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Process Document for Management Information System (MIS) Division

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Chief Director (MIS)	QMS Documentation Committee	Managing Director (MD)

DOCUMENT CONTROL PAGE

1) REVISION HISTORY

Revision No. FROM	Revision No. TO	RELEASE DATE	AUTHOR	SECTION / PAGE NO. CHANGED	DETAILS OF CHANGES	REVIEWED BY
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2) DOCUMENT AVAILABILITY

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

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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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	PROCESS DOCUMENT FOR MIS DIVISION		
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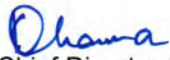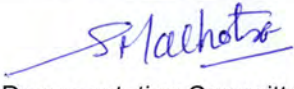
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1) DIVISION STRUCTURE

Annexure - 1

2) RESPONSIBILITIES & AUTHORITIES

Annexure - 2

3) ABBREVIATIONS

AD	Assistant Director
AMC	Annual Maintenance Contract
ASP	Application Service Provider
BOM	Board of Management
CA	Chartered Accountant
CL	Casual Leave
CPPP	Central Public Procurement Portal
CRA	Central Record Keeping Agency
CSC/ISC	Central/Internal Screening Committee
CSF	Contribution Submission Form
DCCB	District Central Cooperative Bank
DD	Deputy Director
DAC	Department of Agriculture and Cooperation
DSC	Divisional Screening committee
DGS&D	Directorate General of Supplies & Disposals
Dy. Director	Deputy Director
DDFS	Digital Document Filing System
E-mail	Electronic Mail
EL/HPL	Earned Leave/ Half Pay Leave
E-TDS	Electronic filing of Tax Deduction at Source
FMS	Financial Management System
FPU	File Preparation Utility
FVU	File Validation utility
GA	General Administration
GFR	General Financial Rules
GOI	Government of India

H/W	Hardware
HO	Head Office
ISP	Internet Service Provider
IT	Information Technology
IFAMS	Integrated Financial Accounting And Management System
IDMS	Integrated Document Management System
Jr. Assistant	Junior Assistant
LAN	Local Area Network
LTC	Leave Travel Concession
MIS	Management Information System
MTS	Multi Tasking Staff
MD	Managing Director
NCDC	National Cooperative Development Corporation
NEDAC	Network Development of Cooperatives in Asia
NPS	New Pension Scheme
NSDL	National Securities Depository Limited
P&A	Personnel and Administration
P&C	Planning and Coordination
PACS	Primary Agricultural Cooperative Societies
PS	Private Secretary
PSC	Pre-Screening Committee
RCS	Registrar of Cooperative Societies
RD	Regional Directorate
RTI	Right To Information
RH	Restricted Holidays
S/W	Software
SA	System Analyst
SC/ST	Scheduled Caste/Scheduled Tribe
SOP	Standard Operating Procedures
Sr. Assistant	Senior Assistant
SRDB	Sanction Release Database
TOPIC	Training of Personnel in Cooperatives
TOR	Terms of Reference
UD/LD	Under Developed/Least Developed
VIP	Very Important Person

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4) PURPOSE

To access and provide IT facilities to the Users/Staff of NCDC at HO/Regional Directorates, TOPIC and to provide Financial Assistance to the Cooperatives for Computerization

5) SCOPE

Identifying and meeting the IT requirements - Hardware (H/W), Software(S/W) and Networking at Head Office and Regional Directorates and facilitating computerization of Cooperatives by providing them Financial Assistance for H/W, S/W, Site preparation and other IT related infrastructure.
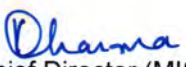
6) PROCESS

6.1 Facilitating IT Services

6.1.1 Purchase of Hardware at HO and TOPIC

Process Input	Source
Request for new/additional hardware	Division/Sections at HO & TOPIC
Stock verification	Stores/ GA

6.1.1.1 Stock position of computers and other infrastructure is prepared at the end of financial year or as and when required.

6.1.1.2 Based on the user's request/requirement and existing stock position, new Hardware requirement is accessed annually.

6.1.1.3 If new hardware is required then approval for purchase of new hardware is taken from competent authority.

6.1.1.4 Approval of hardware requirement along with Specifications and other Technical inputs is sent to General Administration Division (GA) for purchase on DGS&D rates following the GFR rules.

6.1.1.5 After the hardware is procured by GA, specifications, model and brand of Hardware is checked/ verified with the purchase order.

6.1.1.6 After verification, Installation of the hardware is carried out as per requisition.

6.1.1.7 MIS division also suggests the management for incorporating the latest technology from time to time.

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Process Output	Providing technical specifications/ inputs for procurement of Hardware to General administration division

6.1.2 Providing of Technical support /Guidance for Computer hardware purchase at Regional Offices

Process Input	Source
Request for new/additional hardware from GA/ROs	General Administration division/ Regional Offices

6.1.2.1 GA sends request of RD's to MIS Division for providing technical specifications or Comments.

6.1.2.2 The required technical specifications/inputs are provided to GA for further action at their end.

6.1.2.3 In case quotations are submitted by RD then these are checked vis-à-vis specifications and cost document returned to GA along with suggestions for sending to RD.

Process Output	Purchase of Hardware by/ for RO's

6.1.3 Maintenance of Hardware/Network equipments with the help of AMC (Annual Maintenance Contract) external service provider

Process Input	Source
As per the requirement/ Complaint Register	Users in Division/Sections

6.1.3.1 Problem is logged in logbook maintained in MIS Division.

6.1.3.2 Resident AMC engineer attends to the logged complaints and solve the problem with the help of division's technical persons or their instructions.

6.1.3.3 In case AMC engineer is not able to solve the problem, the issue is taken up with AMC Service Provider (Company) and it is resolved.

6.1.3.4 AMC is renewed at the end of each year subject to satisfactory performance from the date of award of Contract.

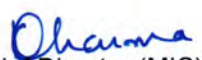| Prepared By:	Reviewed By:	
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6.1.3.5 Before completion and during last quarter of contract, the file is moved to constitute an Advisory-cum-Standing Purchase/Tender Committee and approval from competent authority is taken on file in case need is felt to call fresh tender.

6.1.3.6 Draft Tender document is prepared and placed before the Committee for Consideration and finalization of Tender document.

6.1.3.7 Limited or open tender as per GFR Rules are floated.

6.1.3.8 Technical/Financial parameters of bidders are scrutinized and based on recommendations of the committee; the award letter is issued to the successful bidder.

Process Output	Fixing of Hardware/Software problems & Renewal of existing AMC or award of work to new successful bidder.

6.1.4 To review & meet Software requirement of Corporation from time to time or as per need.

Process Input	Source
Concerned Division/ Management/ ROs send their request for new software.	Divisions at HO, ROs & TOPIC

6.1.4.1 Based on need of the Management/Divisions, Software Requirement Analysis is done and Terms of Reference (TOR) is prepared.

