



**PROCESS DOCUMENT FOR INTEGRATED COOPERATIVE
DEVELOPMENT PROJECTS DIVISION**

DOC. NUMBER.

NCDC/PD(ICDP)-07

DATE OF ISSUE

01-08-2016



National Cooperative Development Corporation

4, Siri Institutional Area, Hauz Khas, NEW DELHI - 110016

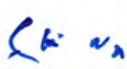

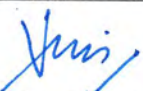
Phone: 011-26961930

FAX: 011-26962370, 26516032 Email: mail@ncdc.in

**Process Document for
Integrated Cooperative Development
Projects Division**

Document ID : NCDC/PD(ICDP)-07

Revision No. : 01

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



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DOCUMENT CONTROL PAGE

1) REVISION HISTORY


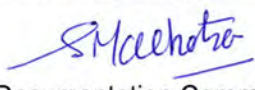
Revision No.		RELEASE DATE	AUTHOR	SECTION / PAGE NO. CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					
00		08.09.2014	Deputy Director (ICDP)		Initial	MR
00	01	01.08.2016	Director (ICDP)	--	Title of document, Input & Output included, process controls and risk management incorporated as per the requirement of ISO 9001:2015	QMS Documentation Committee

2) DOCUMENT AVAILABILITY

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

3) CONFIDENTIALITY

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

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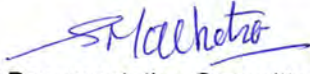
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1) Division Structure

Annexure- 1

2) Responsibilities & Authorities

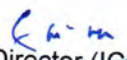
Annexure- 2


3) ABBREVIATIONS

AD	Assistant Director
AMI	Agriculture Marketing Inputs
BOM	Board of Management
CSC	Central Screening Committee
CSISAC	Central Sector Integrated Scheme on Agriculture and Cooperation
DAC&FW	Department of Agriculture, Cooperation & Farmers Welfare
DCCB	District Central Cooperative Bank
DD	Deputy Director
DDFS	Digital Document Filing System
DIR	Director
DLCC	District Level Coordination Committee
DMI	Directorate of Marketing and Inspection
DMD	Deputy Managing Director
DO	Demi Official
DPR	Detailed Project Report
EFC	Expenditure Finance Committee
GOI	Government of India
HO	Head Office
ICDP	Integrated Cooperative Development Project
ISAM	Integrated Scheme for Agricultural Marketing
CSC	Central Screening Committee
ISO	International Organization for Standardization
LD	Least Developed

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MD	Managing Director
MO	Monitoring Officer
MOA&FW	Ministry of Agriculture and Farmers' Welfare
MPR	Monthly Progress Report
MTS	Multi Tasking Staff
NCDC	National Cooperative Development Corporation
NSTFDC	National Schedule Tribe Finance and Development Corporation
PCR	Project Completion Report
P & C	Plan and Coordination
PD	Process Document
PIA	Project Implementing Agency
PIT	Project implementing Team
POA	Programme of Activities
PO	Programme Officer
PS	Private Secretary
QPR	Quarterly Progress Report
RCS	Registrar of Cooperative Societies
RD	Regional Director
RFD	Result Framework Document
R & I	Receipt and Issue
RTI	Right to Information
SLCC	State Level Coordination Committee
SA	Senior Assistant
SG	State Government
SPA	Senior Personal Assistant
SPS	Senior Private Secretary
SRDB	Sanction Release Data Base
UD	Under-Developed State

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4) PURPOSE

To plan, promote and provide financial assistance for development of Cooperatives through State Governments in selected districts/area in the field of agriculture, agro-allied and agri-based industries, cottage and household enterprises, notified services and cooperative banking based on State Government recommendation.

5) SCOPE

The Scheme covers all types of cooperatives (within the charter of NCDC). The Scheme envisages the creation of infrastructure including up gradation of the existing infrastructure; provide margin money; share capital (investment loan) for business development; training and development of manpower in cooperatives in the selected district.

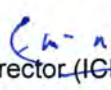
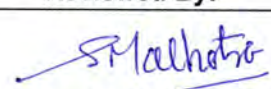
6) PROCESSES:

6.1 Preparation of Yearly programme of Activities (POA)

Process Input	Source
i) Spillover sanctions at the beginning of the year	i) SRDB and files of the Division
ii) Proposal under-consideration and expected sanction, discussion with the regional directors & the State Government regarding potential proposals.	ii) Regional offices, files of the Division

6.1.1 Preparation of State-wise/Activity- wise financial and physical annual targets for ICDP and forward the same to Finance division.

