the schedule date & time in the presence of the Advisory-cum- Standing Purchase/Tender Committees.

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- 6.2.1.10 On the schedule date & time price bids are opened by the Advisory-cum-Standing Purchase/Tender Committees in the presence of bidders/ their Representatives.
- 6.2.1.11 A comparative statement of rates quoted by the eligible firms is prepared and marking out of the L-1 firm. The said statement is placed before the Advisory-cum-Standing Purchase/Tender Committees for consideration.
- 6.2.1.12 On the recommendations of the Advisory-cum- Standing Purchase/Tender Committees, approval of the Competent Authority is obtained for award of consultancy/architectural job

Process Output

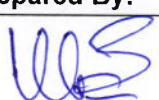
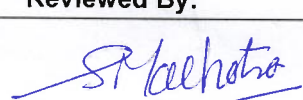
Award of work

6.2.2 Procedure for inviting tenders and award of work (for civil, interior decoration, electrical & other related works)

Input	Source
1) Requirement raised by staff/Division	Staff and Division of the corporation
2) Future requirements	
3) Cost estimations	

- 6.2.2.1 Approval of the competent authority is obtained for the preliminary drawings (if prepared), cost estimates, specifications formulated by the consultant/architect (if appointed) or in house.
- 6.2.2.2 The consultant/architect (if appointed) or the concerned AD/DD prepares the draft tender document based upon the preliminary drawings, schedule of quantities, CPWD specifications/ as required, terms and conditions as per the GFR 2005 and CPWD manual(latest) and advisory committee as per the 6.1.1.2 above, submits to the concerned officer of the corporation for placing it before the Advisory-cum- Standing Purchase/Tender Committee.
- 6.2.2.3 Approval of the competent authority is obtained for inviting tenders for the work to be executed on the basis of drawings, specifications, terms and conditions, schedule of quantities and cost estimate prepared by the consultant/ architect.
- 6.2.2.4 The tenders are invited and award of the work is done as per the procedure mentioned at 6.1.1.3.4 to 6.1.1.3.9 above
- 6.2.2.5 On the recommendations of the Advisory-cum- Standing Purchase/Tender Committees, approval of the Competent Authority is obtained for award of work.

6.2.3 Procedure for execution of work

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- 6.2.3.1 On award of work, an agreement on the stamp paper of requisite value is executed.
- 6.2.3.2 The work is executed as per the site requirement, specifications and schedule of quantities mentioned in the tender document.
- 6.2.3.2 The measurements of the work is done jointly by the contractor and the concerned officer designated by the corporation as per the standard schedule of quantities mentioned in the tender document and mode of measurement of various items of civil works mentioned in the CPWD specifications.
- 6.2.3.3 Based on the measurements an abstract of cost for the work done is made in the measurement book by the designated officer of NCDC.
- 6.2.3.4 On the basis of abstract of cost, running bill is prepared by the contractor and submitted to the designated officer.
- 6.2.3.5 After necessary checking of bills / measurement books & test checking of measurements as per the procedure mentioned in the CPWD manual, the same are forwarded by designated officer to CD(GA)/Dir.(GA) for further checking.

6.2.4 Procedure for making payment to the Contractor.



- 6.2.4.1 The running or final Bill, Measurement books are submitted by CD(GA)/Dir.(GA)/DD(GA) to the Finance Division for checking of the same as per the tender document.
- 6.2.4.2 The Finance Division after checking & making necessary corrections if any, sends the bill & measurement books back to the GA Division.
- 6.2.4.3 In case expenditure / running bill / final bill is within the approved limits as already approved by competent authority on file at the time of award of work, the bill is passed for payment by designated officer for the work executed at site by the contractor otherwise approval of competent authority NCDC is obtained for the excess expenditure incurred as per site requirement.
- 6.2.4.4 An invoice/sanction order duly signed by designated officer is forwarded to the Finance Division for payment to the contractor/firm.

Process Output

Completion of the required work

- 6.3 PROCESS TITLE: Civil & electrical maintenance works of NCDC Head Office (H.O.) building, NCDC's flats and TOPIC Training Institute, Gurgaon and its related purchases.**

Input	Source
1) Regular monitoring and supervision	GA
2) Requirement/ complaint raised for repair	

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3) Assessment of future requirements

Staff and Division of the
corporation

6.3.b) Process detail:

6.3.1 Procedure for award of work

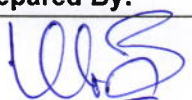
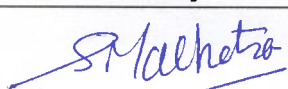
- 6.3.1.1 Based upon the requirement, initial planning including methodology to be adopted for execution of work is done.
- 6.3.1.2 Approval of the Competent Authority in principle is obtained for initiation of the work.
- 6.3.1.3 Procedure is adopted for inviting quotation and award of work as per 6.1.1
- 6.3.1.4 On the recommendations of the Advisory-cum- Standing Purchase/Tender Committees, approval of the Competent Authority (as per delegation of powers) is obtained for award of work.

6.3.2 Procedure for execution of work

- 6.3.2.1 On award of work, the work is executed as per specifications and schedule of quantities mentioned in the quotation letter/ tender document.
- 6.3.2.2 The measurements of the work is done jointly by the contractor and the concerned officer designated by the corporation as per the standard schedule of quantities mentioned in the tender document and mode of measurement of various items of civil/electrical works mentioned in the CPWD specifications.
- 6.3.2.3 Based on the measurements an abstract of cost for the work done is made in the measurement book by the designated officer of NCDC.
- 6.3.2.4 On the basis of abstract of cost, running bill is prepared by the contractor and submits to the designated officer of NCDC.
- 6.3.2.5 After necessary checking of bills / measurement books & test checking of measurements as per the procedure mentioned in the CPWD manual, the same are forwarded by designated officer to Divisional Head for further checking.

6.3.3 Procedure for making payment to the Contractor

- 6.3.3.1 The running or final Bill, Measurement books are submitted by GA Division to the Finance Division for checking of the same as per the tender document/quotation letter.
- 6.3.3.2 The Finance Division after checking & making necessary corrections if any, sent the bill & measurement books back to the GA Division of the corporation.

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- 6.3.3.3 In case expenditure / running bill / final bill is within the approved limits as already approved by competent authority NCDC on file at the time of award of work, the bill is passed for payment by Deputy Director for the work executed at site by the contractor otherwise approval of competent authority NCDC is obtained for the excess expenditure incurred as per site requirement.
- 6.3.3.4 An invoice/sanction order duly signed by designated officer is forwarded to the Finance Division for payment to the contractor/firm.

Process Output

Completion of the required work

6.4 Maintenance of office equipments of NCDC, H.O.

6.4.1 Process Title: Annual Maintenance of equipments:-

Input	Source
Need for Preventive maintenance for various installation in the office building viz Lifts, Fire fighting system, AC Plant, Biometric attendance system, Online 10 KVA UPS system, water purifiers & EPABX	Maintenance plan

- 6.4.1. Process detail: The annual maintenance is done by the external agencies/firms in the line engaged as per the procedure at 6.1.1.

- 6.4.1.1 Annual maintenance is done as per the terms and conditions, specifications as per the contract agreement and formats as mentioned below.

Formats of log books of said work are annexed as detailed below.

Fire Alarm system

Format annexed at VI

Air Conditioning plant

Format annexed at VII

6.4.1.2 Procedure for making payment

- 6.4.1.2.1 The concerned firm submits the bill on monthly/quarterly basis as per terms & conditions of AMC.

- 6.4.1.2.2 In case expenditure / running bill / final bill is within the approved limits as already approved by competent authority NCDC on file at the time of award of work, the bill is passed for payment by designated office for the work executed at site by the contractor otherwise approval of competent authority NCDC is obtained for the excess expenditure incurred.

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6.4.1.2.3 An invoice/sanction order duly signed by GA Division is forwarded to the Finance Division for payment to the contractor/firm.

Process Output

Proper maintenance of equipments

6.4.2 Process Title: Maintenance of other office equipments:-

Input	Source
Day to day maintenance of DG Sets(110 KVA and 220 KVA), Window and split AC's & Water Coolers	NCDC office

Process detail:

1. The maintenance is done by the external agencies/firms in the line as per the procedure at 6.1.1 above.
2. Formats of log books of said work are annexed as detailed below
DG set (250 KVA/110KVA) Format annexed at VIII
3. Procedure for making payment

Payment is made as mentioned at 6.4.1.2 above.

Process Output

Equipments Maintained

6.5 Process Title: Maintenance & upkeep of the NCDC.H.O Building , garden & flats

6.5. a) Input	Source
Day to day maintenance of H.O premises and flats	NCDC office

6.5.b Process Detail:

- 6.5.1 The work of Up keeping and cleaning of NCDC premises is got done by engaging external agency through Annual Maintenance Contract as per the following:
- 6.5.2 Procedure laid down at 6.1.1 above.
- 6.5.3 If the performance of the external agency is found satisfactory throughout the year (being reflected in the daily and weekly check report) then the contract is extended based upon the approval from the Competent Authority.

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- 6.5.4** The upkeep and cleanliness of the NCDC, H.O bldg. and flats is done as per the scope of work and terms & conditions of the contract agreement.
- 6.5.5** A Weekly Check report of the said work is maintained and suggestions from heads of divisions on all floors are taken on weekly basis.
- 6.5.6** Action is taken based upon the suggestions of heads of Divisions and the problem, if any, is resolved as per schedule annexed. (Format of Daily Check Report annexed at IX)
- 6.5.7** A daily check report of the work is maintained, being checked by the Contractor's supervisor, In house plumber, gardener both AD's civil & in turn reported to CD(GA). The deficiency noticed is pointed out and work is initiated immediately.
- 6.5.8** A complaint register is being maintained by the division for attending various type of complaints copy at Annexure -X

Process Output

Clean environment in the office.

6.6 Process Title: Maintenance of office vehicles:

Input	Source
Service requirements for Office vehicles	NCDC Office

6.6. Process:

6.6.1. Preventive maintenance

- 6.6.1.1** Services of the staff cars which includes change of lubricants, plugs replacements / cleaning, washing, rubbing & polishing etc. are done as per the need/norms of run from authorized workshops / agencies.
- 6.6.1.2** Tyres & tubes of the staff cars & scooters are replaced as required as per the condition of tyres or after running of more than 40000 Kms. for staff cars and more than 1000 kms. in respect of scooters after following due procedure as mentioned at 6.1.2 .
- 6.6.1.3** The battery of the staff cars are replaced as required or after 3 years on buyback basis after following due procedure as mentioned at 6.1.2 .
- 6.6.1.4** Services of the scooters are done on every norms/need of run from authorized workshops / agencies.

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6.6.2 Day to day repair works of vehicles

- 6.6.2.1 A request from staff car driver/scooter rider is received for required repair of staff car/scooter .
- 6.6.2.2 Approval of the competent authority is sought for repair of staff car/scooter.
- 6.6.2.3 All the vehicles are repaired through respective authorized workshops and minor repair / replacement of accessories is done through Govt. authorised /authorized workshop / vendors

6.6.3 Payment of bills

Payment is made as mentioned at 6.4.1.2 above.

6.6.4 Insurance of Vehicles/Maintenance of Log Book

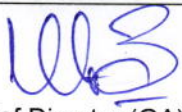
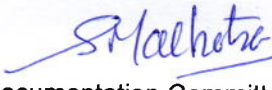
- 6.6.4.1 Log Book is maintained by the Staff Car Driver and checked by the designated officer.
- 6.6.4.2 Insurance of Vehicles
- 6.6.4.3 Insurance of all staff cars/scooters renewed on yearly basis on or before due date on receipt of renewal notice.
- 6.6.4.4 Approval of the competent authority is obtained in this regard.

6.6.5 Procedure for filling of Fuel/OIL/lubricants in office vehicles

- 6.6.5.1 Advance payment is made to M/s. BPCL for filling petrol/diesel in staff car/scooter on monthly basis.
- 6.6.5.2. Petro cards of M/s. BPCL are allotted to the each staff car and required amount is filled in on monthly basis
- 6.6.5.3. Adjustment of advance payment is made on the basis of actual fuel consumption and counter checked / re-conciled with M/s. BPCL's statement by AD (GA).