6.1.4.2 Approval for Tender Committee is taken from competent authority.

6.1.4.3 TOR is finalized by Tender Committee.

6.1.4.4 Limited or open tender as per GFR rules are floated.

6.1.4.5 Selection of Developer for Application Software is carried out based on technical and financial evaluation and work order is awarded to selected developer recommended by Tender Committee.

6.1.4.6 Coordination with Developer and concerned Division/Section is done for Software development.

6.1.4.7 Developer tests the software with sample data.

6.1.4.8 Software is tested and based on user's comments/views, the Software is modified accordingly. This process is repeated till user and MIS Division accepts it.

6.1.4.9 Software is installed for use and parallel run is carried out.

6.1.4.10 Reports are checked by the user and matched with manual reports. In case reports do not match then reasons for mismatch are traced and software is modified accordingly otherwise the software is put to regular use by the users.

6.1.4.11 Software is modified as and when required during warranty period (as mentioned in the tender document).

6.1.4.12 After the warranty period is over, the developer is asked to give terms for annual maintenance contract (AMC) for the developed software, which is then negotiated and AMC is awarded to software developer.

6.1.4.13 During AMC period, in case of problem with the software is reported by user, it is logged in the complain register and modifications are carried out accordingly by the developer

Process Output	Implementation/ Installation of software and trainings, if required and subsequent AMCs

6.1.5 Maintenance of In-house developed Systems

In-house developed systems of CL/RH and Tour data bases are maintained and trouble shooting is carried out (i.e, deletion of wrong data, modification in the data, printing, initializing on year end, creation of new employee, changes in designation, section or reporting officer and providing ad-hoc reports to Senior Officers/Management is done

6.1.6 Back-up of the databases

Process Input	Source
Program and Data Files	Database Servers

6.1.6.1 Back up of the database of Integrated Sanction release and Loan Accounting System (SRDB) and Integrated Financial Accounting Management system (IFAMS) are taken on daily basis on Chief Director (MIS) system.

6.1.6.2 Back up of CL/RH system and Website source are taken on Weekly basis on Chief Director (MIS) system.

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6.1.6.3 Daily backup of Integrated Financial Accounting Management system (IFAMS) is taken at 9 am & 5pm on data server.

6.1.6.4 Backup is also taken on external hard disk monthly.

6.1.6.5 Backup of the application systems of Integrated SRDB & Loan Accounting System (SRDB) and Integrated Financial Management system (IFAMS) on hard disk Quarterly on External hard disk and kept in fire-proof almirah at basement on rotation basis.

6.1.6.7 For restoration check of data, the data is restored on computer system in Computer room and application is run on it to check. This process is done in the presence of AMC person of the developing agency and disabling the login of users. The log is maintained in backup register.

Process Output	Backup maintained on external hard disk and kept in safe custody/fireproof almirah at alternate locations (TOPIC training institute) also.

6.1.7 Websites maintenance

Process Input	Source
Latest/modified information or uploading of tender documents from Divisions/ ROs/ TOPIC.	Division's at HO, ROs & TOPIC

Process:

6.1.7.1 Division/ Section send the information to be changed/ modified (as approved by the competent authority) in the NCDC website (ncdc.in). Modifications are carried out in the website and again published on web.

6.1.7.2 Tender is also uploaded on the NCDC website as well as CPPP (Central Public Procurement Portal).

6.1.7.3 Information to be changed/ modified in the NEDAC website (nedac.org.in) is received through Public Relation Division. Modifications are carried out in the NEDAC website and website is again published on web.

6.1.7.4 Notice and Invoice for the renewal of domain registration and hosting contract is received from service provider when it is due to expire (15-20 days before the expiry date).

6.1.7.5 File is put up to competent authority for approval.

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6.1.7.6 After the approval by competent authority, sanction order is made and sent to Finance Division for payment.

6.1.7.7 Finance Division makes the payment and sends the details of payment to MIS division.

6.1.7.8 Service Provider is informed about payment through email/user account in Service provider portal.

6.1.7.9 Service Provider sends the acknowledgment of payment for domain name registration and web hosting is renewed.

6.1.7.10 Domain ncdc.biz for sending bulk emails is also maintained and troubleshooting of the same is done as and when required.

6.1.7.11 Procedure is same for renewal of ncdc.in, ncdc.biz and nedac.org.in domains as given at 6.1.7.5 to 6.1.7.9

Process Output	Up to date website.

6.1.8 Providing Internet/E-mail facility to various Divisions/Sections and Regional Directorates of NCDC as per NCDC Norms

Process Input	Source
Request from users	Employees at HO,ROs & TOPIC

Process:

6.1.8.1 Need of internet facilities of the organization are accessed every year.

6.1.8.2 Requirement of organization according to IT market trend is analyzed from time to time.

6.1.8.3 In case the Service of ISP is not satisfactory or needs of organization has changed then fresh Terms of Reference is prepared.

6.1.8.4 Approval for Tender committee is taken from competent authority.

6.1.8.5 Terms of Reference (TOR) are finalized by Tender committee.

6.1.8.6 Tender (Open or Limited) as per GFR (General Financial Rules) is floated.

6.1.8.7 Selection of Internet Service Provider (ISP) is carried out based on technical and financial evaluation by tender committee according to GFR.

6.1.8.8 Sanction work order for assignment of Contract is given to selected ISP.

6.1.8.9 On user requests for E-mail account and internet facility, network availability at user end is accessed.

6.1.8.10 Email account is created and internet facility is provided to user. Rights and policies for internet to specific user are set as per his/her designation or work assigned to user.

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6.1.8.11 Internet/E-mail Facility to officers and users in head office and Regional Directorates of NCDC is maintained through ISP.

6.1.8.12 When the user reports problem with internet & Email facility, it is tried to be solved with the help of AMC engineer and division's technical staff.

6.1.8.13 If the problem is not solved by AMC engineer then Service Provider (company) is contacted for trouble shooting by their experts.

Process Output	Provide Internet & E-mail facilities

6.1.9 Maintenance of Servers, Antivirus and Firewalls

Process Input	Source
Regular Updation of antivirus Software	Software updates

6.1.9.1 McAfee Antivirus for clients (about 100 clients) is regularly updated and maintained.

6.1.9.2 Whenever some problem is noticed with Servers, Anti-virus or Firewalls it is immediately checked and fixed for smooth functioning of Servers, internet and email facilities.

Process Output	Updated/Protected Servers/Clients

6.1.10 Filing of Quarterly E-TDS Returns (regular and corrections)

Process Input	Source
Request from Finance Division	Quarterly E-TDS Returns

6.1.10.1 Quarterly E-TDS Returns are filled by Finance Division and Challan and bill of Quarterly E-TDS filling is sent to MIS Division for payment

6.1.10.2 It is checked and put up to competent authority for approval

6.1.10.3 After the approval from competent authority Sanction order is prepared and sent to Finance Division for payment.