Process Output	State-wise/Activity- wise financial and physical annual targets
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6.2 Generation of Project

Process Input	Source
Selection and recommendation of Districts for ICD Projects.	State Government

6.2.1

Scheme of the Division (also available on NCDC's Web-Site) and its amendment, if any, circulated to State Governments, from time to time/ placed at NCDC's website.

6.2.2

Selection of district: (i) A district/area is identified by the State Government and information on the prescribed format is submitted to NCDC with the recommendation of the State Government, to cover the district/area under ICDP. **(Format at <http://www.ncdc.in/>)** (ii) If district is selected for taking up Phase-II, a revenue district/area is selected by the State Government for 2nd phase of ICDP after the 1st phase is completed at least 8 years ago and only in those States in which all potential districts have been covered under ICDP. **(Guidelines for 2nd phase at <http://www.ncdc.in/>).**

6.2.2.1

In case, required information about concerned district is not available in the prescribed format then the information is collected / updated through the other sources including State Government websites.

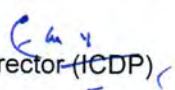
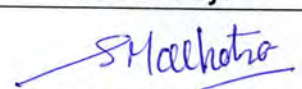
6.2.2.2

Proposal for approval of district for taking up ICDP as recommended by the State Government is put up for approval of Competent Authority.

6.2.2.3

Approval of district is conveyed to the State Government. State Government is advised to identify the Consultant/Agency for preparation of Detailed Project Report (DPR) & professional fee to be charged by the agency for preparation of DPR based on Term of Reference.

Output:	District approved for implementation of ICDP.
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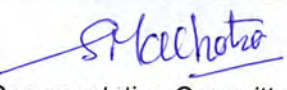
6.3 Selection of Consultant for preparation of Detailed Project Report (DPR)

Process Input	Source
Selection of Consultant for preparation of DPR	State Government

6.3.1

Consultant/Organization is selected by State Government on the basis of following aspects / parameters for appointment of Consultant :

- Consultants listed on NCDC website.
- Reputed and have past experience in similar projects.
- In case the professional charges are reasonable (keeping in view the spread & number of cooperatives) in the range of the earlier approvals, the professional fee as proposed by the State Government is approved by NCDC.
- If the professional fee proposed is on the higher side as per past experience, State Government is advised to negotiate the same with the Consultants and send the revised professional charges to NCDC.
- If professional fee is not proposed– In such case, professional fee is assessed keeping in view prevalent fee / fee approved in ICDP in recent past and necessary provision in this regard is made in sanction letter.
- In case, the State Government has entrusted the Consultant with more number of projects, they are suggested to restrict the number of projects to a maximum of two / three per Consultant to avoid duplicity and to break monotony. This however does not apply to national level institutions having presence in various States and sufficient number of technical experts. (Terms of Reference for preparation of DPR at <http://www.ncdc.in/>).

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6.3.2

The proposal for consultancy along with the professional charges of the consultant is submitted by the State Government to NCDC for approval.

6.3.3

The proposal received from the State Government for appointment of Consultant and professional fee is submitted for approval of competent authority.

6.3.4

After the receipt of approval from the competent authority, the sanction letter prepared along with Terms of Reference (TOR) for appointment of consultant to prepare DPR is sent to Finance Division for vetting, entry in SRDB system and allotment of control number after which approval of the approved consultants is conveyed to the State Government.

6.3.5


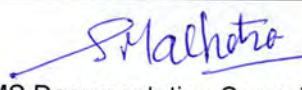
Detailed Project Report prepared by consultant submitted by the State Government to NCDC along with their recommendations for sanction of the project, is initially examined. If need be, further additional clarifications/information/data is called for from State Government/DCCB/Monitoring Cell / concerned RD, NCDC in order to finalize field appraisal.

6.3.6

After receipt of the additional information/data, the project is entered in SRDB.

Output:

DPR duly recommended by State Government with all relevant information for taking up field appraisal

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6.4 Field Appraisal of Project:

Process Input	Source
Detailed Project Report (DPR)	State Government

6.4.1

After receipt of all information/data, the file is submitted for approval of competent authority for team constitution for appraisal, generally comprising two members from ICDP and one from Regional Directorate. If need be, experts from outside/other divisions are also associated in the appraisal work. The competent authority to approve the appraisal team is Managing Director.