6.6.6 Process Title: Making arrangement of vehicles

- 6.6.6.1 Arrangement of vehicles is made on the basis of requisition slip requesting for staff car
- 6.6.6.2 In case non-availability of staff car or driver or problems in the staff car, private vehicle is hired from taxi stand/transport agency

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6.6.6.3 The payment of bills submitted by the Transport agency is made as per procedure mentioned at 6.4.2 above

Process Output**Required Maintenance of office vehicles &
Availability of Transport facility**

6.7 Process Title: Anti malaria /Quarantine measures, as per MCD instructions etc.

Input	Source
1) Government norms (MCD) 2) Schedule	MCD

6.7.b Process :

Cleaning of tanks (underground as well as over head) is done once in 4 months (Log book format attached at Annexure- XI) along with sterilization of the same (Log book format attached at Annexure- XI above)

6.7.1 Frequency of Treatment

The following pest control treatments are done in NCDC, H.O bldg.

- General Pest Control treatment (twice in a quarter)/ as per need.
- Anti Termite Treatment (Once a year)
- Anti Rodent Control Treatment Once a year or as per need.

6.7.1.1 Pest control and anti rodent treatment is done by Govt. agency.(CWC)

6.7.1.2 Approval of the competent authority is taken as per powers delegated as per office order no.NCDC:2-1/2004 Admin, dt.17.08.2011.

6.7.1.3 After the approval is obtained, officials of the agency are informed for the treatment.

6.7.1.4 A notice is issued to all the departmental heads and on the office notice board regarding the information of pest control.

6.7.1.5 The treatment is done on holidays (Generally Saturdays and Sundays).

6.7.1.6 Procedure for making payment

Payment is made as mentioned at 6.2.a.

Process Output**Conduction of Anti malaria/Quarantine,
pest control and rodent treatment****Prepared By:****Reviewed By:**

Chief Director (GA)

QMS Documentation Committee



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6.8 Process Title: Monitoring Electricity/water consumption and payment of bills

Input	Source
Electricity and water bills	BSES & Delhi Jal Board

6.8.b) Process:

6.8.1 The monthly bills are received from the various agencies.

6.8.2 Approval of the competent authority as per office order no.NCDC:2-1/2004 Admin, dt.17.08.2011 is obtained .

6.8.3 Payment is made as mentioned at para **6.4.1.2** above.

Process Output	Payment of electricity and water bills
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6.9 Process Title: Reimbursement of Telephone expenses

6.9.a Input	Source
Telephone/Mobile bills	Staff of the corporation

6.9.b) Process:

6.9.1 As per policy, telephone bills in respect of residential telephone/mobile/broad band are reimbursed to the eligible officers/officials of the Corporation. (Policy circular attached at Annexure –XII & XIII).

6.9.2 On receipt of claims from eligible officers/officials, the approval of the competent authority is obtained.

6.9.3 Sanction order is prepared and sent to Finance Division for making payment to individual officers.

6.9.4 Payment of telephone bills of telephone installed in the officers' residences/ in office is made to MTNL/service provider on monthly basis as per the procedure mentioned at para **6.4.12** above.

Process Output	Payment of Telephone/Mobile bills
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6.10 Process Title: Security of office building

6.10.a Input	Source
Security of premises staff	NCDC office

6.10.b) Process:

- 6.10.1** The security of the NCDC HO building is being looked after by the external security agency.
- 6.10.2** The selection of security firm is done as per the procedure mentioned at 6.1.2.
- 6.10.3** Monthly bill is submitted by firm and payment is made as per the payment procedure mentioned at 6.4.2 above.

Process Output	24 hours security available
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6.11 Process Title: Reception Desk for visitors

6.11.a Input	Source
Security of premises	NCDC office

6.11.b) Process

- 6.11.b.1** A visitor register is maintained at gate
- 6.11.b.2** Every visitor is required to make entry in the register

Process Output	Details of all daily entrants are available
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6.12 Process Title: Pantry facilities

6.12.a Input	Source
Supply of Tea, Coffee etc. for MD, DMD,FA, ED & Guests/official meetings	MD/DMD/FA/ED Secretariat

6.12.b) Process:

- 6.12.1** A pantry is maintained on 7th floor for MD, DMD and ED for serving Tea, Coffee etc., for the guest/official meetings.

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- 6.12.2** Monthly requirement of Tea, Coffee etc. is assessed by Sr. Asstt. (GA)/ Asstt. Director (GA)/ Director (GA).
- 6.12.3** Approval of the competent authority is obtained for recouping the items in the store.
- 6.12.4** Tea, Coffee and biscuits etc. are purchased from Kendriya Bhandar/open market as per procedure followed as per of **6.1.2**.
- 6.12.5** A Consumption Register is maintained in the pantry on daily basis under supervision of Sr. Assistant/Director (GA).

Process Output	Supply of Tea, Coffee etc.
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6.13 Process Title: Booking of Board Room/Committee Room and conducting meetings therein

6.13.a Input	Source
Request received	i Division & Staff of the corporation ii Agriculture Ministry/DAC

6.13.b) Process:

- There are two halls on 7th floor and procedure for booking of the same is as under:
- 6.13.1** On receipt of request from Divisions/DOAC, hall is reserved for meetings based on availability.
- 6.13.2** A display board is put up on Piazza on the date of meeting indicating subject of meeting, date, time and venue
- 6.13.3** On request and after obtaining approval of competent authority, pen/pad is distributed to the officials on the day of meeting and Tea/Coffee/Snacks/Lunch are served.

Process Output	Meetings conducted
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6.14 Process Title: Reimbursement of conveyance

6.14.a Input	Source
Conveyance voucher	Officers/Staff

6.14.b) Process:

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6.14.1 Officers/staff who attend office early or sit late or come on holidays to attend to emergent work are eligible for claiming conveyance charges as per above mentioned circular (copy enclosed at Annexure –XIV).

6.14.2 The eligible officer/staff claims the reimbursement through contingent voucher (copy annexed at XV). The claim is settled on the basis of Notification of the Govt. of NCT, Delhi Transport Department regarding Taxi and Auto fare (copy annexed at XVI).

Process Output

Payment of conveyance charges made.

6.15 Process Title: Reimbursement of Cartage

6.15.a Input

Source

Cartage vouchers

Officers/Staff

6.15.b) Process:

6.15.1 Reimbursement of cartage for carrying tools, files/official documents by the officers/staff of the Corporation outside of Head Office is made on hiring of Truck/Tempo/Taxi/Scooter/Cycle rickshaw etc

6.15.2 The concerned official claims the reimbursement through contingent voucher. (copy annexed at XV).

Process Output

Payment of cartage charges

6.16 Process Title: Reimbursement of Newspaper

6.16.a Input

Source

News paper bills with claim vouchers

Officers/Staff

6.16.b) Process:

6.16.1 Reimbursement of newspapers to the eligible officers of the Corporation as per the office order (copy annexed at XVII) is made on quarterly basis.

6.16.2 The eligible officers submit their claims on prescribed format.

Process Output

Payment of new paper bills made.

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6.17 Process Title: Physical verification of dead stock items, petty/stationery items & disposal of obsolete dead stock, petty, stationery & other misc. items

6.17.a Input	Source
i To assess the stock available in terms of quantity & value at the end of each year	GA Division
ii Physical verification report	Physical verification Committee
iii Depreciated value of items to be disposed off.	Finance Division

6.17.b) Process:

- 6.17.1** Physical verification of dead stock items, petty/stationery items & disposal of obsolete dead stock, petty, stationery & other misc. items available in Head Office, issued to officials of NCDC is done annually by Committees constituted by MD. The report of the Committee is submitted to MD, NCDC for consideration and approval.
- 6.17.2** After calculating the depreciated value of the dead stock items as on date, approval of MD is obtained for disposal of obsolete/unserviceable dead stock, petty/stationery items and other misc. items
- 6.17.3** After obtaining the approval of MD, NCDC the quotations/bids are invited including terms & conditions, formats for quoting the rates from the firms in line and also publishing the quotation on NCDC's website and on CPP Portal of GOI.
- 6.17.4** After receiving quotations on the closing date, a meeting of the committee for disposal of obsolete/unserviceable items is convened.
- 6.17.5** Based on the recommendations of the committee and after obtaining the approval of competent authority, the firms are asked to submit the amount of the bid awarded and in turn are allowed to lift the material for disposal as per the terms & conditions of the bid document.
- 6.17.6** The amount so received by cheque from the bidder is submitted to the Finance Division.

Process Output	Obsolete items disposed through invitation of bids.
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6.18 Process Title: Providing necessary items for the newly recruited person

6.18.a Input	Source
List of new officials in NCDC	P & A division

6.18.b) Process:

6.18.1 Group A officers

- Seating arrangements to be made in consultation with concerned Divisional heads (name to be displayed on the door of cabin/table of officials)
- Computer table & chair (subject to providing of computer by MIS Division)
- Stationery items i.e. pen, pencil, sharpener, A-4 paper, note sheet, stapler with pin, punch machine, paper weight, gem pin tag, fevistick, Towel, calculator and other need based items
- Thermos flask with two glasses
- Tea set (on sharing basis for DD/AD/ equilant officers)

6.18.2 Group B officials

- Seating arrangements to be made in consultation with concerned Divisional heads (name to be displayed on table of employees)
- Computer table & chair (subject to providing of computer by MIS Division)
- Stationery items i.e. pen, pencil, sharpener, A-4 paper, note sheet, stapler with pin, punch machine, paper weight, gem pin tag, fevistick, , calculator and other need based items
- Jug with two glasses
- Intercom facility (on sharing basis)

6.18.3 Group C staff

- Seating arrangements to be made in consultation with concerned Divisional head (name to be displayed on table of employees)
- Stationery items as pert need/ requirement depending upon nature of work allotted
- Intercom facility (on sharing basis)

Process Output	Proper sitting arrangements made for new joinees
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6.19 Process Title: Reimbursement of expenses in respect of purchase of briefcase by the eligible officer

6.19.a Input	Source
Briefcase Bills	Officers/Staff

6.19.b) Process:

Claim bills submitted by officers & employees in respected of purchase of briefcase. As per the policy, reimbursement of the expenditure incurred for purchase of a briefcase as per their eligibility once in three years and also to the officer(s) going abroad for official work carrying the official documents etc. as per the Circular (annexed at XVIII).

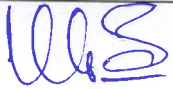

Process Output	Briefcase purchase claim settled.
----------------	-----------------------------------

6.20 Process Title: Scheme for providing Laptop at depreciated value on retirement/repatriation of officers of the rank of Chief Director and above at the Head Office, CD(TOPIC) and Regional Directors at Regional Offices

6.20.a Input	Source
Request of officers & Division/Regional Offices	Officers of the corporation of the rank of Chief Directors & above /Regional Directors

6.20.b) Process:

- 6.20.1** The Corporation is providing Laptops to Chief Directors and above at Head Office/TOPIC Centre and Regional Directors at Regional Offices as per the policy letter (annexed at XIX).
- 6.20.2** On retirement/repatriation of officer to whom the Laptop has been issued, is allowed to take away the same with the prior approval of MD, NCDC by making payment of depreciated value of the Laptop subject to the condition that:
- 6.20.3** The concerned officer has furnished the request in this regard in writing.

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- 6.20.4 The Laptop should have been purchased by the Corporation minimum 2 years back.

Process Output	Issue of laptop
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6.21 Process Title: Providing of pen drive to the officers of the Corporation

6.21.a Input	Source
Request for Pen Drive	Officers/officials of the corporation

6.21.b) Process:

- 6.21.1 Pen drive(s) is issued to the officers of the rank of Assistant Directors and above at NCDC, Head Office subject to the following conditions as per office order annexed at XX.
- 6.21.2 Two pen drives of 4GB/8GB as per requirement are issued to all Chief Directors for a period of 2 years. 6.21.b.2 No pen drive is issued to SPS. However, an additional pen drive is issued to Divisional Heads for their staff on sharing basis on written request.
- 6.21.3 One pen drive for a period of 2 years is issued to all Assistant Directors/Dy. Directors/ Directors.
- 6.21.4 No pen drive is issued in case of loss within a period of 2 years. Pen drive is re-issued in case defective/broken/not working/corrupted, subject to return of earlier pen drive.
- 6.21.5 The concerned officer has to furnish the request in writing.

