



**PROCESS DOCUMENT FOR HUMAN RESOURCE
DEVELOPMENT DIVISION**

DOC. NUMBER.	NCDC/PD(HRD)-16	DATE OF ISSUE	01-08-2016
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National Cooperative Development Corporation

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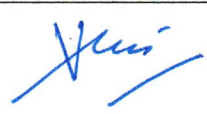
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**Process Document for Human Resource
Development Division**

Document ID : **NCDC/PD(HRD)-16**

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



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DOCUMENT CONTROL PAGE

1) REVISION HISTORY

REVISION NO.		RELEASE DATE	AUTHOR	SECTION / PAGE NO. CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					
--	00	08-09-2014	Director (HRD)	--	Initial	Management Representative
00	01	01.08.2016	Chief Director (HRD)	--	Title of document, Input & Output included, process controls and risk management incorporated as per the requirement of ISO 9001:2015	QMS Documentation Committee

2) DOCUMENT AVAILABILITY

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Chief Director (HRD)
SOFT COPY	http://ncdc.in/Internal files/Page399.htm

3) CONFIDENTIALITY

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

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1) DIVISION STRUCTURE

Annexure - I

2) RESPONSIBILITIES & AUTHORITIES

Annexure -II

3) ABBREVIATIONS

ADMN	Administration
APAR	Annual Performance Appraisal Report
CICTAB	Centre for International Cooperation & Training in Agricultural Banking
DAC&FW	Department of Agriculture, Cooperation and Farmers Welfare
GA	General Administration
HO	Head Office
HRD	Human Resource Development
MD	Managing Director
P & A	Personnel & Administration
PR	Public Relations
TOPIC	Training of Personnel in Cooperative

4) PURPOSE

- 4.1 Maintain and augment performance of the manpower of the Corporation to achieve its mandate; &
- 4.2 Assessing the training needs of NCDC Personnel.

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5) SCOPE

- 5.1 Identifying training needs of NCDC employees;
- 5.2 Nomination of employees to various training programmes;
- 5.3 Providing inputs to TOPIC Institute for preparation of Training Calendar; and
- 5.4 Evaluating effectiveness of the training imparted to NCDC Officials.

6) PROCESS DETAIL

6.1 Identification of Training Need

Input	Source
Suggestions from various functional heads	HODs and RDs
Nature of work	P&A

- 6.1.1 Seeking need based and job specific training requirements from Divisional Heads & Regional Directors in respect of the employees working under their control so as to improve their knowledge, skill and competencies in line with NCDC training policy by the end of November every year;
- 6.1.2 Compilation of data of training needs/requirements collected from Divisional Heads & Regional Directors to chalk out the appropriate training programme keeping in view the infrastructure availability; &
- 6.1.3 Inform the training needs for different categories of employees to TOPIC Institute, Gurgaon to prepare annual in-house training programme at TOPIC Institute;

Process Output	Training needs of NCDC personnel are identified
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6.2 Nomination of Participants for in-House training

Input	Source
Requisition seeking Nominations	TOPIC Institute, Gurgaon
Suggestions of functional heads on the training requirements	HODs, RDs
Records of training record of training earlier imparted to NCDC Officials	HRD Division

6.2.1 Nominate employees of the Corporation to in-house training programmes in coordination with TOPIC Institute;&

6.2.2 Ensure nomination by getting approval of MD/DMD & participation of employees in the programmes (both from HO & RO) as planned.

Process Output	Nominations of participants is prepared and sent to TOPIC
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**6.3 Training Programmes from outside agencies
(both domestic and abroad)**

Input	Source
Requisition seeking Nominations	Outside agencies
Identified Training needs of NCDC personnel	HRD division
Records of training earlier imparted to NCDC Officials	HRD Division

6.3.1 Whenever a training programme conducted by other organization/institute is found relevant to the working of the Corporation, the same is put up to MD for a decision to sponsor employees of the Corporation to such training programme.