6.4.2

If required, information / comments are called for from respective division(s) in the Corporation by the Appraisal Team based on projects proposed for funding.

6.4.3

Field Appraisal of the project is undertaken by Appraisal Team by involving concerned State Government Officials / concerned RD-NCDC / proposed PIA in DPR / Consultant who has prepared DPR.

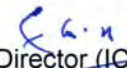
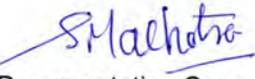
6.4.4

If needed, the Wrap up meeting/ discussion with the State authorities – Secretary (Cooperation) / Registrar of Cooperatives / Monitoring Cell, depending on the requirement / availability of concerned officers is held.

6.4.5

Appraisal Report is finalized by the Appraisal Team based on field visits, discussion held with district officials and decisions, if any taken in wrap up meeting, with state Government officials.

Output:	Appraisal Report
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6.5 Sanction of the Project:

Process Input	Source
Appraisal Report.	Appraisal team

6.5.1

Based on the appraisal report, an agenda note is prepared by the appraisal team and submitted for approval of Divisional Head for placing before CSC.

6.5.2

The Agenda is placed before CSC for its consideration. As per decision of CSC meeting, the proposal is put up on file, for approval of Chairman, Board of Management. (Delegation of Powers approved by BOM, NCDC in its 49th meeting held on 5.04.1989 **(Annexure -3)** & again in its 142nd meeting held on 2.02.2005(**Annexure -4**).

6.5.3

On receipt of the approval of Chairman, BOM, the draft sanction letter is prepared and put up for vetting and generation of Control Number to the Finance Division.

6.5.4

After allotment of Finance Control No., the sanction letter is issued to the State Government along with Client Feedback form.

6.5.5

Copy of Sanction letter placed in Guard File maintained in the division and desired data for various returns/Annual Reports are compiled separately on computer.

6.5.6

An agenda of project sanctioned between last and current meeting of Board of Management if prepared/submitted to P&C Division for placing before the Board of information (As per decision of the BOM, NCDC in its 49th meeting held on 05.04.1989 **Annexure -3**) & again in its 142nd meeting held on 2.02.2005 (**Annexure -4**).

Process Output:	Convey approval to State Government to start implementation of ICD Project
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6.6 Reimbursement / Release of sanctioned assistance

Process Input	Source
Request of State Government	State Government

6.6.1

Under ICDP Scheme, projects are sanctioned to State Government which undertakes the implementation of the project through designated Project Implementation Agency (PIA). The State Government releases funds to the PIA based on the NCDC's sanction and then submit the reimbursement proposal to the NCDC.

6.6.2

The proposal for release of funds is examined on the basis on the progress of expenditure incurred in implementation of the project. If needed, additional information is also sought. Request for release of funds for projects are processed for release. The draft release letter is submitted to Finance Division for vetting and control number to release the funds to the State Government. The competent authority to approve release of funds to State Government, is CD (Finance) / Financial Adviser.

6.6.3

In case, the State Government seeks funds in advance, the eligibility for advance release of funds is either based on the amount mentioned in the sanction letter in case of first release or based on expenditure incurred by the PIA. If need be, work plan with forecast of expenditure is called from PIA for the purpose of release of funds. Managing Director, NCDC is the competent authority to release the funds in advance to the State Government.

The file is submitted to Finance Division for vetting and control no. for release of funds along with a draft release letter.

6.6.4

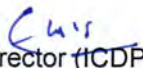
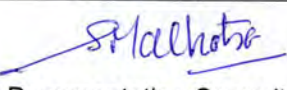
After getting Control number by the Finance Division, ink-signed copy of the release letter is submitted to the Finance Division for release of funds to State Government.

6.6.5

The Guard file is maintained containing copies of the release letters issued by Head Office.

6.6.6

In case of tribal dominated cooperatives/area, there is provision for lending funds at concessional rates. Concessional funds are received from NSTFDC after ensuring fulfillment of eligibility criteria of members and cooperatives. Initially these funds are released by NCDC at normal rates and subsequently after getting approval from NSTFDC, the benefits of

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concessional rates of loan are passed on to the project/cooperatives which is effective from the date of receipt of funds from NSTFDC.

Process Output	Sanction of release of funds to State Government.
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6.7 Monitoring of the project:

Process Input	Source
Progress report.	PIA/Sate Government

6.7.1

For monitoring of ICD Projects, Monitoring Cell is constituted by the State Government in those States wherever more than one ICDP is under implementation. In addition, PIA submits the Progress Report (PR) periodically, in NCDC's prescribed format.