Process Output	Timely filling of E-TDS returns

6.1.11   Uploading NPS Subscription

Process Input	Source
Monthly Subscription details from Finance	Finance Division

Process:

6.1.11.1 Soft copy of the monthly subscription of NPS is provided by paybill section.

6.1.11.2 Using FPU utility of NSDL, a file to be uploaded for subscription is created for NPS

6.1.11.3 Using FVU utility of NSDL, the above created file of NPS subscription is validated.

6.1.11.4 This validated file is then uploaded to Central Record Keeping Agency (CRA) of NSDL (http://npscan-cra.com)

6.1.11.5 If there is no error in the uploaded file then Subscriber Contribution Submission Form (CSF) and Subscriber Contribution File is printed and given to Finance division for payment to trustee bank for NPS.

6.1.11.6 If there is error in the uploaded file then nature of error is checked and action is taken accordingly. File is, then, uploaded again and 6.1.11.5 is done.

Process Output	Timely uploading of NPS to CRA

6.1.12   Training

6.1.12.1 Training on Use of Computers and Application Software is imparted to users at TOPIC/HO and Resource person as and when required.

6.2 Preparation of Yearly Programme of Activities (PoA)

Process Input	Source
Previous year spillover, projects in pipeline and details of expected generation of proposals	SRDB, RO & Cooperative societies/ State Government

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

Process Output	Finalised Programme Outlay along with physical & financial targets

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6.2.1 Generation of proposals

Process Input	Source
Finalised Programme Outlay along with physical & financial targets	P&C Division

There is Scheme for providing financial assistance for Computerization to Cooperative Societies/State Cooperative Banks/ District Cooperative Banks/Federations. The details of the scheme are given in the **Annex- I**.

The scheme of computerization is circulated among State Govt. authorities, Federations, Regional Directors etc. requesting to advise the societies to formulate suitable proposals and avail financial assistance including benefits available under computerization scheme. The scheme is also available on NCDC website (www.ncdc.in).

6.2.2 On receipt of the proposal from State Govt./State Coop. Banks/ District Cooperative Banks/Cooperative Society, it is entered in dak register of Division.

Process output	Receipt of proposal

6.3 Examination of the Proposals

Process Input	Source
Receipt of proposal	Cooperative societies/DCB,s and State Government

6.3.1 Proposal is scrutinized in respect of following points:

6.3.1.1 Proposal is from Registered Cooperative Society.

6.3.1.2 Proposal is in the prescribed format of the Corporation (**Annex- II**).

6.3.1.3 Whether society falls under special category viz. SC/ST/Women/hilly areas/North East Region attracting enhanced subsidy / Concessional financing.

6.3.1.4   The Board of Management is elected or nominated.

6.3.1.5   In case the proposal is not received in prescribed format or there is in any deficiency of necessary information, clarification is obtained through letters / over telephone/ e-mail / fax etc. to facilitate early receipt of information and examination of the proposal.

6.3.2   Direct Funding Proposals (Checklist as per Annex-III)

6.3.2.1. Last three financial years' annual Accounts consisting of Trading Account, Profit & Loss Account and Balance Sheet at the close of the last 3 years duly supported with necessary schedules has been submitted.

6.3.2.2   Annual Accounts have been audited up-to date by Statutory Auditors. In case audit is in arrears (for more than 6 months), accounts audited by CA firm have been furnished.

6.3.2.3   Past performance of the society in repayment of loans and interest thereon to NCDC/ Banks/ Other Financial institutions.

6.3.2.4   Society has not defaulted in repayment to any Banks/NCDC. In case defaulted, details thereof.

6.3.2.5   Security proposed to be provided by the society for securing financial assistance (in case of direct funding)

6.3.2.6 Outstanding Balance against the previous assistance and adequacy of total security available there against (including security provided earlier).

6.3.2.7 The society has furnished a certified copy of Board Resolution for availing financial assistance from NCDC.

6.3.2.8 The Society meets the norms of direct funding as contained in the NCDC's Schematic pattern of assistance. Relaxation in Direct Funding norms may be considered on merits on case to case basis. **(As per Annex – IV)**

6.3.3 Proposals through State Govt.

6.3.3.1 Specific Recommendation of the Govt. for the assistance sought indicating concurrence of Finance Department.

6.3.3.2 Proposal to be submitted with detailed copy Project Report to NCDC.

Process output	Entry of proposal in SRDB System

6.4 Sanction Process

Process Input	Source
Entry of proposal in SRDB System	Proposal details from Cooperative Societies/ State Government

6.4.1. Proposal number is generated in SRDB System and print out of the same is taken in the file.

6.4.2 After preliminary scrutiny, the proposal (assistance upto Rs. 1.00 crore and no relaxation required) is desk appraised and placed before Divisional Screening Committee. Proposals upto Rs.080 crore are examined and sanctioned at RO level.

6.4.3 The proposals (assistance above Rs. 1.00 crore or relaxation in direct funding norms required) are placed before the Pre-screening Committee after examination of Financial and technical viability. Based on recommendation of the committee, proposal is desk appraised or field appraised and agenda is prepared by the Division for placing before the Internal Screening Committee.

6.4.4 After approval of the agenda by the concerned Screening Committee (assistance upto 1 crore in DSC and upto 5 crore in ISC/CSC), sanction letter is prepared and put up for approval by the competent authority and for allotment of Control Number by the Finance Division.

6.4.5 After approval of ISC/CSC, in case the assistance is more than Rs.5.00 crore or projects where relaxation in direct funding norms is required, Agenda is prepared for placing the proposal before Board of Management of NCDC for approval. After, BOM's approval, sanction letter is prepared and put up for

approval by the competent authority and subsequent allotment of Control Number by Finance Division.

6.4.6 After allotment of Finance Control No., Sanction letter containing details of financial assistance including pattern of assistance, schedule for release of assistance, period of loan, validity of sanction letter etc. and other terms and conditions are issued.

6.4.7 In case of direct funding, formats for legal documents viz. Resolution to be passed by the society for availing sanctioned assistance, loan agreement and other concerned documents are also sent along with the sanction letter.

6.4.8 Legal documentation work is completed by the concerned Regional Directorates. Original legal documents are kept in safe custody at Regional Directorate/Head Office.

6.4.9 If any project does not meet the criteria for sanction of financial assistance, the same is rejected after obtaining due approval of competent authority.

Process output	Sanction Letter

6.5 Reimbursement/Release of Sanctioned Assistance

Process Input	Source
Legal Documentation (Direct funding) & request for release	Cooperative Society / State Government

6.5.1 In case of direct funding, the Regional Directors send copies of the Deeds / documents executed by the beneficiary to the Division. The Division examines the documents including security cover and then put up to finance division (legal cell) for vetting.

6.5.2 Request for reimbursement of sanctioned assistance is received from society along with physical & financial progress report as per **Annex-V.** In case of direct funding expenditure statement duly certified by Chartered Accountant is also required to be sent by Society/Bank. In case of funding through State Govt. Utilization Certificate is required to be sent by State Govt.

6.5.3 Request for reimbursement is examined in the Division for the eligible release amount according to terms & conditions contained in sanction letter and request for extension of validity of sanction is also considered if required.

6.5.4 Draft release letter for reimbursement of eligible assistance for release of assistance is prepared and put up to the Finance Division for approval and allotment of control number. After approval of the release letter and allotment of Finance Control number, the fair release letter is prepared and ink-signed copy of the same is submitted to the Finance Division for release of funds.