6.3.2 Selected employee(s) nominated to the training programmes.

Process Output	Nomination letter of selected employee for the training programme
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6.4 Evaluating the effectiveness of Trainings imparted to NCDC Personnel:

Input	Source
List of participants attended the programme	TOPIC Institute, Gurgaon
Feedback proforma	Divisional Heads/RDs

- 6.4.1 Collect feedback of trainees from TOPIC Institute along with observation of the TOPIC Institute;
- 6.4.2 Request the concerned Divisional Heads/Regional Directors to watch/observe the performance of the concerned officer(s) who had attended the training programme for a period of three months and thereafter furnish their comments/observations on the effectiveness of training programme in the prescribed feedback form ;
- 6.4.3 Tabulation/compilation of feedback received from HODs/RDs; and
- 6.4.4 Evaluate the effectiveness of the training programme based on the feedback with a view as to whether the objective of the trainings has been fulfilled.

Process Output	Report of evaluation of effectiveness of the training programme

7) PROCESS MEASUREMENTS

Sl. No.	Process	Measurable Process Indicators	Monitoring Frequency	Responsibility for Monitoring
1.	Identification of training needs of the manpower	Seeking need based and job specific training requirements from Divisional Heads & Regional Directors in respect of the employees working under their control so as to improve their knowledge, skill and competencies in line with NCDC training policy by the end of November every year.	Yearly	Chief Director (HRD)
2.	Nomination for annual In-house Training programmes	Nomination of employees a fortnight prior to commencement of training.	Quarterly	Deputy Director (HRD)

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3.	Nomination for other Training programmes	Nomination within the closing dates prescribed by the training agency.	Quarterly	Deputy Director (HRD)
4.	Evaluating the effectiveness of Trainings	Seeking feedback of training from Divisional Heads/RDs in the prescribed proforma within 30 days of completion of training and review the same within 30 days of receipt of feedback.	Quarterly	Deputy Director (HRD)

8) RISK IDENTIFIED

Ref.# Risk Register

9) PROCESS CONTROLS FOR EFFECTIVENESS, IF ANY

Sl. No.	Process	Controls
1.	Identification of training needs of the manpower	As per Training Policy of NCDC.
2.	Nomination for annual In-house Training programmes.	As per training needs identified by Divisional Head/Regional Directors
3.	Nomination for other Training programmes	As per training needs based on the service records.
4.	Evaluation of the effectiveness of Trainings	Assessment by the controlling officers.

10) DETAILS OF DOCUMENTED INFORMATION RETAINED

Sl. No.	Record (Files)	Identifica tion	Location	Maintained By	Retention period in Years	Disposition
1.	Policy Matters relating to Manpower Development in NCDC	Subject Code 1	Almirah 25	Programme Officer	Permanent	-
2.	In House Training Programme with TOPIC	Subject Code 2	Almirah 25	Programme Officer	Five Year	Digitization and weeding out

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3.	Training abroad for personnel of NCDC	Subject Code 3	Almirah 25	Programme Officer	-do-	-do-
4.	CICTAB	Subject Code 4	Almirah 25	Programme Officer	-do-	-do-
5.	Miscellaneous References	Subject Code 5	Almirah 25	Programme Officer	-do-	-do-

11) DETAILS OF DOCUMENTED INFORMATION MAINTAINED

Sl. No.	Subject
1.	NCDC Training Policy

12) REFERENCES

- NCDC Act, Rules & Regulations;
- Relevant decisions of Board of Management (BOM) / General Council (GC) of NCDC;
- NCDC's latest circular on delegation of financial and administrative powers.

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ANNEXURES TO NCDC/PD(HRD)-16