Process Output	issue of pen drive
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6.22 Process Title: Issue of Dead-stock/ petty/ miscellaneous items for official use in camp office.

6.22.a Input	Source
Request for issue	BOM/GC members/Ministry/MD/DMD/Division

6.22.b) Process:

- 6.22.1 The Dead-stock/ petty/ miscellaneous items are issued for official use with the approval of Competent Authority, for the Camp Office of President (General

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Council), Chairman/Vice Chairman (Board Of Management), Managing Director / Deputy Managing Director and other Officers through gate pass (copy annexed at XXI

- 6.22.2** The office equipment required for repair outside office premises, the same is allowed to be taken out with the approval of Competent Authority, for repair through gate pass.

Process Output

Issue of Dead stock/petty/miscellaneous

6.23 Process Title: Preservation and weeding of official record in NCDC

A record room for preservation of old official record/files is located in the basement and movement/recording of files in the record room is done through record register. A guideline for preservation and weeding of official record in NCDC is enclosed at Annexure XXII.

6.24 Process Title: Procedure for collection and distribution of dak

6.24.a Input	Source
Dak/Speed post/Parcels/Couriers/Dak received through messenger	Letters from societies/outside agencies & person

6.24.b) Process

6.24.1 Incoming letters/dak/parcels etc.

- All letters addressed to NCDC/dak are received in the R&I Division.
- After diarising in the Central Dak Register, letters/dak are sent to the concerned sections/Divisions after taking down signatures in the Peon Book/Proforma.

6.24.2 Outgoing letters/dak/parcels etc.

- All sections/Divisions send letters/dak etc. to R&I Division for dispatch through ordinary/Speed Post/ Registered Post etc.
- Letters to be sent to Ministries/Parliament House/ other offices etc. are sent through Scooter Rider.
- For dispatching letters/agenda items of BOM/GC meeting Courier agency is also engaged.
- Advance is drawn in the name of Post Master, P&T for meeting the postage expenses and timely recouped.

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- Advance is also sanctioned in the name of R&I Incharge for making emergency postage expenses.

Process Output	All incoming letters are being sent to concerned person/division & outgoing letters are being posted timely and correctly
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6.25 Process Title: Reply of Audit/RTI

6.25.a Input	Source
1 Audit Reports	Statutory auditors/Parts/Letter
2 RTI received	

6.25.b) Process:

- 6.25.1** Furnishing of documents/information required by internal/statutory auditors in respect of audit para sent by Finance Division.
- 6.25.2** Furnishing of documents/information required by individual in respect of RTI with a copy to P&C Division.

Process Output	Reply of Audit Reports of RTI
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6.26 Process Title: Reporting & Other Miscellaneous Work

- 6.26.1** Reports/Plan etc. as required by Plan and Coordination, Finance Division and other Divisions of the Corporation is furnished.
- 6.26.2** Maintain and submit proforma on usage of Hindi language to Hindi Division on quarterly basis.
- 6.26.3** Work allocation amongst the Officers and staff of the division, leave application record, posting record and other related administrative issues.
- 6.26.4** Preparation of Revised Estimate/Budget Estimate of the Corporation after compilation of information received from the relevant Divisions of the Corporation including TOPIC & Regional Offices.
- 6.26.5** Agenda of Revised Estimate/Budget Estimate of the Corporation for approval of BOM is prepared and approval of the Competent Authority is obtained for placing it before the BOM meeting for consideration and approval.

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7) Process Measurements

S.No	Quality Objective	Measurable indicators (working days)	Monitoring frequency	Responsibility for monitoring
1.	Issue of dead stock items/ computer consumables available in store	2	Half yearly	CD(GA)
2.	Civil and electrical maintenance works (includes civil repairing, plumbing repairing, electrical repairing and carpenter work)	5	Half yearly	CD(GA)
3.	Issue of Indent items (Stationery) available in store on bi-monthly basis	10	Half yearly	CD(GA)
4.	Conveyance/cartage payment on receipt of claim.	15	Half yearly	CD(GA)
5.	Reimbursement of telephone/ mobile bills of eligible officers/staff on receipt of bills a) Chief Director & above level b) Director to MTS level Director t	a) 15 b) On quarterly basis in the first fortnight of month following the quarter	Half yearly	CD(GA)
6.	Payment of office telephone bills on receipt of bills	10	Half yearly	CD(GA)
7.	Reimbursement of news papers Bills on submission by the eligible officers on receipt of claims (quarterly basis)	On quarterly basis in the first fortnight of month following the quarter	Half yearly	CD(GA)
8.	Pest control Treatment (Twice in a quarter)	Within 15 after every 1 ½ month	Half yearly	CD(GA)
9.	Anti termite treatment (yearly basis)	Within a fortnight after close of year	Yearly	CD(GA)
10.	Anti Rodent control (half yearly basis)	Within a fortnight after every 6 months	Yearly	CD(GA)
11.	Disinfection of underground tank on quarterly basis	On quarterly basis in the first fortnight of month following the quarter	Half yearly	CD(GA)
12	Tank cleaning(Underground/ overhead) on half yearly basis	Within a fortnight after every 6 months	Half yearly	CD(GA)

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8) Risk and Opportunities Identified:

Ref# Risk Register

9) Process Control

S.No.	Process	Process Controls
1	Issue of dead stock items/ computer consumables available in store	Inventory management Annual verification of stock
2	Day to day civil and electrical maintenance works (includes civil repairing, plumbing repairing, electrical repairing and carpenter work)	Complaint register Daily check list
3	Pest control, Anti termite & Anti Rodent control Treatment (Twice in a quarter)	Track sheet / Register
4	Fire safety and electrical safety	For spreading awareness, Equipments are verified at different intervals 2) Training & Guidance provided during mock drills, may be used by staff members at their homes & in society
5	Safety of assets & security of office staff by outsiders	Identification of any unauthorized person in NCDC premises can be reported by anybody

10) Details of Documented information retained

S. No.	Title	Identification	Location	Maintained by	Retention Period in years	Disposition
1.	Expenditure Register	By Title	Almirah - E	Sr. Astt.	5 Years	As per weeding out procedure
2.	Register for telephone expenses	-Do-	Almirah - I	Sr. Astt.	5 Years	-Do-
3.	Register for Refreshment	-Do-	Store (Rack No.8)	Sr. Astt.	1 Years	-Do-

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4.	Register for livery items	-Do-	Store (Rack No.8)	Sr. Asstt.	1 Years	-Do-
5.	Stock Register	-Do-	Store (Rack No.8)	Sr. Asstt.	1 Years	-Do-
6.	Register for petty items	-Do-	Store (Rack No.8)	Sr. Asstt.	5 Years	-Do-
7.	Register for petty items – Maintenance	-Do-	Store (Rack No.8)	Sr. Asstt.	1 Years	-Do-
8.	File Register	Misc. reference papers	(Rack No. 7)	Sr. Asstt.	Permanent	-Do-
9.	Invoice Register	-Do-	Almirah – E	Sr. Asstt.	1 Years	-Do-
10.	Diary Register	-Do-	Almirah (A & B)	Sr. Asstt	1 Years	-Do-
11.	Dispatch Register	-Do-	Almirah (A & B)	Sr. Asstt	1 Years	-Do-
12.	Trunk Call Register	-Do-	Almirah - L	Telephone Operator	1 Years	-Do-
13.	Complaint Register	-Do-	Almirah - K	Telephone Operator	1 Years	-Do-
14.	Process measurement Register	PMR register		AD (GA)	2 Years	-Do-

11) Details of Documented Information maintained

S.No.	Title	Identification	Location	Prepared by	Approved by	Revision No.
1.	Daily Checks Report - Upkeep & cleaning of NCDC premises	A	Basement	AD (Civil)	CD (GA)	
2.	Complaint Register	A1	4 th Floor	AD (Civil)	CD (GA)	
3.	Maintenance Job Slip(Electrical)	E1	Electrician room	AD (Electrical)	CD (GA)	
4.	Office Order No.NCDC.2-1/2004-Admn. Dt. 17.7.2011– Delegation of Powers	B	Almirah-A	MD	MD	

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5.	Office Order No.NCDC.7-4/2005-Genl.(Policy) dt. 31.10.2006 reg. procedure for purchase of goods	C	Almirah-A	CD (GA)	CD (GA)	
6.	Tank Cleaning format (Underground water tank)	D	Electrician room	AD (Civil)	CD (GA)	
7.	Tank Cleaning format (Over Head water tank)	D1	Electrician room	AD (Civil)	CD (GA)	
8.	Disinfection of Tank (Terrace)	D2	Electrician room	AD (Civil)	CD (GA)	
9.	Disinfection of Tank (Under Ground)	D2	Electrician room	AD (Civil)	CD (GA)	
10.	Fire Fighting Arrangements – Daily Checks Operations	E	Electrician room	AD (Electrical)	CD (GA)	
11.	Fire Fighting Arrangements – Quarterly Checks Operations	E	Electrician room	AD (Electrical)	CD (GA)	
12.	Fire Fighting Arrangements – weekly Checks Operations	E	Electrician room	AD (Electrical)	CD (GA)	
13.	Central AC Plant – Log Book (Winter)	F	Electrician room	AD (Electrical)	CD (GA)	
14.	Log Book – DG Set for 250	G	Electrician room	AD (Electrical)	CD (GA)	
15.	Office Order No.NCDC.5-3/84-Genl. Dt. 25.4.2008 – Residential Mobile telephone facility	I	Almirah - A	Govt. of India Ministry of finance	CD(GA)	
16.	Office Order No.NCDC.13-64/83- Admn. Dated 2.3.1984 – Conveyance charges	K	Almirah-A	Govt. of India Ministry of finance	CD(GA)	
17.	Contingent Voucher	L	Almirah-A	Govt. of India Ministry of finance	CD(GA)	

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18	Notification of Transport Deptt. for Auto Riksha & Taxi dt. 3.3.2013	L1	Almirah-A	Govt. of India Ministry of finance	CD(GA)	
19.	Office Order No.NCDC.10-13/2000 dt.18.12.2000 reg. reimbursement of newspapers	M1	Almirah-A	Govt. of India Ministry of finance	CD(GA)	
20	Office Order No. NCDC. 7-3/2009(I)-Genl. dt. 30.8.2012 reg. providing of pen drive to officers	Q	Almirah-A	Govt. of India Ministry of finance	CD(GA)	
21	Reg. Gate Pass	S	Store	Ministry of Agriculture	CD(GA)	
22.	Guidelines for preservation & weeding of officials records of NCDC	S1	Almirah-A	Govt. of India	CD(GA)	
23	Circular No.NCDC.2-1/2007-GA(Vol.II) dt. 21.11.2011 reg. scheme of providing Laptop at depreciated value to retiring officers of the rank of CDs & above	P	Almirah-A	Govt. of India Ministry of finance	CD(GA)	

12) Reference

S.No.	Reference Detail
1	NCDC:2-1/2004 Admin, dt.17.08.2011
2	7-4/2005-Genl (Policy) dated 10.2006
3	GFR-2005
4	NCDC:8-4/95-Genl. dated 4.2.2010
5	NCDC:2-1/2007-GA (Vol.II) dated 21.11.2011
6	NCDC:7-3/2009(1)-Genl. Dated 30.08.2012