6.7.2

The progress on implementation of the project is assessed periodically. If need be, PIA is informed /apprised to speed up the implementation of the Project. Apart from this utilization of funds already released by NCDC to State Government and expenditure incurred by PIA, is reviewed at the time of release of funds to State Government.

6.7.3

Participation in Meetings of the State Level Coordinating Committee: NCDC is represented on the Committee and meetings are attended by representative from HO / Regional Director, NCDC as per the need and subject to exigencies of work.


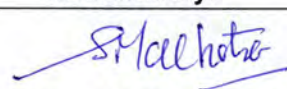
Process Output:	Status of the project, letter to State Government for necessary actions, if needed.
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6.8 Extension of validity of Sanction, Diversion/Reallocation of funds for other sanctioned activity or new activity identified by the PIA/escalation in unit cost.

Process Input	Source
State Government's request with proper justification	State Government

6.8.1

On receipt of proposal from the State Government / RCS, the proposal is examined based on NCDC circular on the subject. Generally, following aspects are looked into for examination of proposal:

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(a) Extension of validity

- (i) Justification for delay and proposed extension period
- (ii) Funds available under PIT head

(b) Diversion of funds

- (i) Savings available under various heads
- (ii) Whether proposed activity is a new activity
- (iii) Whether deviation is outside the scope of state Government to approve at their level as per delegation approved.
- (iv) Escalation in cost of project while implementation is taken care at the sanction stage. No sector suffers due to shortage of funds.(Guidelines at <http://www.ncdc.in/>).

If need be, additional information / justification for extension of validity /diversion of funds of project is called for from State Government /concerned RD, NCDC. Thereafter the proposal is submitted for approval. Competent authority to approve the proposal for extension of validity is as per the delegation of powers (**Office Order at <http://www.ncdc.in/>**). Proposals for diversion of funds are considered as per the guidelines (**<http://www.ncdc.in/>**). Competent authority to approve deviation of fund is Managing Director. Decision is conveyed to the State Government / PIA.

Process Output:

Extension of validity of project for requisite period/diversion of funds.

6.9 Project Completion Report (PCR):

Process Input	Source
Project Completion Report with detailed final accounts	State Government

6.9.1

The PCR is submitted by State Government/RCS/Monitoring Cell/ PIA to NCDC at the end of the project period which gives a summary of expenditure incurred, unutilized funds, diversion of funds, achievement of societies during project period details of infrastructure created etc. in the prescribed format(**<http://www.ncdc.in/>**). The PCR is examined in the Division in detail and a comprehensive note is put-up to Finance Division for vetting and forwarding to Competent Authority for approval. Based on the expenditure incurred, final release is made to state Government if eligible and excess release, if any, made to state Government, is recovered. The unutilized funds are de-sanctioned. The competent authority for release of

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funds is CD(Finance)/ Financial Adviser and competent authority for de sanction / recovery is Managing Director. After approval from competent authority, Finance Division enters the details in SRDB and returns the file to ICDP Division. After this, necessary communication is sent to State Government.

Process Output:

Final settlement of Accounts and closure of project.

6.10 Reporting:

Process Input	Source
Requisition of Information	P&C ,Finance, Tribal , Storage, Hindi Divisions in NCDC, Audit/DAC & FW, Other Depts / Ministries of Govt. of India/State Govt./ RTI , VIP Reference/ Parliament Questions

6.10.1

Submission of information to Finance Division on requirement of funds for ICD Projects.

6.10.2

Preparation of Revised Estimated/Budget Estimate in respect of ICDP and submit the same to Finance Division.

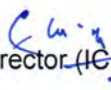
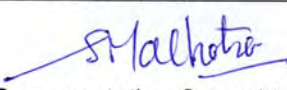
6.10.3

Submission of information to Hindi Division on usage of Hindi work in ICDP Division.

6.10.4

Submission of information to Storage division regarding sub projects sanctioned under ICD Project by dovetailing funds from Integrated Scheme for Agricultural Marketing.

6.10.5

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Preparation of POA in respect of ICDP and submit the same to P&C Division.

6.10.6

Submission of information to P&C Division on preparation of Chapter of ICDP for Annual report of NCDC.

6.10.7

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

6.10.8

Status Paper on implementation of Project to MD / DMD / Sr. Officer during their visit to any State.

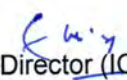
6.10.9

Submission of information on Monthly DO to P&C Division.