6.5.5 Copy of release letter is sent to Regional Directorate and beneficiary society. In case, proposal is through state government, copy of release letter is sent to concerned department of state government & RCS of the state.

6.5.6 The Guard file is maintained containing copies of the sanction / release letters issued by Head Office as well as by Regional Directors during the financial year.

6.5.7 Registers containing details of sanction/release of assistance are also updated in the Division.

Process output	Release Letter

6.6 De-sanction (wherever applicable)

Process Input	Source
Non compliance of terms & conditions of sanction/ if received proposal don't meet the eligibility criteria for sanction of financial assistance	Sanction order and scheme/guidelines for providing financial assistance

6.6.1 Unutilized amount, if any, is de-sanctioned after obtaining due approval of competent authority.

6.6.2 If any project do not take off due to any reason, the same is also de-sanctioned after obtaining due approval of competent authority.

6.6.3 After allotment of Finance Control No, de-sanction letter containing details of financial assistance are issued.

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Process output	De-sanction Letter

6.7 Monitoring of Projects

Process Input	Source
Terms & conditions of the Sanction/Release	Sanction Letter/Release Letter

6.7.1 Progress report in the prescribed Performa (given at **Annex-V**) is called for from the beneficiary societies/bank/federation during implementation of the sanctioned projects.

6.7.2 These progress reports are examined in detail with reference to utilization of funds

6.7.3 The beneficiary societies are advised to speed up implementation of project in case the project is not being implemented as per schedule.

6.7.4 Monitoring is also undertaken by field visits to the societies implementing the sanctioned projects, if required.

Process output	Progress Reports

6.8 Return of Original documents

Process Input	Source
Receipt of request letter after repayment of entire loan	Cooperative society/State Government

6.8.1 After repayment of entire loan assistance and interest thereon, the beneficiary society requests NCDC for return of original documents i.e, FDR's/Original title deed of pledged property/mortgaged to the Corporation. After having confirmation about repayment of entire loan and interest thereon by Finance Division, the original documents are returned to the beneficiary society.

Process output	Return of original documents to the society/beneficiary

6.9 Report Generation

Process Input	Source
Demand from P&C, Finance Division & Management	SRDB & Integrated Financial Management System (Database)

6.9.1 Reports and Information as and when required by Plan and Coordination (P&C) Division, Finance Division and Management is furnished.

6.9.2 After closing of the financial year, chapters for computerization scheme for the Annual Report is prepared and sent to P&C Division.

6.9.3 Programme of Activities (Targets and Releases) of the Division is prepared based on spill-over and expected new projects.

6.9.4 Providing inputs to DAC, Ministry of Agriculture for inclusion/modification of inputs relating to policy level changes pertaining to computerization scheme.

6.9.5 Status reports for Senior Officers/ Management/ DAC are prepared.

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

Process output	Generation of required reports for P&C, Finance & MOA

6.10 Progressive Use of Hindi Raj Bhasha

6.10.1 Submission of quarterly Hindi Report in prescribed format after approval by Divisional Head to Hindi Section; and

6.10.2 Taking action on the actionable points emerging from the meeting for progressive use of Hindi; and

6.10.3 Compliance to provision of the Official Language At 1963 to promote progressive use of Hindi

6.11 Disposal of Old Files/Records

6.11.1 Files of projects which are more than 10 years and repayment is over is sent to record room.

6.11.2 For IT and related services the files/records are maintained for 10 years. After that list of these files/records are sent to HOD for permission to dispose.

7) Process Measurements

S.No.	Process	Measurable Indicators	Monitoring frequency	Frequency monitored by
1.	To provide IT infrastructure and IT facilities as per requirement to all users in the organization	Hardware (*) • Minor problems solved immediately or within one day • For Major Problems, if no new H/W is required then 3-4days. Software (**) • Minor problems solved 2 - 3 days • Major problems solving may take upto 15-20 working days.	Weekly for Minor problems Monthly for Major problems Weekly Quarterly	Chief Director/ DDs/AD Chief Director/ DDs/AD Chief Director/ DDs/AD Chief Director/ DDs/AD
2.	To Sanction financial assistance for Computerization to Cooperatives after all the information from cooperative has been received.	1. Examination of the proposal – 10 working days after receipt of complete information and entering the proposal in SRDB 2. Agenda for PSC in case of direct funding (5 working days after above) 3. Field appraisal, if required	Quarterly	Chief Director/ DDs

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			(15 working days after approval of PSC/Competent Authority) 4. Agenda for DSC (5 working days 1 above) 5. Agenda for ISC/CSC (5 working days after 1(SG)/2 (direct) above or after 3 above in case of field appraisal 6. Agenda for BOM (5 working days after decision of ISC/CSC). 7. Issuance of sanction letter (about 5 working days after approval of Finance Division)		
3.		To process the Release of financial assistance already sanctioned after all the required legal process has been completed by Cooperatives	1. Document verification (Within 10 working days after receipt of complete information) 2. Issuance of release letter (Within 5 working days after approval of Finance Division	Quarterly	Chief Director/ DDs
4		De-sanction	1. Request to de-sanction the project (Within 10 working days after receipt of complete information) 2. Issuance of de-sanction letter (Within 5 working days after approval of Finance Division	Quarterly	
5		Monitoring of sanctioned projects	1. Ongoing projects through progress report	Before effective release	Chief Director/ DDs

6	Return of Original documents/mortgaged/pledged as security for NCDC's financial assistance	1. Examination of the request (10 working days after receipt of complete information) 2. Issuance of No dues certificate (about 5 working days after approval of Finance Division	Quarterly	Chief Director/ DDs

Hardware :(*)

Minor Problems:
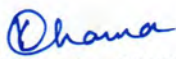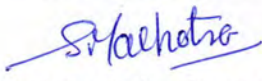
1. Printer Not working   : Reason-Paper Jam, Sensor problem, Printer driver corrupted.
2. Booting problem   : C-MOS failure, OS Corruption
3. Client end problem   : Unable to login, Password problem
4. Internet/Email problem   : Browser updating, Loose connection, Traffic problem
5. Peripherals   : Replacement of Keyboard/Mouse/Monitor/Adaptors repairs.