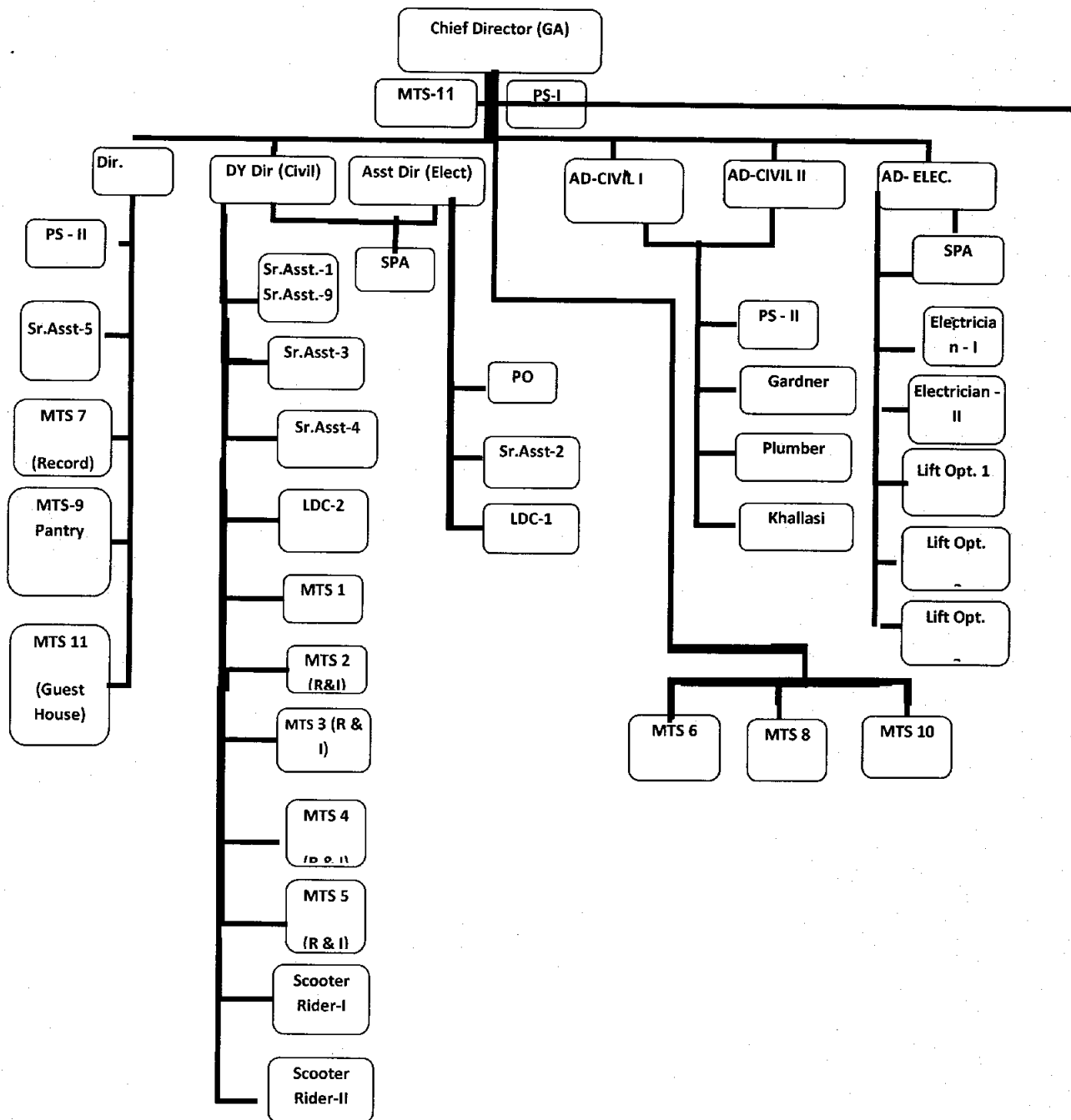
Prepared By:	Reviewed By:	Approved By:	Page 32 of 32
 Chief Director (GA)	 QMS Documentation Committee	 Managing Director (MD)	

LIST OF ANNEXURES

Annexure No.	Title
I	Organisational Chart
II	Responsibilities & Authorities
III	Office order dated 23.12.2014 for purchase of goods & services
IV	Office order dated 17.08.2011 for delegation of powers
V	Client Feedback Form
VI	Format of Log book of Fire fighting Arrangements
VII	Format of Log sheet of Central AC Plant
VIII	Format of Logbook of DG Set
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X	Format of complaint register
XI	Format for tank Cleaning
XII	Policy circular for reimbursement of Residential/Mobile/Telephone bills
XIII	Policy circular for reimbursement of Residential/Mobile/Telephone bills
XIV	Policy circular for claim of conveyance & cartage
XV	Proforma for claiming conveyance & cartage
XVI	Delhi Govt. order for minimum Auto & taxi hiring charges
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Annexure-I

Organizational Chart



RESPOSIBILITIES & AUTHORITIES

Designation	Responsibilities	Authorities
Head of the Division (Chief Director)	<ul style="list-style-type: none">• Overseeing the entire functions of the Division.• Forwarding proposals for approval of expenditure to Head of the Corporation beyond delegated powers.• Coordinating for the activities of the Division, whenever required.• Performing supervisory functions.• Timely submission of APAR• Liasioning with Govt. Agencies• Planning of policy matters• Attending meetings of various Committees designated as PIO under RTI Act• Handling customer's enquiries and feedback• Timely submission of monthly/quarterly reports (works and also publishing of tender document on CPP Portal and website) to the Section Officer – DAC / Dy.Secy./ Dir.(Vigilance) / Under Secretary (CVC)	<ul style="list-style-type: none">• According approvals within defined financial delegation of powers vide Circular No.NCDC: 2-1/2004-Admn. dated 17.8.2011.• Sanctioning of leaves of the officials of General Administration Division.• To Allocate the work among the Officials.
Director	<ul style="list-style-type: none">• All matters pertaining to Annual Administration Budget, Regional Offices, Audit & RTI• Attending various meetings of Committees as a member as required.• All matters pertaining to maintenance of record room files and weeding out of old records, all matters pertaining to conveyance, cartage, newspaper Disposal of obsolete/unserviceable items,• All matters pertaining to entertainment, pantry, arrangements of meetings, TOR, Board room arrangements for meetings/training to be conducted in Head Office• Vehicles, maintenance of staff car, hiring of private vehicles, insurance of	<ul style="list-style-type: none">• According approvals within defined financial delegation of powers vide Circular No. NCDC: 2-1/2004-Admn. dated 17.8.2011. and No.NCDC:10-17/98-GA dated 11.3.2014.• To recommend and forward the leaves of the concerned staff.• Monitoring of measurable process.• Authorized signatory to get photocopy of documents

Designation	Responsibilities	Authorities
	vehicles/NCDC assets <ul style="list-style-type: none"> • Coordination work of the division. • Any other work assigned. 	
Dy. Director	<ul style="list-style-type: none"> • All matters relating to purchase of dead stock items, livery items, computer related items, printed stationery items, printing and binding jobs, petty items, , printing of Annual Accounts/Reports, pamphlets, diary/ dispatch, R&I, works. • All matters pertaining to Telephone, photocopy machine, Fax machine, , washing and issue of towels, issue of I – Cards, requirements pertaining to DAC, Camp office of President, GC, VC, BOM, MD/DMD and security of office premises. • Attending various meetings of Committees as a member and any other work assigned. 	<ul style="list-style-type: none"> • According approvals within defined financial delegation of powers vide Circular No. NCDC: 2-1/2004-Admn. dated 17.8.2011 and No.NCDC:10-17/98-GA dated 11.3.2014. • To recommend and forward the leaves of the concerned staff. • Monitoring of measurable process Authorized signatory to get photocopy of documents
Asstt. Director	<ul style="list-style-type: none"> • All matters relating to ISO, annual administrative budget, vehicles, verification of log books, hiring of private vehicles, maintenance of staff cars and insurance of the vehicle, signing of all invoices, physical verification of store, property tax, insurance of NCDC assets, computer related items, printed stationery items, printing and binding jobs, petty items. • Supervise the work of Store and sign on all the bills, after checking the receipt of material. • Movement of store items including issue of dead stock items, all store keeping jobs, movement of dead stock and other articles to and from office and issue of gate passes etc. • Matters related to refilling of petrol in office cars and log book check. Hindi related matters • Monitoring punctuality, discipline of GA Division • Handling customer enquiry & feedback 	<ul style="list-style-type: none"> • Recommendation of leaves of the subordinates. • To sign invoices of related purchases. • Authorized signatory to get photocopy of documents

Designation	Responsibilities	Authorities
	<ul style="list-style-type: none"> form Any other work assigned 	
Asstt. Director (Civil-I)	<ul style="list-style-type: none"> Preparing proposal/estimate etc. for modification/ renovation for civil works as per the requirement and supervision etc. of the work as per direction Upkeep & cleaning of NCDC premises (through AMC) Maintenance of toilets and other plumbing related works Civil related works of 458 & 460 Asian Games Village Flats, TOPIC Institute, Gurgaon and RD/DRD offices. Assessment and purchases of furniture items, curtain / towels etc. for Head Office as per the approved budget for the same. Any other work assigned. 	<ul style="list-style-type: none"> Recommendation of leaves of the subordinates. To sign invoices of related purchases. <p>Authorized signatory to get photocopy of documents</p>
Asstt. Director (Civil-II)	<ul style="list-style-type: none"> Preparing proposal/estimate etc. for modification/ renovation for civil works as per the requirement and supervision etc. of the work as per direction. Maintenance of toilets and other plumbing related works Maintenance of office lawn Name plates, Notice Boards, painting, polishing etc. Repair/replacement etc. of doors, windows, door closers, wooden partition, window/table glasses etc. Masonry related works in the building, manholes & pavement etc. Anti malaria measures, as per MCD instructions etc. Pest control and anti rodent treatment etc. Dealing of Labour Cess cases with Dy. Lab our Commissioner office, Pushp Vihar, 	

Designation	Responsibilities	Authorities
	<p>New Delhi, including depositing of Labour cess amount deducted from the Contractor's bills.</p> <ul style="list-style-type: none"> • Repair & maintenance of office furniture including sofa sets, curtains etc. Washing/drycleaning of curtains, carpets, sofa sets, seat covers etc. • Upkeep & cleaning of NCDC premises (through AMC) including day-do-day monitoring and filling formats/reports, as required. • Necessary repairs of structure of the building particularly to avoid seepage during rainy season • Masonry related works in the building, manholes & pavement etc. • Any other work assigned from time to time. 	
Asstt. Director (Elect)	<ul style="list-style-type: none"> • Preventive & routine maintenance of electrical installations, fittings & fixtures etc. viz. <ul style="list-style-type: none"> i) 11 KV compact sub station with 750 KVA oil type transformer etc. ii) Main ACB & changeover switch panel iii) 600 KVA servo stabilizer iv) Main L.T. panel with switch fuse units and cabling etc. v) Electrical distribution system through rising mains and light & power distribution boards with MCBs etc. on each floor vi) Light/fan and power wiring and tube fittings, fans, exhaust fans & plug points etc. vii) Drinking water coolers viii) Window/split ACs ix) P.A system in the board room x) Online 5 KVA UPS in MIS Division xi) 250 & 110 KVA DG sets, AMF panel a changeover switch panel etc. xii) Multimedia Projectors, TV, tape recorders, invertors, batteries, hot case, fridge etc. 	<ul style="list-style-type: none"> • Recommendation of leaves of the subordinates. • To sign invoices of related purchases. • Authorized signatory to get photocopy of documents

Designation	Responsibilities	Authorities
	<ul style="list-style-type: none"> • Maintenance through AMC <ul style="list-style-type: none"> i) Operation & maintenance of Central AC Plant (2x110 TR) ii) Manning, operation & maintenance of fire fighting arrangements & booster pump iii) Maintenance of lifts iv) Biometric time & attendance machines v) Water purifiers • Preparing estimates/proposal etc. for modification, addition/alternation in the electrical installation/distribution system etc. as per the requirement and supervision etc. of the work. • Procurement of electrical items as per the requirement, following due procedure. • Monitoring electricity/water consumption and ensuing timely payment of bills to avoid late payment charges/disconnection etc. • Electrical related works of 458 & 460 Asian Games Village Flats, TOPIC Institute, Gurgaon and RD/DRD offices. • Submission of monthly report in respect of publishing open tender on the website of NCDC and Quarterly Progress Report on execution of works to C.V.C. • Any other work assigned from time to time. 	
PS (GA-I)	<ul style="list-style-type: none"> • Dictation and typing work. • Recording movement of files. • Maintain engagements of reporting officer • Assist to reporting officers in carrying out the work of Division. • To maintain Leaves record of the officials of General Administration Division. • To assist CD(GA). 	<ul style="list-style-type: none"> • To control the movement of files.