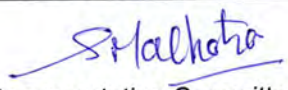
Process Output:

Submission of timely information

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7) Process Measurement

S. No.	Process	Measurable process indicators (in working days)	Monitoring frequency	Responsibility for monitoring
1.	District Approval - From the date of receiving all required information for approving the proposal.	15	Quarterly	Director
2.	Approval of Consultant for preparation of Detailed Project Report (DPR) and Consultant fee - From the date of receiving all required information for approving the proposal.	15	Quarterly	Director
3.	Field Appraisal of a Project - From the date of receiving all required information for undertaking appraisal, constitution of the appraisal team and obtaining convenient dates for appraisal from State Government and PIA. - Upto 3 Projects - 4 to 6 projects - more than 6 projects	15 30 45	Quarterly	Director

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Reviewed By:

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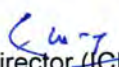
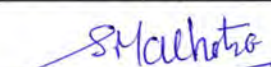
Date of Issue

01-08-2016

4.	Preparation of Appraisal Report / Agenda of CSC: - From the date of receiving all information sought at the time of field appraisal and/or minutes of wrap meeting.	30	Quarterly	Director
5.	Issue of sanction letter - After receipt of approval from Chairman of BOM on file and obtaining control No. from Finance Division.	7	Quarterly	Director
6.	Reimbursement / Release of sanctioned assistance - From the date of receiving request from State Government, progress reports, releases by State Government and utilization, and additional information, if required. As well as getting clearance from the Finance division. - Upto 5 proposal - More than 5-10 proposal (Release of Subsidy will depend upon its availability from GOI)	15 15 20	Quarterly	Director
7.	Extension of validity of Sanction - From the date of receiving justification and additional information, if required.	15	Quarterly	Director
8.	Diversion/Reallocation of funds - From the date of receiving justification and additional information, if required.	15	Quarterly	Director
9.	PCR- Finalization of Accounts: - From the date of receiving PCR from State Government and any additional information, if required.	45	Yearly	Director

8) Risks & Opportunities Identified:

Reference: NCDC's Risk Register

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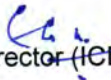
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9) Process Controls:

Sl No	Process	Control
1	Generation of Project	(i) Standard Format to collect requisite information about the selected districts for taking up ICDPs. (http://www.ncdc.in/). (ii) Guideline for taking up 2 nd Phase of ICDPs. (http://www.ncdc.in/).
2	Selection of Consultant for preparation of Detailed Project Report (DPR)	Criteria for hiring of professional expertise for preparation of Project Report. (Guidelines at http://www.ncdc.in/) (Terms of Reference for preparation of DPR at - http://www.ncdc.in/).
3.	Field Appraisal of Project	Constitution of Appraisal team with the approval of Managing Director
3	Issue of Project Sanction Letter	Approval of the Vice-Chairman, Board of Management of NCDC and Putting up control number for sanction of project by Finance Division, Schematic Pattern of Assistance & Scheme guidelines.
4	Reimbursement/Release of sanctioned assistance (including cost of preparation of DPR):	Putting up control number for release of project by Finance Division
5	Monitoring of the project:	Progress Report submitted by State government/PIA in prescribed format available at http://www.ncdc.in/ .
6	Extension of validity of Sanction, Diversion/ Reallocation of funds for other sanctioned activity or new activity identified by the PIA.	Delegation of powers in respect of Extension of validity of sanction is detailed in Office order (http://www.ncdc.in/). The extent of permissible diversion/reallocation of funds is given in guidelines (http://www.ncdc.in/).

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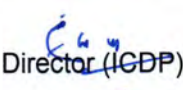
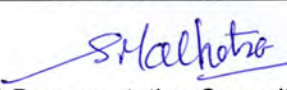
Date of Issue

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7	Examination and finalization of accounts of the Project on the basis of Project Completion Report (PCR):	State Government's recommendation for closing of project in Prescribed format of PCR and approval of Managing Director. (format at http://www.ncdc.in/).
8	Reporting & Other Miscellaneous work:	Adherence to timeline and according to different guidelines received from time to time.

10) Details of Documented Information retained.