8) RISK AND OPPORTUNITIES IDENTIFIED:

    Ref.# Risk Register

9) PROCESS CONTROLS

Sl. No.	Process	Process Step	Controls Established
1	Purchase of Hardware at HO & TOPIC	- Request of Hardware from HO and TOPIC - Stock verification - Providing Technical specification/ input for purchase of hardware to GA Division	- GFR Rules - DGS&D Rate Contracts - Terms & Conditions of work order - Review of the compatibility issue at the time of purchase.
2	Providing Technical	-Request from GA Division	- GFR Rules

Prepared By:	Reviewed By:	
(signature) Chief Director (MIS)	*(signature)* QMS Documentation Committee	Page **23** of **29**

	support/ guidance for computer hardware purchase at ROs	- Providing Technical specification/ input for purchase of hardware to GA Division	- DGS&D Rate Contracts - Frequent Training of officials at ROs.
3	Maintenance of hardware/ Network equipments with the help of AMC/ External Service Provider	-Problem is logged into complaint register - Problem is resolved by MIS Division & resident AMC engineer	- Analysis of complaints on weekly basis. - Escalation matrix. - Access rights to users - Installation of good Antivirus & timely up-dation of subscriptions - Payment to AMC vendor is released after satisfactory performance at the end of each quarter.
4	To review & meet software requirement of Corporation from time to time as per need	-Request from Management/ Divisions/ ROs - Requirement analysis and preparation of TOR by purchase committee	- Sound Technical evaluation criteria - GFR Rules - Terms & Conditions of work order - Active user involvement during development & testing stage - User acceptance testing
5	Back up of the databases/ server	-Backup of programs and data are taken on daily basis on External hard disks and stand alone system - Keeping the backup in fireproof almirah on monthly basis.	-Backup register is maintained
6	Websites maintenance	-Request from Divisions/ ROs to update the information on website - Website is updated timely with up-to-date information.	-Updation of information is carried out with the approval of Concerned Division/RO head. - Security compliance

Prepared By:	Reviewed By:	
Chawa Chief Director (MIS)	*SMalhotra* QMS Documentation Committee	Page **24** of 29

7	Providing Internet/ Email facility to all Divisions/ ROs & TOPIC	- Internet / Email facility is provided to staff as per the requirements - User Authentication and password protection	- Installation of Firewall/UTM Device to control un-authorized access
8	Maintenance of Server, Antivirus and Firewalls	- Up keep of servers, updation of Firewall and antivirus subscription from time to time. - Timely renewal of subscription	- Terms & Conditions of work order - Continuous monitoring of servers and end user's system - Installation of good Antivirus & timely up-dation of Firewall/ UTM devices
9	Generation of proposals	-Receipts of proposal from cooperative societies	-Liasoning through Regional offices
10	Examination of the proposal	-Operational obligation of the society - Receipt of relevant documents/ information for analysis of operational/ financial performance	As prescribed in common loan application form (Annex-II and III)
11	Sanction	-Appraisal of the proposal - Constitution of field appraisal team - Approval of sanction	- Field appraisal only in case of necessity as decided by PSC / Competent authority -Approval from competent authority - Upto 1 Crore in DSC, upto 5 crore in ISC/CSC and 5 crore & above by BOM after clearance of ISC/ CSC
12	Release	-Security cover against sanctioned assistance (Direct funding)	-Latest guidelines for direct funding (Annex-IV) issued by Finance Division from time to time

		- Legal documentation work (Direct Funding)		-Empanelled advocates
13	Reporting	Compliance to statutory/ regulatory queries		-Official Language Act, 1963 - RTI Act, 2005 - Immediate response to queries

10) DETAILS OF DOCUMENTED INFORMATION RETAINED

S.No.	Record	Identification	Location	Maintained by	Retention period	Disposition
1	Hardware Complaint log book	By Title	Computer Room	DD/ Jr. Assistant	2 years	Weed out
2	Software Complaint log book for SRDB & Loan Accounting	By Title	Computer Room	DD/ Jr. Assistant	2 years	Weed out
3	Software Complaint log book for IFAMS	By Title	Computer Room	AD/ Jr. Assistant	2 years	Weed out
4	Requests for changes in websites www.ncdc.in & www.nedac.org	By Title	Almirah- B	DD/ AD/Jr. Assistant	1 year	Weed out after 2 years
5	Files of projects assisted financially	By Title	Almirah- A & B	Sr. Assistant / Jr. Assistant	5 years after the completion of project	Weed out after Digitization
6	Diary Register	By Title	Table of PS	PS	2 years	Weed out
7	File movement Register for File/ document movement to/from Division	By Title	Table of Sr. Assistant	Sr. Assistant	One year/ register is full	Weed out
8	MIS expenditure register	By Title	Table of DD	DD	Continued	-

Prepared By:	Reviewed By:	
Dhawa Chief Director (MIS)	*S Malhotra* QMS Documentation Committee	Page **26** of **29**

9	Dispatch register	By Title	Table of Sr. Assistant	Sr. Assistant	One year/ register is full	Weed out
10	Policy/Scheme file	By Title	Almirah- A	Sr. Assistant	Continued	-
11	Copy of GFR	By Title	Almirah- A	Sr. Assistant	Copy already available in GA	-
12	List of Files in Division	By Title	Table of Sr. Assistant	Sr. Assistant	Retained	-
13	Guard File	By Title	Table of PS	PS	Continued	-
14	RTI Register	By Title	Almirah- A	Sr. Assistant/ Jr. Assistant	Continued	-
15	Website Maintenance Register	By Title	Table of Jr. Assistant	DD/ AD/Jr. Assistant	Continued	-
16	Annual Stock position of computer H/W	By Title	Computer of Chief Director MIS	DD/ Jr. Assistant	Continued	-
17	List of computer system allocated to users	By Title	Computer of Chief Director MIS	DD/ Jr. Assistant	Continued	-
18	List of S/W	By Title	Computer of Chief Director MIS	DD/AD/ Jr. Assistant	Continued	-
19	Complaint Register for External users	By Title	Table of AD	AD/ Jr. Assistant	Continued	-
20	Guard File for Sanction & Release	By Title	Table of Sr. Assistant	Sr. Assistant	Continued	-

Prepared By:	Reviewed By:	
Chief Director (MIS)	QMS Documentation Committee	Page 27 of 29

11) DETAILS OF DOCUMENTED INFORMATION MAINTAINED

S. No.	Title	Identification	Location	Prepared by	Approved by	Revision no.
1.	Copy of scheme of Financial assistance for Computerization of Cooperatives	Annexure I	Almirah - A	MIS Division	Management / HOD	
2.	Format for Financial assistance for computerization scheme	Annexure II	Almirah - A	MIS Division	MIS Division	
3.	Proposal checklist for preliminary scrutiny	Annexure III	Almirah - A	MIS Division	MIS Division	
4.	Checklist for direct funding by NCDC	Annexure IV	Almirah - A	Finance Division	Finance Division	
5.	Performa for Physical & Financial progress	Annexure V	Almirah - A	MIS Division	MIS Division	
6	List of Annual Maintenance Contracts (AMC)	Annexure VI	Almirah - A	MIS Division	MIS Division	

12) REFERENCES

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

Prepared By:	Reviewed By:	Approved By:	
Chief Director (MIS)	QMS Documentation Committee	Managing Director (MD)	Page **29** of **29**

List of Annexures

Annexure No.	Title
1	Organization Chart
2	Authorities & Responsibilities
3	Central Sector & Corporation Sponsored Scheme for Financial Assistance for Computerisation
4	Information to be provided for Financial Assistance (Format)
5	Proposal Checklist
6	Checklist of Guidelines for Direct Funding by NCDC
7	Proforma for Seeking Release of Funds from NCDC
8	NCDC IT Infrastructure usage Policy