Designation	Responsibilities	Authorities
PS (GA-II)	<ul style="list-style-type: none"> To assist Director (GA) , AD(Civil- I & II) for dictation, typing & handling the files. 	<ul style="list-style-type: none"> Job assigned by the reporting officer
Programme Officer (Mrs. Seema)	<ul style="list-style-type: none"> Payment of conveyance/cartage Any other work assigned 	<ul style="list-style-type: none"> Job assigned by the reporting officer
SPA (GA) (Mrs. Neelam)	<ul style="list-style-type: none"> To assist DD(GA), AD(GA) & AD(Elect.) for dictation, typing & handling the files. 	<ul style="list-style-type: none"> Job assigned by the reporting officer
Sr. Asstt. (GA)- 1 (Mr. Knaojia)	<p>To attend all works pertaining to telephone, fax, security, Photostat related work.</p> <ul style="list-style-type: none"> Any other work assigned 	<ul style="list-style-type: none"> Job assigned by the reporting officer
Sr. Asstt. (GA)-2 (Mr. R Negi)	<ul style="list-style-type: none"> Monitor all store keeping jobs Entry of dead stock/petty items in the stock register of store. Maintaining gate pass. To assist AD (GA) 	<ul style="list-style-type: none"> Job assigned by the reporting officer
Sr. Asstt. (GA)-3 & 4 (Mr. Mehto & Rajan)	<ul style="list-style-type: none"> To monitor payments of courier company/postal department regarding courier/ speed post of official letters etc. To assist DD(GA-I). 	<ul style="list-style-type: none"> Job assigned by the reporting officer.
Sr. Asstt. (GA)-5 (Mr. Om Prakash)	<ul style="list-style-type: none"> Look after the work of various arrangement for meetings. Checking of pantry register To maintain TOR payment register booking of rooms in TOR. To assist Director (GA) 	<ul style="list-style-type: none"> Job assigned by the reporting officer
LDC (GA-1)	<ul style="list-style-type: none"> To perform all the work of telephone operator. Payment of newspaper bills etc. Payment of Mobile bills To assist DD(GA) as per the work allocation. 	<ul style="list-style-type: none"> Job assigned by the reporting officer
LDC (GA-2)	<ul style="list-style-type: none"> all store keeping jobs Issue of store items to employees of NCDC Maintaining gate pass. To assist AD (GA) 	<ul style="list-style-type: none"> Job assigned by the reporting officer

Designation	Responsibilities	Authorities
MTS (Scooter Rider 1 & 2)-	<ul style="list-style-type: none"> • To operate/maintain office scooter. • To deposit telephone/electricity/water bills of Office. • To deliver and receive Official Letters/Parcels and other important document to their respective destination. 	<ul style="list-style-type: none"> • Job assigned by the reporting officer
Staff Car Driver	To operate/ maintain the vehicles of NCDC.	<ul style="list-style-type: none"> • Job assigned by the reporting officer
MTS (Plumber)	<ul style="list-style-type: none"> • To assist AD(Civil I & II) as per the work allocation 	<ul style="list-style-type: none"> • Job assigned by the reporting officer
MTS (Lift Operator) (1,2 & 3)	To operate lifts installed in NCDC Building. To look after the proper cleanliness in the lifts.	<ul style="list-style-type: none"> • Job assigned by the reporting officer
MTS (Gardner)	<ul style="list-style-type: none"> • To maintain Greenery/ Horticulture of NCDC Lawns. 	<ul style="list-style-type: none"> • Job assigned by the reporting officer
MTS (Khalasi)	<ul style="list-style-type: none"> • To attend all type of work assigned (verbally/ in writing) from time to time. 	<ul style="list-style-type: none"> • Job assigned by the reporting officer

Designation	Responsibilities	Authorities
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Electrician 1 & 2:	<ul style="list-style-type: none"> • To assist AD(Elect.) as per the work allocation. • Attending day to day complains received from various floors/divisions related to electrical repair and maintenance at NCDC H.O. building. • Checking and preventive maintenance of Main LT Electric panel, Electric rooms at each floor, Electrical wiring, Shunt capacitor panel, Servo voltage stabilizer, AMF electric panel, Inverter and batteries installed at NCDC H.O. building. • Checking and preventive maintenance of 11 KV Dry type transformer including phase changing and voltage adjustment etc. • Checking the normal operation of 250 KVA & 110 KVA DG sets and carry out necessary preventive maintenance work for proper functioning of both the DG sets. • Replacement/repair of defective/flickering tube lights, street lights, ceiling fans, exhaust fans, switches sockets 5 Ampere/15 Ampere etc. by own observations whether complain is received or not. • Maintaining of complain registers, formats of checking of electrical panels & installations, log book of DG sets, electrical job maintenance slip and availability of electrical items in store. • Routine checking & preventive maintenance of PA system at board room • Maintenance of 5 KVA online UPS at sixth floor and regular checking of earthing and neutral voltages of building and MIS division. Proper earthing should be ensured. • Operation of PA system and projector at Board room and committee room during important official meetings • Repair of window/split AC & water cooler at their level. 	<ul style="list-style-type: none"> • Job assigned by the reporting officer
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Designation	Responsibilities	Authorities
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MTS-1,2 & 3	<ul style="list-style-type: none"> • Moving files from one officer to another. • Photocopy of important documents required by the division. • Delivery of approved information to other divisions. • Dispatch of letters/ circulars. • Dak distribution in the division. • To attend all type of work assigned (verbally/ in writing) from time to time. • Serve Tea/coffee to the officers and other staff. 	<ul style="list-style-type: none"> • Job assigned by the reporting officer.
MTS (Farash)	<ul style="list-style-type: none"> • To open/lock the doors of NCDC Building in the early in the morning and evening after closing of office respectively. • To look after the normal dusting of officers table. • To keep keys of locks in the box at fourth floor. 	<ul style="list-style-type: none"> • Job assigned by the reporting officer
MTS (TOR)	<ul style="list-style-type: none"> • To attend guest staying at TOR. • To serve breakfast/refreshment/lunch to the staying guest. • To change bed sheet/pillow covers as and when required and look after the over all cleanliness of TOR. 	<ul style="list-style-type: none"> • Job assigned by the reporting officer

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(GENL ADMN. DIVISION)**

Dated: 23.12.2014

No.NCDC:7-4/2005-Genl. (Policy)

OFFICE ORDER

Sub: - Procedure for purchase of goods/services and execution of works – Modification in Advisory-cum-Standing Purchase / Tender Committee - Regarding.

Based on General Financial Rules 2005 by the Ministry of Finance, Department of Expenditure, Govt. Of India, the procedure for purchase of goods / services and execution of works shall remain as under:

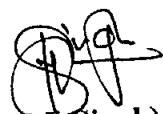
A. For purchase of goods/services

S.No.	Financial limits	Procedure
1.	Upto Rs.15,000/-	On the basis of certificate of Competent Officer (without inviting quotations or bids) (format of certificate:"I, _____ am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price")
2.	Above Rs.15001 to Rs.1 lakh	On the basis of Certificate or Purchase Committee consisting of three members of appropriate level as decided by Head of Deptt. The Committee will survey the market to ascertain reasonableness of rate, quality and specifications and identify the appropriate supplier. (format of certificate : "Certified that we _____ members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.")
3.	Above Rs.1 lakh to Rs.25 lakh	Limited tender enquiry A list of approved suppliers should be maintained for inviting responsive bids or alternatively tenders be invited from a list of suppliers and on website and the criteria for selection of the suppliers be laid down
4.	Above Rs.25 lakh	Open tenders. Indian Trade journal and atleast one national daily having wide circulation + website and provide a link with NIC website

B. Advisory-cum-Standing Purchase / Tender Committee's for TOPIC Institute,
Gurgaon

S.No.	Financial limit	Members of Committee
1.	Above Rs.15,000/- to Rs.50,000/-	i) Director (TOPIC) ii) Dy. Director (TOPIC) iii) Asstt. Director (A/c) / Sr. Assistant (A/cs) – from TOPIC
2.	Above Rs.50,000/- to Rs.1.00 lakh	i) Director (TOPIC) ii) Dy. Director (TOPIC) iii) Dy. Director (GA) / Asstt. Director (GA) – from HO iv) Asstt. Director (A/c) / Sr. Asstt. (A/cs) from TOPIC
3.	Above Rs.1.00 lakh to Rs. 5.00 lakh	i) Chief Director (GA) ii) Chief Director (TOPIC) iii) Chief Director (Finance)
4.	Above Rs. 5.00 lakh	To be nominated by Dy. MD/MD

This is in super session of earlier office order no. NCDC:7-4/2005-Genl (Policy) dated 31/10/2006.


(K.J. Singh)
Chief Director (GA)

To

1. Chief Director (P&C, PR and Textiles)
2. Chief Director (TOPIC)
3. Chief Director (Finance)
4. Chief Director (P&A)
5. Director (PR)
6. Director (MIS)

CC also to:

1. SPS to Managing Director.
2. SPS to Financial Adviser
3. Notice Board
4. Guard File

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(Personnel & Administration Division)

No.NCDC:2-1/2004-Admn.

17 August, 2011

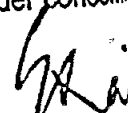
OFFICE ORDER

In super-session of the previous orders on re-delegation in respect of matters covered herein, and in exercise of the powers vested under Regulation 25 read with Regulation 24 of NCDC General Regulations 1975, I hereby re-delegate Administrative/Financial powers to the officers of the Corporation to the extent as specified below, until further orders:

S.No	Particulars	Powers delegated/ re-delegated to	Remarks
1.	Purchase of air-conditioners and computers	DMD: Full powers	
2.	Purchase of furniture & fixtures, dead stock, office equipments, calculators, and office scooter/ cycle	DMD: Full powers CD(GA): Upto Rs.20,000/- Dir(GA): Upto Rs.15,000/-	FA in the absence of DMD Subject to availability of budget provision under concerned head and applicable guidelines/ instructions issued from time to time.
3.	Stationery & Printing of Stationery	DMD: Full powers CD(GA): Upto Rs.40,000/- on each occasion. Dir(GA): Upto Rs.20,000/- on each occasion. DD(Gen): Upto Rs. 2,000/- on each occasion.	FA in the absence of DMD Subject to availability of budget provision under concerned head and applicable guidelines/ instructions issued from time to time.
4.	Other contingencies like general, office expenses, POL, hiring of vehicles for official use, repairs & maintenance, cartage, freight, rents & taxes etc.	DMD: Full powers CD(GA): Upto Rs.40,000/- on each occasion. Dir(GA): Upto Rs.20,000/- on each occasion. DD(Gen): Upto Rs. 2,000/- on each occasion.	FA in the absence of DMD Subject to availability of budget provision under concerned head and applicable guidelines/ instructions issued from time to time.
5.	Electricity and Water charges	CD(GA): Full powers Dir(GA) in the absence of CD(GA).	
6.	Reimbursement of conveyance expenses for performing official duties	CD(GA): Full powers Dir(GA) In the absence of CD(GA).	

S.No	Particulars	Powers delegated/re-delegated to	Remarks
7.	Liveries, clothing & other articles for Group 'C' and 'D' employees	CD(GA): Full Powers	
8.	Telephone charges	DMD: New connections – other than mobile phones CD(GA): Full powers for settling bills Dir(GA): Telephone Rent and permissible calls. DD(Genl): Telephone Rent and permissible calls.	Subject to guidelines for permissible calls for residential telephones.
9.	Postage & Telegrams - Within country - Outside country and Filling of franking machine.	CD(GA): Outside country & filling of franking machine. Dir(GA): Within country. DD(Genl): Within country.	
10.	Assistance to Staff Club/ Canteen (including advances)	DMD: Full powers. CD(GA): within the provision and scale approved.	FA in the absence of DMD
11.	Entertainment expenses	DMD: Full powers. CD(GA): Upto Rs.10,000/- on each occasion. Dir(GA): Upto Rs.5,000/- on each occasion.	FA in the absence of DMD
12.	To declare stores (including items of dead stock) to be obsolete, surplus or unserviceable and to order their disposal by auction	DMD: Upto Rs.6000/- CD (GA)/Dir(GA): Upto Rs.1200/-	

2. Re-delegation as above will be subject to availability of budget provision under concerned head and applicable guidelines/ instructions issued from time to time.