SN	Record	Identification	Location	Maintained by	Retention Period	Disposal
1.	Project Files involving sanction release etc.	State wise / Project wise	ICDP Division	PO/Jr. Assistant.	6 years after completion of the project or till loan is repaid whichever is later.	Sent to record room for digitization & tearing/shredding.
2.	All Coordination related files	Subject wise	ICDP Division	PO/Jr. Assistant.	5 years	Sent to record room for digitization & tearing/shredding.
3.	Five Year Plan	Subject wise / Plan wise	ICDP Division	PO/Jr. Assistant.	7 years	Sent to record room for digitization & tearing/shredding.

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4.	State Files	State wise	ICDP Division	PO/Jr. Assistant.	5 years.	Sent to record room after 5 years except last volume & important papers and thereafter digitization &tearing/shred-ding.
5.	Parliament Question /VIP Reference Files	Subject wise	ICDP Division	PO/Jr. Assistant.	2 years	Sent to record room after 3 years and thereafter digitization & tearing/shreddi-ng.
6.	File Register	Title wise	ICDP Division	PO/Jr. Assistant.	Permane nt	-
7.	Weeding/Recordi ng Register	Title wise	ICDP Division	PO/Jr. Assistant.	Permane nt	-
8.	Customer Feedback Register	Title wise	ICDP Division	PO/Jr. Assistant.	5 years	Tearing/Shred -ding
9.	Hindi Record Register	Year wise	ICDP Division	PO/Jr. Assistant	2 years	Tearing/Shred -ding
10.	Dispatch Register	Year wise	ICDP Division	PO/Jr. Assistant.	2 years	Tearing/Shred -ding
11.	Diary Register	Year wise	ICDP Division	PO/Jr. Assistant.	2 years	Tearing/Shred -ding
12.	Peon Book	Year wise	ICDP Division	PO/Jr. Assistant.	2 years	Tearing/Shred -ding

Prepared By:

Reviewed By:

C. A. Y.
Director (ICDP)

S. Malhotra
QMS Documentation Committee

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5.	Progress Report	In NCDC website (www.ncdc.in) in ICDP Scheme	ICDP division	Divisional Head	-
6.	Implementation of ICDP – Powers of PIA for diversion of funds under ICD Project.	File No. NCDC: 5-65/2014-ICDP in ICDP Division. NCDC website (www.ncdc.in)	ICDP division	Managing Director	-
7.	Format for Project Completion Report (PCR)	In NCDC website (www.ncdc.in) in ICDP Scheme	ICDP division	Divisional Head	-
8.	Format for identification of District for taking up ICDP	In NCDC website (www.ncdc.in) in ICDP Scheme	ICDP division	Divisional Head	-