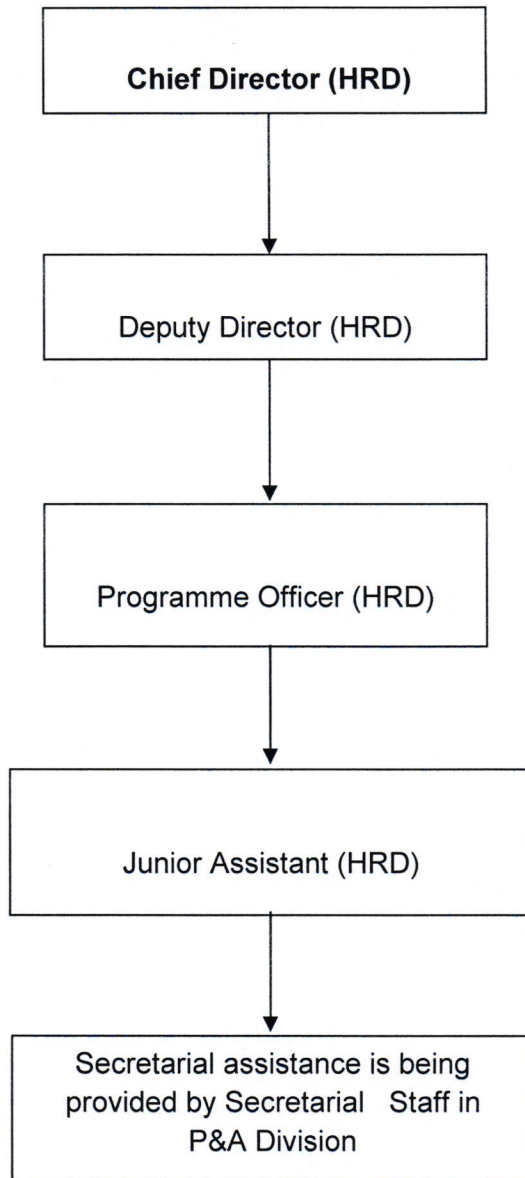
List of Annexures

- 1) DIVISION STRUCTURE : ANNEXURE – 1
- 2) RESPONSIBILITIES & AUTHORITIES: ANNEXURE – 2

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Annexure-1

DIVISION STRUCTURE AS ON 01.06.2016



ANNEXURES TO NCDC/PD(HRD)-16

Annexure-2

RESPONSIBILITIES & AUTHORITIES

Designation	Responsibilities	Authorities
Head of the Division (Chief Director - HRD)	<ul style="list-style-type: none">• Overseeing the entire functions of the Division;• Approvals within delegated powers and recommending to competent authority for approval for matters beyond delegated powers;• Coordinating activities of the Division;• Planning and policy initiatives for facilitating human resource development in the organization;• Coordination with National and International organizations for HRD initiatives;• Seek specific training requirement of employees of the Corporation in line with the NCDC Training Policy;• Coordinate with CD(TOPIC) to prepare annual work plan for in-house training programme based on the collected and prioritized training needs assessed by Divisional Heads/Regional Directors;• Handle RTI matters;• To act as Public Information Officer (PIO) under RTI Act 2005;	<ul style="list-style-type: none">• Accord approvals within defined financial and administrative delegation of powers.• Assign jobs among the officials of the Division.• Recommend for decision by the superiors.

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Designation	Responsibilities	Authorities
Dy. Director(HRD)	<ul style="list-style-type: none"> • Processing of cases for nominating officers /staff for training conducted by different institutions in India and abroad. • Examine proposals & propose for sponsoring the officers and staff of the Corporation in programmes conducted by TOPIC Training Institute; • Seeking feedback of training programme from division heads; • To call for training requirement of employees from the divisional heads and prepare training plan in accordance with training policy. • Any other work assigned from time to time. 	<ul style="list-style-type: none"> • As assigned by the Reporting Officer. • Handle files & records of the Division. • Examine & analyze and recommend for decision by the superiors.
PO(HRD)	<ul style="list-style-type: none"> • Undertake preliminary examination of proposals/matters related to HRD Division; • Seeking feedback of training programme from division heads; • Any other work assigned from time to time. 	<ul style="list-style-type: none"> • As assigned by the Reporting Officer, handle & maintain files and records of the Division.
Junior Assistant	<ul style="list-style-type: none"> • Handle diary, dispatch and assist officers in the Division to provide files/ papers; • Maintain training data of employees of NCDC; • Maintain files and records of the Division as per the instructions; • Any other work assigned from time to time. 	<ul style="list-style-type: none"> • As assigned by the Reporting Officer, handle & maintain files and records of the Division.