(Govindan Nair)
Managing Director

Copy to:

1. All Chief Directors & Directors
2. All Divisions & Sections
3. The Director (Accounts)
4. All CDs/ RDs at Regional Offices
5. PPS to MD/ SPA to DMD/SPS to FA/SPS to ED (GPG)/PS to ED (BH)

CLIENT FEEDBACK FROM NCDC OFFICIALS

To

Shri/Smt. _____

Sub: NCDC – Client Feedback

Sir,

As a most valuable client of ours, we at NCDC request you to kindly give us your free and fair feedback in the format below. This is required as a part of our ISO 9001:2008 based system for our improvement so that we provide you better services in future. We request you to please spare a few moments for us,

Chief Director (GA)
NCDC, New Delhi.

CLIENT FEEDBACK FORM

Name of Officer/Official of NCDC _____

Nature of Goods / Service requested to GA Division _____

Sl.No.	Criteria	Excellent	Very Good	Good	Satisfactory	Poor
		5	4	3	2	1
1	Time taken for receiving goods / services					
2	Quality of goods / services provided					

Suggestion for improvement of goods and services provided by GA Division of NCDC: _____

To
Chief Director (GA),
NCDC,
New Delhi.

Signature _____
Name _____
Designation _____
Division _____

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

LOG BOOK - FIRE FIGHTING ARRANGEMENTS

DATE: _____

DAILY CHECKS/OPERATIONS

S.No.	System Component	Activity	Remarks
1.	Water tank	Level check	
2.	Priming tank	Level check	
3.	Pumps (main)	Running	
4.	Engine (Standby)	i) Running ii) Fuel tank Level check	
5.	Motor (Jockey)	Running (Auto/Manual)	
6.	Piping	Pressure (_____/cm)	
7.	Main Fire Panel, Zonal Panels	Checking	
8.	PA System	Testing	

Attended by (Sign).....
Name.....

QUARTERLY CHECKS/OPERATIONS

- | | | |
|----|-----------------------------------|-------------------------------|
| 1. | Pumps | Lubrication/Greasing |
| 2. | Engine | Lubrication/Greasing |
| 3. | Electrical control panel contacts | Checking/cleaning |
| 3. | Coupling | Physical checking/lubrication |

Date: _____

Attended by (Sign).....
Name.....

Signature.....
(NCDC official)

ANNUALLY CHECKS/OPERATIONS

- | | | |
|----|------------------|---|
| 1. | Painting | i) Outdoor – Once in a year
ii) Indoor – Once in two years |
| 2. | Engine servicing | As per engine manufacturer's recommendations |

Date: _____

Attended by (Sign).....
Name.....

Signature.....
(NCDC official)

WEEKLY CHECKS/OPERATIONS

- | | | |
|----|---------------------|---|
| 1. | Engine | Battery condition
Checking connections and water level |
| 2. | Motor (Jockey/Main) | Starter (Auto/Manual) |

Date: _____

Attended by (Sign).....
Name.....

Signature.....
(NCDC official)

MONTHLY CHECKS/OPERATIONS

During the month of.....

- | | | |
|----|--|---|
| 1. | Valves (Landing/Isolation) | Operation |
| 2. | Control System (Auto check of all pumps)
Wet riser system | Operation |
| 3. | Hose reel & hose pipe | Checking/cleaning/operation |
| 4. | Fire Brigade connecting Inlet | Checking/cleaning |
| 5. | Coupling | Checking/cleaning |
| 6. | Fire/smoke detector, MCP,
Response indicator | Checking
Cleaning on all the floors |
| 7. | Fire/Smoke detectors
(Indicate Location) | Testing
(2 nos. per zone)
by rotation |

Date: _____

Attended by (Sign).....
Name.....

Signature.....
(NCDC official)

Date: _____

SKILLED

		TIME	NAME	SIGNATURE
MORNING	HANDED OVER			
	TAKEN OVER			
EVENING	HANDED OVER			
	TAKEN OVER			

UNSKILLED

		TIME	NAME	SIGNATURE
MORNING	HANDED OVER			
	TAKEN OVER			
EVENING	HANDED OVER			
	TAKEN OVER			

	(i)	(ii)	(iii)
TIME			
voltage			
Amperes			

[illegible]

CHILLED WATER PUMPS	CONDENSER PUMPS
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
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RECORDED - COPIES
4, 5th Industrial Area, New Delhi - 110016

CENTRAL A.C. PLANT - LOG BOOK (WINTER)
NORMAL TEMPERATURE RANGE - 75°F TO 77°F

DATE _____

LOCATION TIME	TEMPERATURE	LOCATION TIME		TEMPERATURE	OUTSIDE TEMP ETC.	T I M E		
FLOOR(CE) - HALL		V FLOOR(CE) - HALL			OUTSIDE TEMP			
- CABIN		- CABIN			HUMIDITY - OUTSIDE			
- CABIN		- CABIN			- INSIDE			
FLOOR(W) - HALL		V FLOOR(W) - HALL			ONLOAD AMPS - R			
- CABIN		- CABIN			- B			
- CABIN		- CABIN			VOLTAGE			
FLOOR(CE) - HALL		VI FLOOR(CE) - HALL			OPERATIONS / REMARKS			
- CABIN		- CABIN						
FLOOR(W) - HALL		VI FLOOR(W) - HALL						
- CABIN		- CABIN						
- CABIN		- CABIN						
FLOOR(CE) - HALL		VII FLOOR(CE) - HALL						
- CABIN		- D.M.Z.						
- CABIN		- E.D.						
FLOOR(W) - HALL		- R.A. To M.D.						
- CABIN		- R.A. To D.M.D.						
- CABIN		- COMM. ROOM						
FLOOR(CE) - HALL		VII FLOOR(W) - HALL						
- CABIN		BASEMENT - A&I						
- CABIN		- Bath						
FLOOR(W) - HALL		- T.A. G.						
- CABIN								
- CABIN								

UPKEEP & CLEANING OF NDCG PREMISES
DAILY CHECKS/REPORT

Date: _____

S.No.	General Area	Toilets						Remarks (with location etc.)	
		Emptying	Wet wing	General cleaning of the floor/wall tiles, roof, minor work, basin, urinal etc. (OK/NOT OK)	Churn	Water flush system of urinals	scoop container / liquid soap on side		Water leakage from taps and urinal trap
1	General Condition of Cleaning (OK/NOT OK)								
2	Basement								
3	Ground floor & around the building								
4	Around entrance & pump house								
5	1st floor								
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**UPKEEP & CLEANING OF NODC PREMISES
DAILY CHECKS REPORT**

Date: _____

S.No.	General Areas	Toilets						Remarks (with location etc.)
		East wing	West wing	General cleaning of the floor/wall etc (OR NOT O.K.)	Water flush system or urinals	Water flush soap container / Nippals liquid soap or bottle	Water leakage from urinal and toilet trap	
1	General Condition of Chamber (OR NOT O.K.)							
a)	Basement							
b)	Ground floor & around the building							
c)	Around canteen & pump house							
d)	1st floor							
e)	2nd floor							
f)	3rd floor							
g)	4th floor							
h)	5th floor							
i)	6th floor							
j)	7th floor							
k)	VIII floor (Leisure and TOR)							
l)	Terrace & Lift Machine Room							
2	DISPOSING OF WASTE PAPERS GARBAGE ETC. OF PREVIOUS DAY							
3	To ensure that no waste papers or broken furniture glass etc are kept under the spiral main stair case and electrical rooms adjacent to lift No.1 on all the floors and chambers							
4	Any other observation regarding upkeep & cleaning etc. in the office premises							

Action to be taken on 1-4 above and instructions to the confector's supervisor, if any

Signature of Confectioner: _____

Signature of concerned Asst./PO/CM: _____

Signature of concerned A/D/A/E: _____

UPKEEP & CLEANING OF NCDC PREMISES
DAILY CHECKS/REPORT

Date: _____

Annexure - IX.

S.No.	General Areas	Toilets							Remarks (with location etc.)	
	General Condition of Cleaning (OK/NOT OK)	East wing	West wing	General cleaning of the floor/wall tiles, looking mirror, wash basin, urinal etc. (OK/NOT OK)	Cistern	Water flush system of urinals	soap container / liquid soap	Napthalene balls	Water leakage from taps and bottle trap	Area near water coolers
1	Basement									
2	Ground floor & around the building									
3	Around canteen & pump house									
4	1st floor									
5	2nd floor									
6	3rd floor									
7	4th floor									
8	5th floor									
9	6th floor									
10	7th floor									
11	8th floor									
12	9th floor (lounge and TOR)									
13	Terrace & Lift Machine Room									
14	DISPOSING OF WASTE PAPERS GARBAGE ETC. OF PREVIOUS DAY									
15	To ensure that no waste papers or broken furniture, glass are stored under the spiral/main stair case and electrical rooms adjacent to Lift No. 1 on all the floors and chambers									
16	Any other observation regarding upkeep & cleaning etc. in the office premises									

Action to be taken on 1,4 above and instructions to the contractor's supervisor, if any

Signature of Contractor

Signature of concerned Asst. JPO (Civil)

Signature of concerned AD/A.E.

Complaint Register

[illegible]

Tank cleaning format (Under ground water tank)

[illegible]

[illegible][illegible]

[illegible]

[illegible][illegible]

NATIONAL COOP DEV CORPORATION
(Gen Admn Division)

No.NCDC 5-3/84-Genl

April 25, 2008

OFFICE ORDER

Sub: Residential/mobile telephone facility

The expenditure on residential telephones, broad band and mobile phone shall be governed and settle in the following manner:

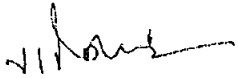
- i) No ceiling in respect of Managing Director and Dy Managing Directors
- ii) No ceiling in respect of Chief Directors and Regional Directors on land line,
- iii) Monthly ceiling of Rs. 2,000/- on residential telephones in respect of Chief Directors and Regional Directors with broad band facility,
- iv) Monthly ceiling of Rs. 2,200/- on land line, mobile and broad band in respect of Chief Directors and Regional Directors not provided with mobile phones
- v) Monthly ceiling of Rs. 1,500/- on land line, mobile and broad band in respect of Directors,
- vi) Monthly ceiling of Rs. 800/- on land line, mobile and broad band in respect of permitted officers,
- vii) Monthly ceiling of Rs. 750/- on mobile phones provided to the Chief Directors at H.O.
- viii) Monthly ceiling of Rs. 750/- on mobile phones in respect of Regional Directors at Pune, Thiruvananthapuram, Bengaluru, Chennai, Hyderabad, Guwahati, Gandhinagar and Kolkata,
- ix) Monthly rentals in respect of Electrician, Shri Arvind Singh,

2. The general conditions for telephone facilities to Directors and other permitted officers shall be as follows:

- i) The amount reimbursable will cover land line and/or mobile connection,
- ii) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt. There will not be any separate ceiling for land line/mobile/broad band facility,
- iii) The amount reimbursable shall be exclusive of taxes, if any,

- iv) The officers may choose any service provider/plan within the prescribed monetary ceiling. The telephone facility shall also include broad band facility or such facilities for which data, voice or image is transferred,
 - v) STD facilities may be provided at residential telephone within the prescribed monetary ceiling,
 - vi) Officers have to make their own arrangements for mobile sets,
3. The order shall be effective from 1st May 2008.

This has the approval of Managing Director.


(G.P. Gupta)
Chief Director (GA)

To:

- 1. All Chief Directors
- 2. All Chief/Regional Directors
- ✓ 3. All Directors
- 4. All permitted officers

Copy to:

- 1. AD in MD's office
- 2. SPA to DMD
- 3. PS to DMD(F)

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(GENERAL ADMINISTRATION DIVISION)**

No.NCDC:10-1/2015-GA

Dated: 14/12/2015

OFFICE ORDER

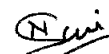
Sub:- Reimbursement of residential / mobile phone bills of the officers / officials of the Corporation – Regarding

All the Deputy Directors, Assistant Directors & their equivalents (Group A), all Group-B, Group-C officials & their equivalents in Head Office, TOPIC Institute, Gurgaon and all Regional Directorates shall be reimbursed their residential / mobile phone bills, with effect from date of issue of this order, up to the following limits:-

Officer / Official	Maximum limit per month
Deputy Directors, Assistant Directors & their equivalents	Rs 800/- + taxes
PSs to MD	Rs 800/- + taxes
Programme Officer, Sr. Assistant & their equivalents (excluding PS to MD)	Rs 400 + taxes
Junior Assistant, LDC, MTS-Peon & their equivalents	Rs 250 + taxes

All the above officers / officials may inform their residential / mobile phone number in respect of which they will claim reimbursement.