1. <u>**DIVISION STRUCTURE**</u>
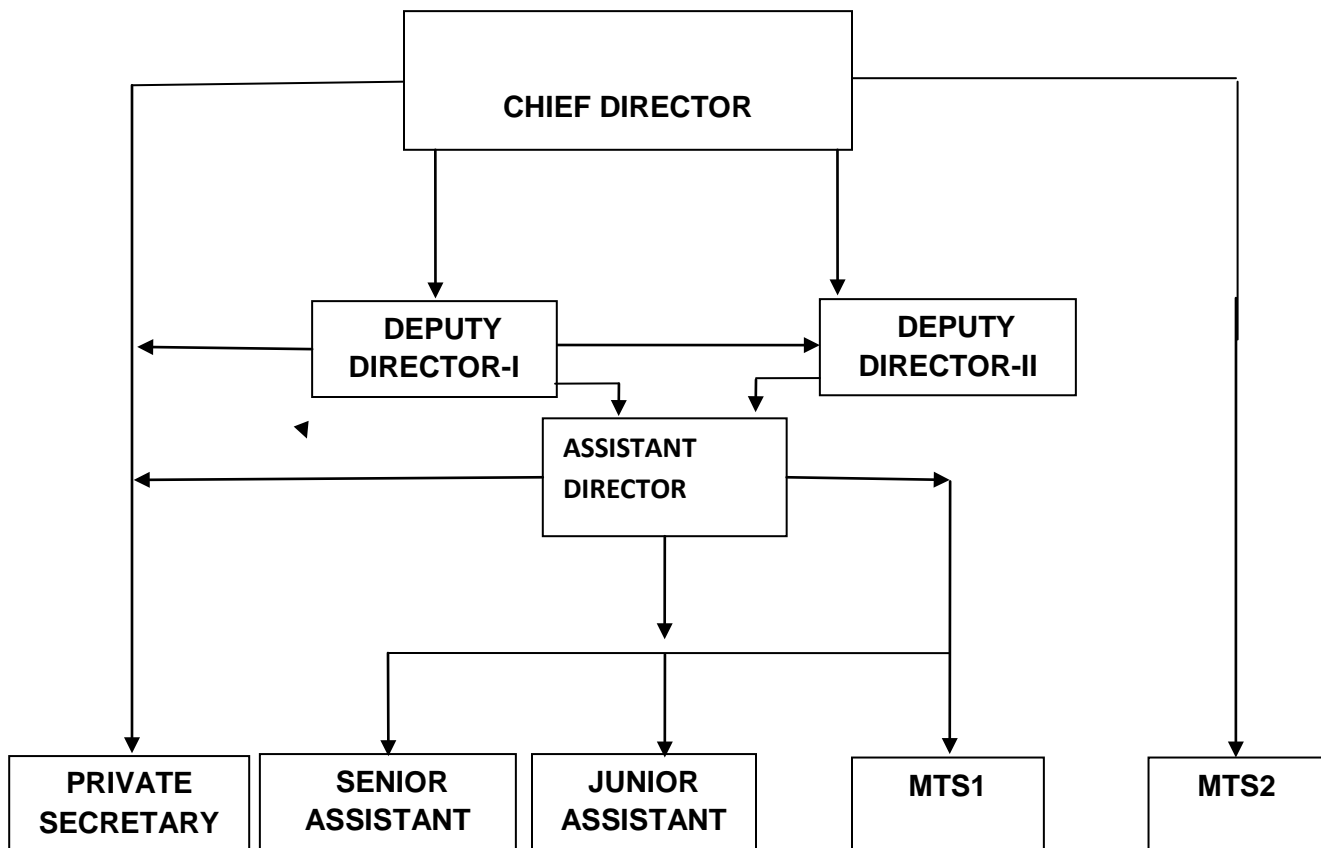
Annexure-2

Responsibilities & Authorities

Designation	Responsibilities	Authorities
Head of the Division **(Chief Director)**	• Forwarding request to MD for approvals. • Performing supervisory functions of Computerization programme in NCDC & assisted cooperatives. • Planning Policy Matters related to MIS & computerization of NCDC. • Act as designated PIO under RTI Act 2005 for the Division & ensure compliance of obligation under Official Language Act 1963. • Forwarding the request of renewal of AMC for IT Services (Networking, Software Maintenance, E-mail services, etc.) to MD for approvals • To maintain and improve quality in all activities confirming to ISO 9001-2015.	• Accord approval within delegated authority & recommend approvals within defined financial delegation of powers (**Mentioned at 9. Reference)**. • Casual Leave approval of Director (MIS) & recommend other type of leave of Director MIS to P&A. • Writing Annual Performance Report of Director & reviewing Annual Performance Report Deputy Director and Assistant Directors of MIS Division • Recommending approval for Tours of the officials of the Division • Recommending approvals for purchase of H/W and Software • To allocate the work among the officials of Division.

• Overseeing the entire functions of the Division under over all control of HOD. • Implementation & monitoring of Programme related to Computerizations of PACS/ Banks/ Federations. • Providing information with regard to Division's programmes to P&C Division/DAC/Other Ministries with due approval of HOD, wherever necessary • Coordination with all concerned Divisions/Agencies relating to activities of the Division. • To ensure compliance of obligation under RTI Act 2005 & Official Language Act 1963 • Forwarding the requests (through proper channel) to the competent authority for approvals. • Administration & supervision of the Division's staff • Assisting Planning and Policy Matters • Attending to VIP Reference, Audit queries, Parliament Questions • Attending to Implementation & monitoring of Programme. • To maintain and improve quality in all activities confirming to ISO 9001-2008. • Any other work assigned from time to time.	• Signing Sanction, Release & De-sanction letters for project of Computerization on behalf of MD. • Casual Leave approval of staff of the Division & forwarding medical bills, LTC requests, EL/HPL etc. for MIS Division staff. • Writing Annual Performance Report of Deputy Director and Assistant Directors as reporting officer and Annual Performance Report of Jr. Assistant and Sr. Assistant as reviewing officer. • According approval for Tours of the officials of the Division • Examine the issue to pertaining of work and recommend course of action. • To allocate work among the Division. • Allocating Computer and other IT facilities to users in NCDC • Signing Letter to Outside Agencies for asking and sending the information • Signing the Sanction order for Annual Maintenance Contract (AMC) and Work Orders, Release for payment towards AMC contract

Deputy Director-I	• Work related to Targets & Achievements, Programme of Activities, Budget, Audit replies, RTI, Parliament question, VIP reference, various reports and status papers pertaining to division's work for Management & DAC • Coordination with Out-sourced agencies for Hardware /Software installation & Implementation • Assist allocation of Computers, Laptops and other IT facilities to users in NCDC • Putting up/ forwarding the request for purchase of new Hardware/ Software/Renewal of Contracts/ Work- orders for with IT service providers • Coordination for maintenance of LAN infrastructure, Database and Application Servers. • Managing & coordination with ISP and hardware/software service providers. • Stock verification of H/W stock/inventory. • Analysis, Appraisal of Proposals, Feasibility studies of projects related to Computerization. • Taking backup of system and data	• Following authorities in the absence of Chief Director: • Signing Sanction, Release & De-sanction letters on behalf of MD. • Assist HOD in preparation / finalization of Tender documents. • Coordination with ISP's & AMC Service provider. • Forwarding IT Services related files to higher authority. • Allocating Computer and other IT facilities to users in NCDC • Signing Letter to Outside Agencies for asking and sending required information