12. References:

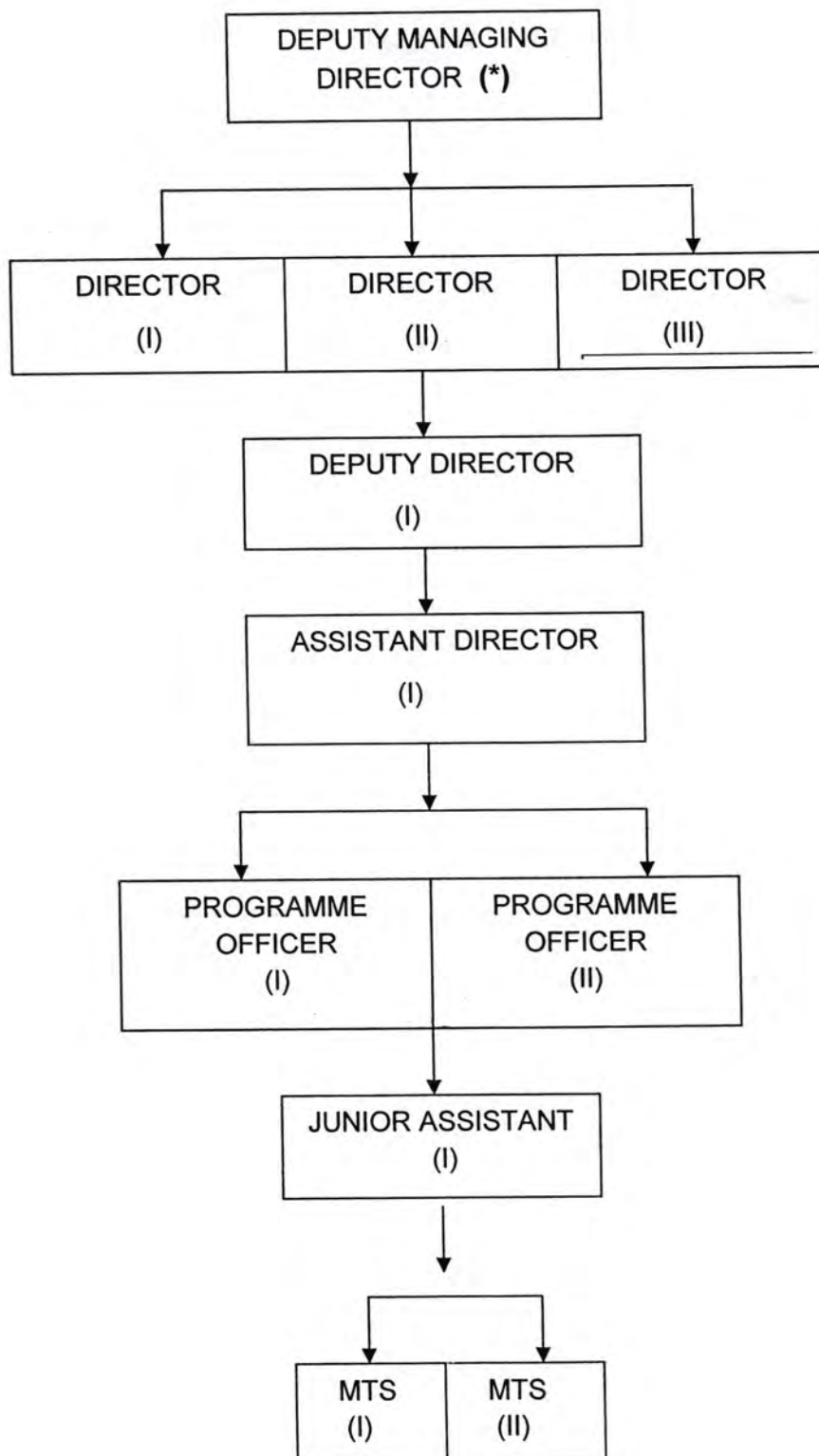
- NCDC Act, Rules & Regulations;
- NCDC's latest circular on Rate of Interest, Service Tax, Record retention etc.;
- Relevant decision of Board of Management (BOM) of NCDC;
- Schemes/ Guidelines issued by concerned Ministries/GOI from time to time;
- NCDC's schemes/ Schematic pattern of assistance;
- NCDC's latest circular on delegation of financial and administrative powers.

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Annexure to Process Document of ICDP Division

1.	Annexure – 1 (Division Structure)	
2	Annexure – 2 (Responsibilities & Authorities)	
3	Annexure – 3 (P&C division Circular NCDC:2-2/89-P&C dated 17.04.1989 - Delegation of power approved by BOM in its meeting held on 05.04.1989)	
4	Annexure – 4 (P&C division Circular NCDC:2-11/2004-P&C dated 09.02.2005 - Delegation of power approved by BOM in its meeting held on 02.02.2005)	

DIVISION STRUCTURE of ICDP
(as on 14.06.2016)



Note:-

- There are Two SPS and One PS in the Division.
- Of which one of the SPS Reports of the Advisor and the other SPS & PS are allotted as and when required by any officer in the division.

(*) Assisted by Adviser on contract basis for programme functions.

2. AUTHORITIES & RESPONSIBILITIES

Designation	Responsibilities	Authorities
Deputy Managing Director (Assisted by Adviser on contract basis)	➤ Overall policy, planning and management of entire functions of the Division.	<ul style="list-style-type: none"> •To allocate the work among officials of the division. •Approval of district under ICDP. •Approval of Agenda for placing before CSC. •Approval of extension of validity of project as per delegation.
Director (3 in position)	<ul style="list-style-type: none"> ➤ Appraisal of project, monitoring of projects, attend meetings with Government officials, preparation of agenda/report item for screening committee meeting and preparation of sanction letter in respect of appraised project. ➤ Supervision of all work pertaining to ICDP i.e. release, extension of validity, diversion of funds, examination of QPR / PCR and other related work in the respective states allotted to officer attached with them. ➤ Coordination work including establishment and administration. ➤ Work relating to ISO and CSR ➤ Attend to any other work assigned from time to time. 	<ul style="list-style-type: none"> •To seek information from division(s) in HO / SG / DCCB . •To examine the issues pertaining to the work assigned and recommend course of action to the reporting officer.
Deputy Director (ICDP)	<ul style="list-style-type: none"> ➤ Appraisal of project, preparation of agenda item for screening committee meeting and preparation of sanction letter in any state as per team constituted. ➤ Supervision of all work pertaining to ICDP i.e. release, extension of validity, diversion of funds, examination of QPR / PCR and other related work in the in the respective states allotted to officer attached with them. ➤ Attend to any other work assigned from time to time. 	<ul style="list-style-type: none"> •To seek information from division(s) in HO / SG / DCCB • To examine the issues pertaining to the work assigned and recommend course of action to the reporting officer.