This issues with the approval of the Managing Director



(N.K. Suri)

Chief Director (GA)

To

All Deputy Directors, Assistant Directors & their equivalents
PSs to MD

All Programme Officers, Sr. Assistants & their equivalents
All Junior Assistants, LDCs, MTS-Peons & their equivalents

CC:

All Chief Directors in HO
Chief Director (TOPIC)
All Regional Directors
Director (MIS) / Director (ICDP)
PS to MD / SPS to DMD / SPS to ED

RASHTRIYA SAHAKARI VIKAS NIGAM
(NATIONAL COOPERATIVE DEVELOPMENT CORPORATION)
(Administration Division)

No. NCDC:13-64/83-Admin.

Dated: 2nd March, 1984.

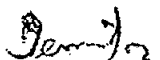
OFFICE ORDER

Officers of the Corporation are sometimes required to attend office early or sit late outside office hours or come on holidays to attend to emergent work. It has been decided that such officers may be reimbursed actual conveyance charges for hiring conveyance from office to residence and/or vice-versa, subject to the following conditions:-

- i) Ordinarily no officer would be expected to come early or work beyond office hours on working days. However, wherever this is unavoidable, prior permission of the General Manager will have to be obtained for attending and/or leaving office before 8 A.M. and/or after 8 P.M. respectively;
- ii) No officer need attend office on Sundays or holidays unless specifically required by the superior officer and permitted by the General Manager or Managing Director; and
- iii) Such officers as are required to come before 8 A.M. or work after 8 P.M. on working days or called to attend office on Sundays or holidays will be reimbursed actual conveyance charges from office to their residence and/or vice-versa on the following scale, provided that they are not entitled to over-time allowance under the Over-time Allowance Rules:-

- a) Directors and - Taxi charges above
- b) All other - Scooter charges Officers

The above order is effective from the date of issue.


(Devinder Singh)
Director (Pers. & Trg.)

Copy to:-

1. The Deputy Director (Accounts), NCDC, New Delhi.
2. All Divisions/Sections. Heads of Divisions are requested to bring the contents of this office order to the notice of all officers in their Division.

(TO BE PUBLISHED IN PART-IV OF THE DELHI GAZETTE-EXTRAORDINARY)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY
(TRANSPORT DEPARTMENT)
5/9 UNDER HILL ROAD, DELHI-110054

No.F.23(488)/TpuOps/2010/197

Dated - 6/01/2012

NOTIFICATION

No.F.23(488)/TpuOps/2010/197 - In supersession of earlier notifications in this behalf and in exercise of the powers conferred by clause (1) of sub-section (1) of section 67 of the Motor Vehicles Act, 1988 (59 of 1988), the Lieutenant Governor of the National Capital Territory of Delhi, having regard to clause (d) of the said sub-section (1) hereby issues the following directions to the State Transport Authority of Delhi, namely:-

From the date of publication of this notification in the Official Gazette, the fares chargeable by the operators of Auto Rickshaws & Taxis (Black & Yellow Top), in the National Capital Territory of Delhi, shall be as follows:-

(A) Auto Rickshaws

- (i) Fare (including Rupees 0.50 Rupees 25 for first fall of 2 kilometer (upon charges for GPS/GPRS/Control room and dispatch centre for facilitating Auto Rickshaw on demand); downing the meter) and thereafter Rupees 8.00 per kilometer for every additional kilometer;
- (ii) Night Charges 25% of the fare (11:00 P.M. to 5:00 A.M.);
- (iii) Waiting Charges Rupees 30 per hour or part thereof (subject to a minimum of 15 minutes stay);
- (iv) Luggage Charges Rupees 7.50 shall be charged as Extra Luggage charges whereas the driver/operator shall not charge any money for a shopping bag or a small attache / suitcase

(B) Taxis (Black & Yellow Top)

- (i) Fare (including Rupees 0.50 Rupees 25 for first kilometer (upon downing the charges for GPS/GPRS/Control meter) and thereafter Rupees 14 per kilometer for room and dispatch centre for Non-AC Taxis and Rupees 16 per kilometer for facilitating taxi on demand); AC Taxis for every additional kilometer;
- (ii) Night Charges 25% of the fare (11:00 P.M. to 5:00 A.M.);
- (iii) Waiting Charges Rupees 30 per hour or part thereof (subject to a minimum of 15 minutes stay);
- (iv) Luggage Charges Rupees 10 shall be charged as Extra Luggage charges whereas the driver/operator shall not charge any money for a shopping bag or a small attache / suitcase.

By order and in the name of the Lt. Governor
of the National Capital Territory of Delhi,

P. Ananth

राष्ट्रीय प्रहसारी विभाग निगम
सामान्य अनुभाग

संज्ञांक: रा. स. वि. नि. 10-13/2000

दिनांक 10.12.2000

प र प त्र

विषय: निदेशक/उप-निदेशक और सहायक निदेशकों के निवास-स्थान पर
दैनिक समाचार पत्रों के बिलों की प्रतिपूर्ति भुगतान के संबंध में

प्रशासन अनुभाग के दिनांक 26.9.2000 के परिपत्र संख्या 9-2/93-प्रशासन का अवलोकन करें जिसके तहत दिनांक 1.10.2000 से निदेशक/उप-निदेशक और सहायक निदेशक के निवास स्थान पर जारी किये गये दैनिक समाचार पत्रों की प्रति-पूर्ति के विषय में सभी सम्बन्धित अधिकारियों को सूचित किया गया है इस संबंध में निर्णय लिया गया है कि प्रत्येक अधिकारी दैनिक समाचार पत्रों से सम्बन्धित बिलों का प्रमाण-पत्र मेलन प्राप्त में भरकर सामान्य प्रशासन प्रभाग की हर तिमाही की समाप्ति के अगले महीने की 10 तारीख तक अवश्य प्रेषित करें ताकि उक्त बिलों का सामायिक भुगतान किया जा सके।

ज. पी. गुप्ता

मुख्य निदेशक सामान्य-प्रशा.

संलग्नक: प्रमाण पत्रानुसार

1. सभी अधिकारी, निदेशक/उप-निदेशक और सहायक निदेशक, रा. स. वि. नि., नई दिल्ली।
2. निदेशक वित्त, रा. स. वि. नि., नई दिल्ली।
3. प्रबन्ध निदेशक के निजी-सहायक, रा. स. वि. नि. नई दिल्ली।
4. उप-प्रबन्ध निदेशक के निजी-सहायक, रा. स. वि. नि. नई दिल्ली।
5. नोटिस बोर्ड
6. मुख्य निदेशक (आ. प्र.) महोदय के स्वचालित प्रत्युत्तर है।

महामहोदय

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(GENERAL ADMN. DIVISION)**

No.NCDC:8-4/2010-Genl.

Dated: 29.1.2014

CIRCULAR

In view of the general increase in the prices, the Competent Authority considered the matter of revision of monetary ceiling limits for purchase/reimbursement of briefcase/office bag/hand bag/ladies purse and approved revised monetary ceiling limits as per the details given below:

Level of Officers/ Officials	Pay scale	Amount in Rs. Revised monetary ceiling limit
Managing Director / Dy. Managing Director/ Financial Advisor / Executive Director	-	As per Discretion/ Requirement
Chief Director	PB4 37400-67000 + GP 8700	Rs.5000
Director, RD Equivalent scale	PB3 15600-39100 + GP 7600	Rs.4400
Deputy Director or Equivalent scale	PB3 15600-39100 + GP 6600	Rs.3800
Assistant Director/ SPS or Equivalent scale	PB3 15600-39100 + GP 5400	Rs.3300
Program Officer/PS with financial upgradation	PB2 9300-34800 + GP 4800	Rs.2650
Program Officer, PS & Sr.Asstt./SPA with financial upgradation or Equivalent scale	PB2 9300-34800 + GP 4600	Rs.2200

Briefcase/office bag/hand bag/ladies purse may be purchased by the officer/official himself/herself and the bill (in original), be submitted to Genl.Admn. Division for reimbursement as per the prescribed ceiling limits as mentioned above.

The above revised monetary ceiling limits will be with immediate effect.


 (K.J. Singh)
 Chief Director(GA)

1. SPS/SPA to MD
2. SPS to DMD/FA/SPA/SPS to EDs
3. TOPIC Institute, Gurgaon
4. All Regional Offices
5. All concerned officers/staff
6. Guard File
7. Notice Board

National Cooperative Development Corporation
(Genl. Admn. Division)

CIRCULAR

No.NCDC:2-1/2007-GA(Vol.II)

Dated: 21 11.2011


Sub: Scheme of providing Laptop at depreciated value on retirement/repatriation of officers of the rank of Chief Director and above at the Head Office, CD(TOPIC) and Regional Directors at Regional Offices

The Corporation is providing Laptops to its Sr. Officers including officers on deputation to NCDC, i.e. officers of Chief Directors and above at Head Office/ TOPIC Centre and Regional Directors at Regional Offices. This scheme of providing Laptops is as per the guidelines of Ministry of Finance, Deptt. of Expenditure vide Circular No.F.No.1(15)/E 11 (A)/2009 dated 26th May, 2009 (copy enclosed).

2. On account of technological obsolescence, the Board of Management in its 175th meeting held on 19.10.2011 considered and approved the scheme for giving the Laptop on retirement/repatriation of Officer to whom the Laptop has been issued at depreciated value. The Regional Director below the rank of Director are not covered under the scheme.

3. In view of above, the Corporation has decided that Laptops issued to the said officers may be given to them with prior approval of Managing Director, NCDC at the depreciated value of purchase subject to the following conditions:

- i) The concerned officer has furnished the request in writing
- ii) The Laptop should have been purchased by the Corporation minimum 2 years back


(K.J. Singh)
Chief Director (GA)

All Chief Directors at Head Office, TOPIC Institute and
All Regional Directors

Copy to:

PPS to MD, SPS to ED/FA/CD(S)/SPA to DMD

National Cooperative Development Corporation
(Genl. Admn. Division)

8

No.NCDC:7-3/2009(I)-Genl.

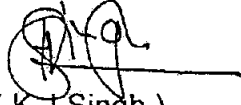
Dated: 30.08.2012

CIRCULAR

Sub: Providing of pen drive to the officers of the Corporation – Reg.

Keeping in view the utility of pen drive for data transportation/ storage/ backup etc., the competent authority has decided to issue pen drive(s) to the officers of the rank of Assistant Directors and above at NCDC, Head Office subject to following conditions:-

- i. Two pen drives of 4GB/8GB as per requirement will be issued to all Chief Directors for a period of 2 years.
- ii. No pen drive will be issued to SPSs/ Management Trainees. However, an additional pen drive may be issued to Divisional Heads for their staff on sharing basis on written request.
- iii. One pen drive for a period of 2 years to all Assistant Directors/ Dy. Directors/ Directors.
- iv. No pen drive will be issued in case of loss within the period of 2 years. The concerned officer, who has been issued pen drive, will be personally responsible for safety and security of the pen drive. Pen drive will be re-issued in case of defective/ broken/ not working/ corrupted subject to return of earlier pen drive.
- v. The concerned officer has to furnish the request in writing.


(K.J.Singh)
Chief Director (GA)

To

All Chief Directors at Head Office

Copy to:

1. PPS to MD
2. SPA to DMD
3. SPS to FA/ED

(GEN. YOUNG SECTION)

GENERAL MANAGER
(GEN. ADMIN. SECTION)

S. No.

Date

गेट पास
GATE PASS

5

कृपया श्री/श्रीमती.....

Please allow Shri / Smt.

को निम्नलिखित वस्तुओं को लेकर निगम के परिसर से बाहर जाने दें।

to take the following item(s) outside the premises of this Corporation.

प्रयोजन.....