Deputy Director-II	• Analysis, Appraisal of Proposals, Feasibility studies of projects related to Computerization. • Maintaining CL/Tour Database and updating of Master database of employees of the Corporation. • Maintaining Application Softwares • Taking backup of system and data • Coordination for maintenance of LAN infrastructure, Database and Application Servers. • Managing & coordination with ISP and hardware/software service providers. • Coordination with Genl. Administrator for procurement of consumables and peripherals. • Coordination for audio visual presentation during meetings. Stock verification of H/W stock/inventory.	The following authorities in the absence of Chief Director : • Casual Leave approval & recommendation other leaves of subordinate supporting staff. • Allocating Computer and other IT facilities to users in NCDC • Writing Letter to Outside Agencies for asking and sending the information • Forwarding the project related files to higher authority. • Forwarding IT Services related files to higher authority.

Assistant Director	• Maintenance and trouble-shooting of DDFS (E-file) System including user/ seat/ Section/ dept. management as per the need of Corporation & users at DAC, Head Office and Regional Directorates. • Maintenance and trouble-shooting of application software for Integrated Financial Accounting Management System (IFAMS) as per the need of Corporation & users at Head Office and Regional Directorates. • Maintenance of Integrated Document Management System (Digitization software). • Handling work related to maintenance of website of NCDC (ncdc.in) & NEDAC (nedac.org.in) • Handling of files related to DDFS, Integrated Financial Accounting System and Internet connectivity. • Trouble shooting the issues in IFAMS and DDFS at client end. • Taking back-up of system and data. • Any other work assigned from time to time.	The following authorities in the absence of Chief Director and Deputy Director : • Assist preparation of Tender documents. • Coordination with service engineer for resolving date to day maintenance issues. • Coordination with ISP's • Forwarding IT Services related files to higher authority.

Private Secretary	• File Movement from-to Division • Diary Entry • Sending the fax • Attending the calls for Director/DD • Managing the telephone bills, TA bills, Meeting Schedule • Any other work assigned from time to time.	• As assigned by reporting officer • Need based support to the officer.
Sr. Assistant	• Hindi work of Division. • Maintaining paging, Docketing and Referencing on files • He/She shall handle diary, dispatch and shall assist all the officers in the Division in providing of files/papers. • Weeding out of old records • attend any other work assigned by Sr. Officers of the Division from time to time.	• Opening of new files • To ensure that the files in Almirahs are properly placed. • To ensure that dispatch sent by division properly. • To ensure that the Circulars issued by division are circulated properly.
Jr. Assistant	• Entering the data for NPS and Uploading of Tenders on www.eprocure.gov.in • Assisting Dy. Director for providing reports for Sr. officers & BOM meetings and as desired from time to time. • Assisting in Handling of work related to maintenance of website of NCDC (ncdc.in) & NEDAC (nedac.org.in) • Assisting Assistant Directors in Maintaining in-house developed packages, taking backup of system and data • Assisting in Coordination for maintenance of Hardware, LAN	• To ensure that the backup of system are on their respective places as mentioned in SOP. • Uploading the website material.

	infrastructure, Database and Application Servers, etc. • Assisting AD in Stock verification of H/W stock/inventory Any other work assigned by Officers of the Division from time to time.	
MTS	• File movement from/to Division • Photocopy the papers and making sets • Taking letters/papers for dispatch to Dispatch section • Taking papers for Fax to GA • Circular distribution, Dak delivery • Assist in Hardware movement for allocation or repair • Arranging refreshments to guests/ clients visiting MIS Division • To ensure that files/papers reaches the destination as asked by the officers. • To ensure that photocopy of papers is clear and readable. • To ensure that the rooms of the officers are clean and table tidy. • Any other work assigned from time to time	• Need based access to the files and records of the Division. • Cater to the need of Officers & Visitors.

राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

Tel : 26532245/26962379/26961106
Fax No : 91-11-26962370/26516032
E-Mail : asarvadeva@ncdc.in

4, Siri Institutional Area,
Hauz Khas, New Delhi-110016
Website.//www.ncdc.in

No.NCDC:13-1/84-MIS(Vol.II)   July, 28, 2006

To

The Secretary Incharge of Cooperation,   }Under
Government of Andhra Pradesh, Chhattisgarh, Goa,   } Developed
Himacha Pradesh, Madhya Pradesh, Orissa, Rajasthan,   } States/UTs.
Uttar Pradesh, Uttaranchal, West Bengal   }
and UTs of Andaman & Nicobar Islands and Lakshadweep   }

Arunachal Pradesh, Assam, Bihar, Jharkhand,   } Least
Jammu & Kashmir, Meghalaya, Manipur, Mizoram,   } Developed
Nagaland, Sikkim & Tripura,   } States

Sub: Central Sector Scheme for financial assistance for Computerization - Reg.

Dear Sir,

The Restructured Central Sector Scheme for computerization is in operation in all under developed/least developed States and Union Territories for strengthening the societies to creating their data base, to have effective control of their business decision making and to provide information technology. The details of the scheme are as under:

A.   **Coverage**
       Financial assistance for installation of computers will be made available to:
       i.   State Level Federations/State Cooperative Banks
       ii.   District Level Societies and processing units with turnover of
              Rs.1.00 crore or more in the preceding year.
       iii.   Primary Agriculture Cooperative Societies/Banks/PCMS with turnover of
              Rs.1.00 crore or more in the preceding year.
       The Society should be financially sound and viable.

B.   **Pattern of Financial Assistance**

Under developed States/UTs.			Least developed States/UTs.		
NCDC to State Govt.	State Govt. to Society	Direct Funding	NCDC to State Govt.	S/Govt. to Society	Direct Funding
Loan 70% Sub* 20%	Loan 50% SC** 20% Sub* 20%	Loan 50% Sub* 20%	Loan 70% Sub* 25%	Loan 50% SC** 20% Sub* 25%	Loan 50% Sub* 25%
Socieity's contribution	10%	30%		5%	25%

Sub = Subsidy   SC = Share Capital
*   Subsidy subject to availability from Govt. of India otherwise equivalent loan from NCDC.
** In case, State Govt. is unable to provide share capital to the society, then the same amount may be passed on as loan.

C. **Eligibility under Direct Funding**

The Corporation is also providing assistance directly under the scheme to the cooperatives, if security to the satisfaction of NCDC is provided. For direct funding, the eligibility criteria is as under:

i. Cooperative should be in operation for not less than 3 years;
ii. The society should have positive net-worth and there should be no erosion in the paid-up share capital;
iii. The society should not have any cash losses during last 3 years and there should be net profit in 2 of the previous 3 years.