Assistant Director	<ul style="list-style-type: none"> ➤ Appraisal of project, preparation of agenda item for screening committee meeting and preparation of sanction letter of the appraised project. ➤ Initiate and examine all work pertaining to ICDP i.e. release, extension of validity, diversion of funds, examination of PCR and other related work in the in the respective states allotted to officer attached with him/her. ➤ ISO related work ➤ Attend to any other work assigned from time to time. 	<ul style="list-style-type: none"> •To seek information from division(s) in HO / SG / DCCB •To examine the issues pertaining to the work assigned and recommend course of action to the reporting officer
Programme Officer (2 in position)	<ul style="list-style-type: none"> ➤ Appraisal of project , preparation of agenda item for screening committee meeting and preparation of sanction letter of appraised project. ➤ Initiate and examine all work pertaining to ICDP i.e. release, extension of validity, diversion of funds, examination of QPR / PCR and other related work in the in the respective states allotted to officer attached with him. ➤ Attend to any other work assigned from time to time. 	<ul style="list-style-type: none"> •To examine the issues pertaining to the work assigned and recommend course of action to the reporting officer
Junior Assistant	<ul style="list-style-type: none"> ➤ Handle diary, dispatch and assists all the officers in the Division in providing of files/papers to all Officers of the Division. ➤ Initiating Hindi reporting work of the Division ➤ Attend to any other work assigned from time to time. ➤ Maintains files and records of ICDP division ➤ Typing and data entry. ➤ Attend to any other work assigned from time to time. 	As assigned by Officer(s).
SPS (2 in position)	<ul style="list-style-type: none"> ➤ Take Dictation and typing from Advisor/Director/Deputy Director and Assistant Director. ➤ Maintaining of medical bill Register of the Division ➤ Any other work as assigned from time to time. 	<ul style="list-style-type: none"> •Need based support to the officer. •As assigned by officer(s)
PS (Hindi)	<ul style="list-style-type: none"> ➤ To attend to all Hindi related work of the Division including typing of sanction / release letters of all states. 	<ul style="list-style-type: none"> •Need based support to the officer(s).

		<ul style="list-style-type: none"> •As assigned by officer(s).
Multi Tasking Staff (MTS)	<ul style="list-style-type: none"> ➤ Moving files from one officer/division to other officer/division. ➤ Carryout photocopies and making of sets of documents. ➤ Delivery of dak in R&I Section. ➤ Distribute the circulars, documents etc. ➤ Get refreshment for officer/visitors. ➤ Attend any work assigned from time to time by the officers. 	<ul style="list-style-type: none"> •Need based access to files and records.

National Cooperative Development Corporation
(Plan & Coordination Division)

Ref: P&C Division letter No.NCDC:2-2/09-P&C dated 17/04/1989

Extract of the Minutes of the 49th Meeting of Board of Management of NCDC held on 5/04/1989:-

Item No.11: Consideration of the proposal of the Government of Kerala for implementation of Integrated Cooperative Development Project in Kottayam District of the State.

Approved, In future, ICDP Projects may be sanctioned by Vice-Chairman and Chairman.

Annexure - 4

National Cooperative Development Corporation
(Plan & Coordination Division)

Ref: P&C Division letter No.NCDC:2-11/2004-P&C dated 9/02/2005

Extract of the Minutes of the 142nd meeting of Board of Management of NCDC held on 02/02/2005:-

Item No.14: Proposal of the State Government of Tamilnadu for financial assistance for implementation of Integrated Cooperative Development Projects in Theni District.

The Board approved the proposal of State Government of Tamilnadu for sanction of financial assistance of Rs.884.145 lakhs comprising Rs.780.56 lakhs as loan and Rs.103.585 lakhs as subsidy (subject to availability from Government of India) for implementation of Integrated Cooperative Development Project in Theni District at an estimated block cost of Rs.987.73 lakhs.

The Board also decided that ICD Projects may continue to be sanctioned by the Vice- Chairman and Chairman, Board of Management on file as already approved in 49th meeting of Board of Management held on 5/04/1989. However Board of Management should be informed about the decisions taken in this regard.