Purpose

- 1.
- 2.
- 3.
- 4.
- 5.

वस्तु (वस्तुएँ) ले जाने वाले
व्यक्ति के हस्ताक्षर एवं नाम
Signature & Name of the person
taking the article(s)

सहा० निदेशक (सा० प्रशासन)
निदेशक (सा० प्रशासन)
Signature of the
AD (G. Admn.) / Dir (G. Admn.)

IMPORTANT : At the time of return of the above item(s) please obtain
acknowledgement from Store Keeper.

No. 25- 04/2015 – O&M/PG
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation

Krishi Bhawan, New Delhi
Dated 27.04.2015

OFFICE MEMORANDUM

Subject: - Record Management – First Special Drive for the year 2014-15 for Recording, Indexing, Reviewing and Weeding out of the files from 11th to 15th May, 2015 -regarding

It stated that in terms of para 13(9)(a) of the Central Secretariat Manual on Office Procedure, a special drive has to be undertaken every six months for recording/reviewing/indexing and weeding out etc. of old files/records, which are no longer required and have outlived their utility. The objective of such drives is to keep the volume of records within manageable limits and to avoid piling up of unnecessary records, creating functional spec and also to maintain hygienic environment. The result of such special drives is required to be furnished to the DARPG.

As per provision of CSMOP, each Joint Secretary concerned may review every quarter the state of indexing/recording/reviewing/weeding out of files in his wing and allot time bound tasks towards this and to the member of staff.

As per the instruction of DARPG, it must be ensured that the files /papers that have outlived their utility as per Record Retention Schedule are regularly weeded out which would help in creating space for new files/papers. Further, the files on which action has been completed and classified as Category A & B should be recorded and sent to Department's Record Room. However, the files of purely ephemeral nature (temporary nature) containing papers of little reference value may be destroyed after one year without being recorded. However, to safeguard against premature destruction and unnecessary retention, record retention schedule has been prescribed as per details given below:

1. Appendix 13 of GFR stipulates the preservation period of all records relating to Finance & Accounts. (http://finmin.nic.in/the_ministry/dept_expenditure/gfrs/GFR2005.pdf)
2. Appendix 28 of Manual on Office Procedure, lay down the preservation period of all records referred in MOP (available on DARPG's website (<http://darpg.gov.in/darpgwebsite/cms/Document/file/CSMOP.pdf>))
3. DARPG has stipulated its instructions, the preservation period of the records pertaining to establishment, personnel, vigilance, parliament question, RTI Act and Housekeeping etc., which are available on their website. (http://darpg.gov.in/darpgwebsite/cms/Document/file/RRS_WC.pdf)

It is observed that in some of the rooms/sections of the Department, the records management is not being done properly. The old records due to weeding out are lying unattended on the floors in sections and around the seats of the dealing hand. Accordingly, a special drive for the year 2015-16 is proposed to be launched from 11th to 15th May, 2015. All divisions/sections are, therefore, requested to undertake an exercise on recording, reviewing and weeding out of old files record, which have out lived their utility, during the ensuing special drive.

Per. A/P/17
7/5

DD (COM) - 1

As in present scenario, even 20 years old information can also be sought for under Right to Information Act (RTI), 2005. Therefore, records may please be reviewed carefully for further retention or preservation in the Departmental Record Room or National Archives as per the instructions of DARPG on Record Retention Schedule.

All divisions/sections are, therefore, requested to undertake an exercise on recording, reviewing and weeding out of old files record, which have out lived their utility during the special drive and also conduct such exercise on weekly basis in future and furnish the status report to this Section latest by Friday of every week, in the proforma, enclosed herewith, for the preparation of a consolidated report for information of Secretary (A&C) and onward submission to Cabinet Secretariat.

Similar exercise may be carried out in all the organisation of the DAC



(N.K. Gupta)
Director
PH: 23384752

To

1. All Divisional Heads in DAC.
2. Directors/Deputy Secretaries/Under Secretaries and equivalent in DAC.
3. All Sections in DAC.

Copy to:

All Heads of the organizations of DAC.

Copy also to:

1. PPS to Secretary (A&C)
2. PS TO JS (A)

APPENDIX - 13

[See Rule 289]

DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS

The destruction of records (including correspondence) connected with accounts shall be governed by the following Rules and such other subsidiary rules consistent therewith as may be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor-General.

1. The following shall on no account be destroyed :-
 - (i) Records connected with expenditure, which is within the period of limitation fixed by law.
 - (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
 - (iii) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.
 - (iv) Orders and sanctions of a permanent character, until revised.
 - (v) Records in respect of which an audit objection is outstanding.

2. The following shall be preserved for not less than the period specified against them :-

Description of records		Retention Period	Remarks
Sl. No.	Main-Head		
(1)	(2)	(3)	(4)
1.	Payments and recoveries.	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid)	2 years, or one year after completion of audit, whichever is later.
		(ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Government Account (Receipts and Payments) Rules, 1963.	10 years.
		(iii) <u>Contingent expenditure.</u>	3 years, or one year after completion of audit, whichever is later.
		(iv) Arrear claims (including sanction for investigation, where necessary).	3 years, or 1 year after completion of audit, whichever is later.
		<i>Papers relating to :</i>	
		(v) GPF Membership.	1 year.
		(vi) GPF Nomination.	1 year - after final settlement of GPF Account.
		(vii) Adjustment of missing credits in GPF Accounts.	1 year.
		(viii) Final withdrawal from GPF, e.g., for house building, higher technical education of children, etc.	1 year.
		(ix) GPF annual statements.	
		(x) T.A./Transfer T.A. claims	

Subject to:

(a) Original nomination being placed in Vol. II of the Service Book of Group 'D' Government servants; and

(b) Nomination in original or an authenticated copy thereof being placed in Vol. II of the Service Book/Personal File in case of other Government servants.

Subject to an authenticated copy of the sanction being placed on the personal file.

(1)	(2)	(3)	(4)	(5)
2.	Budget Estimates / Revised Estimates.		3 years.	The retention period here related to the Budget / Revised Estimates as compiled by the Budget / Accounts Section for the Department as a whole.
3.	Service Books of: (a) Officials entitled to retirement / terminal benefits. (b) Other employees.		3 years after issue of final pension/ gratuity payment order. 3 years after they have ceased to be in service.	
4.	Leave Account of: (a) Officials entitled to retirement / terminal benefits. (b) Other employees.		3 years after issue of final pension/ gratuity payment order. 3 years after they have ceased to be in service.	
5.	Service records.	(a) Nomination relating to family pension and DCR gratuity. (b) Civil List Gradation/Seniority list- (i) in the case of Departments preparing and bringing out the compilation. (ii) In the case of other Departments (i.e., those supplying information for such compilation) (c) Alteration in the date of birth.	1 year - after settlement of benefits. 3 years. 1 year after issue of relevant compilation. 3 years.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit as the case may be being placed in Vol. II of the Service Book/Personal File. Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.
	(d) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence.		3 years; or 1 year after completion of audit, whichever is later.	

(1)	(2)	(3)	(4)	(5)
	6. Expenditure statements.	(e) Verification of service.	5 years.	Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.
7. Surety Bonds executed in favour of a temporary or a relieving Government servant.		(a) In respect of lower formations.	To be weeded out at the end of financial year.	
		(b) In respect of Department itself.	To be weeded out after the Appropriation Accounts for the year have been finalized.	
		(c) Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalized.	
8. (a) Pay bill register.			3 years after the Bond ceases to be enforceable.	
	(b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained).		35 years 35 years	
	(c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained		3 years, or one year after the completion of audit, whichever is later.	
	(d) Acquittance Roll		3 years, or one year after the completion of audit, whichever is later.	
9. Muster Rolls			Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment	
10. Bill Register maintained in Form TR-28-A			5 years.	
11. Paid cheques returned by the			5 years	The counterfoils of paid cheques

(1)	(2)	(3)	(4)	(5)
	Bank to the Audit/Accounts Office.			should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counterfoils are required to be preserved in connection with settlement of some enquiry, etc., these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.
12.	Files, papers and documents relating to contracts, agreements, etc.		5 years after the contract/agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.	
13.	Sub-vouchers relating to the Secret Service Expenditure.		3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.	

INSTRUCTIONS

1. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

NOTES.-

- (1) Before any pay bills/pay registers are destroyed, the service of the Government servants concerned should be verified in accordance with Rule 257 (1).
- (2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.
- (3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.
- (4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as properly appertain to the accounts audited by the Indian Audit and Accounts Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.
- (5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.

ANNEXURE TO APPENDIX - 13

Destruction of records referred to in Para. 1 (iii) of this Appendix

Sl. No. (1)	Description of records		Retention Period (4)	Remarks (5)
	Main-Head (2)	Sub-Head (3)		
1.	Creation & Classification of posts.	(i) Continuance / revival of posts.	1 year	Subject to particulars of sanctions being noted in Establishment/ Sanction Register. - do - - do - - do -
		(ii) Conversion of temporary posts.	10 years	
		(iii) Creation of posts.	10 years	
		(iv) Revision of scales of pay.	Permanent in the case of Departments issuing orders and Departments concerned; other Departments need keep only the standing orders, weeding out superseded ones as and when they become obsolete.	
		(v) Upgrading of posts.	10 years.	
2.	Review for determining suitability of employees for continuance in service.	Establishment / Sanction Register.	Permanent.	Where, for any reason the register is re-written, the old volume will be kept for 3 years.
3.	Arbitration and litigation cases.		3 years	Subject to: (a) the file not being closed until the award/judgment becomes final in all respects by limitation or final decision in appeal/revision; and (b) cases involving important issues or containing material of a high precedent / reference

(1)	(2)	(3)	(4)	(5)
4. Notices under Section 80 of Civil Procedure Code.		1 year		value being retained for an appropriately longer period either initially or at the time of review. If such a notice is followed up by a civil suit, it would become arbitration / litigation case and would, therefore, need to be retained for 3 years.
5. Recruitment.	Condonation of break in service.	5 years.		Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book / Personal File.
3. Advance	(i) Car Advance Rules (ii) Conveyance Advance Rules. (iii) Cycle Advance Rules (iv) Festival Advance Rules (v) GPF Advance Rules (vi) House Building Advance Rules (vii) Motor Cycle / Scooter Advance Rules (viii) Pay Advance Rules (ix) T. A. Advance Rules (x) Travel Concession Rules (xi) Other Advance Rules (xii) Grant of car Advance (xiii) Grant of conveyance allowance (xiv) Grant of cycle advance (xv) Grant of festival advance (xvi) Grant of GPF advance (xvii) Grant of house building advance (xviii) Grant of motor cycle/scooter advance (xix) Grant of pay advance (xx) Grant of T. A. advance (xxi) Grant of LTC advance (xxii) Grant of other advances	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.		Subject to : (i) suitable entries being made in pay bill register; and (ii) in case of motor car/motor cycle / scooter and house building advances. (a) copies of sanction being placed on personal files; and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.

(1)	(2)	(3)	(4)	(5)
7.	Surety Bonds executed in favor of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable.	
8.	Pension / retirement.	<p>(i) Rules and Orders (general aspects.)</p> <p>(ii) In respect of Groups 'A', 'B', 'C' and 'D' Government servants.</p> <p>(a) Pre-verification of pension cases.</p> <p>(b) Invalid pension</p> <p>(c) Family pension</p> <p>(d) Other pensions</p> <p>(e) Gratuity</p> <p>(f) Commutation of pension</p>	<p>Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules and orders weeding out the superseded ones as and when they become obsolete.</p> <p>3 years</p> <p>Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later.</p> <p>5 years</p> <p>15 years</p>	

Note — The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. Also, if local audit does not take place within the period of five years, the Head of the Office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years, due for weeding out by the application of the five year formula, being destroyed or retained for a further period for scrutiny by the audit party and, if so, for what period.

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be to make a continuous and conscious effort throughout the year to weed out unnecessary records. In other words, the working rules should be "weed as you go".

INSTRUCTIONS:

1. The retention period specified in Column (4) in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the Schedule, if it has certain special features or such a course is warranted by the peculiar needs of the Department. In no case, however, will a record be retained for a period shorter than that prescribed in the Schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously "reviewed and where necessary revised suitably".