D. **Project Cost:**

The project cost may include cost of hardware, site preparation, system, application software, technical manpower and maintenance cost.

E. **Period of loan:**

The period of loan will be 5 years. However, the maximum loan repayment period shall be 8 years, if required.

F. **Mode of Release:**
(a) Through State Govt.
Assistance will be provided by way of reimbursement after the State Government has released the assistance to the Society/Federation.
(b) Direct Funding:
Assistance will be provided based on progress in the project implementation after legal documentation for creation of security are completed.

G. **Rate of Interest**
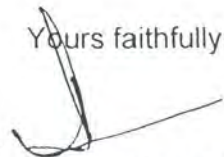
As applicable at the time of actual release of funds. At present, effective rate of interest on loans through State Govt. is 8.5% and under direct funding 10.5%.

H. **How to avail the assistance**

The Regional Offices of NCDC have been delegated powers to sanction assistance upto project cost of Rs.20.00 lakhs. Projects over Rs.20.00 lakhs will be considered by Head Office of NCDC.

Any eligible Federation/Society willing to avail the assistance may submit their proposal in the prescribed proforma to NCDC through the State Govt. or direct funding. While sending the application, the Federation/Society must enclose the Balance Sheet, Trading Accounts, Profit & Loss for the preceding 3 years.

Yours faithfully,

(A. Sarvadeva)
Director(MIS)
for Managing Director

Copy to:

1	Secretary Incharge, Industries Deptt.,	} State Govt. of
2	Secretary Incharge, Fisheries/Dairy/Animal Husbandry Department	} Andhra Pradesh, Arunchal } Pradesh, Assam, Bihar,
3.	Registrar of Coop.Societies	} Chattisgarh, Goa,
4.	Director of Industries	} Himachal Pradesh,
5.	Managing Director, State Coop.Mktg.Federations.	} Jharkhand, Jammu&Kashmir,
6.	Managing Director, State Coop.Oilseed Processing Societies	} Madhya Pradesh, Manipur } Mizoram, Meghalaya,
7	Managing Director, State Coop.Spinning Mills Federations	} Nagaland, Orissa, Sikkim, } Tripura, Rajasthan,
8.	Managing Director, State Coop. Banks	} Uttar Pradesh, Uttaranchal
9.	Managing Director, State Coop. Sugar Factories Federations.	} and West Bengal and } U.Ts. of Andaman & } Nicobar Islands } and Lakshadweep.

10. Managing Director, NAFED, New Delhi.
11. The Chief Director (Coopn), Ministry of Agriculture, Deptt. of Agriculture and Coopn., Krishi Bhavan, New Delhi.
12. Regional Directors.
13. SPS to MD/SPS to FA, NCDC,
14. The Chief Director(P&A/PR), NCDC,

(A. Sarvadeva)
Director(MIS)
for Managing Director

3

राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

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No.NCDC:13-1/84-MIS(Vol.II)

July 28, 2006.

To

The Secretary Incharge of Cooperation,
Government of Gujarat, Haryana, Karnataka,
Kerala, Maharashtra, Punjab & Tamil Nadu and
Union Territories of Daman & Diu, Dadar & Nagar Haveli,
Pondicherry, Delhi and Chandigarh.

Sub: Corporation Sponsored Scheme for financial assistance for
Computerization - Regarding.
*****

Dear Sir,

The Corporation Sponsored Scheme for financial assistance for computerization is in operation in developed States/U.Ts. Details of the scheme are as follows:

A.   **Coverage**
Financial assistance for installation of computers will be made available to:
i.   National Level Federations/Societies;
ii. State Level Federations/Societies;
iii. District Level Societies and Processing Societies with turnover exceeding Rs.1.00 crore or more in the preceding year.
iv. Primary Agriculture Coop. Societies/Banks/PCMS with turnover of Rs.1.00 crore or more in the preceding year.
The Society should be financially sound and viable.

B.   **Pattern of Assistance**
(a) Through State Govt.:
On the recommendation of State Govt., 100% loan will be provided towards the project cost.

(b) Direct funding by NCDC:
Corporation is also providing assistance directly under the scheme to the Federations/cooperative societies if security to the satisfaction of NCDC is provided. The eligibility criteria is as under:-
i)   Cooperative should be in operation for not less than 3 years;
ii) The society should have positive networth not less than 100% or paid-up share capital, i.e. there should be no erosion in the paid-up share capital;

1

iii) The society should not have any cash losses during last 3 years and there should be profit in two of previous 3 years.

C. **Project Cost:**
The project cost may include cost of hardware, site preparation, system and application software, technical manpower and maintenance cost

D. **Period of loan**
The loan assistance will be for a period of 5 years.

E. **Mode of Release**
(a) **Through State Govt:.**
Assistance will be provided by way of reimbursement after the State Government has released the assistance to the Federation/Society.

(b) **Direct Funding :**
Assistance will be provided after legal formalities and guarantees have been completed for covering the sanctioned loan as per guidelines for direct funding.
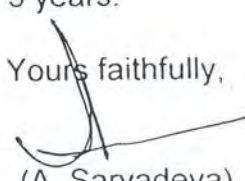
F. **Rate of Interest**
As applicable at the time of actual release of funds. At present effective rate of interest on loans through State Govt. is 8.5% and under direct funding is 10.5%.

G. **How to avail the assistance**
The Regional Offices of NCDC have been delegated powers to sanction assistance upto project cost of Rs.20.00 lakhs. Projects over Rs.20.00 lakhs will be considered by Head Office of NCDC.

Any eligible Federation/Society willing to avail the assistance may submit their proposal in the prescribed proforma to NCDC through the State Govt. or direct funding. While sending the application, the Federation/Society must enclose the Balance Sheet, Trading Accounts, Profit & Loss for the preceding 3 years.

Yours faithfully,

(A. Sarvadeva)
Director(MIS)
for Managing Director

2

<u>Copy to:</u>
1. Secretary Incharge, Industries Department.   } State Government of
2. Secretary Incharge, Fisheries/Dairy/Animal Husbandry Deptts.   } Gujarat, Haryana,
3. Registrar of Coop. Societies.   } Karnataka, Kerala
4. Director of Industries.   } Maharashtra, Punjab
                                                                    }Tamil Nadu and Union
5. Managing Director, State Coop. Mktg. Federations.   } Territories of Daman &
6. Managing Director, State Coop. Oilseed Processing Societies   } Diu. Dadar & Nagar
7. Managing Director, State Coop. Spinning Mills Federations.   } Haveli, Pondicherry,
8. Managing Director, State Coop. Banks   } Delhi and
9. Managing Director, State Coop. Sugar Factories Federations.   } Chandigarh
10. Managing Director, NAFED, New Delhi.
11. Regional Directorates, NCDC.
12. SPS to MD/ /SPS to FA, NCDC,
13. The Chief Director(PR), NCDC,

(A. Sarvadeva)
Director(MIS)
For Managing Director

INFORMATION TO BE PROVIDED FOR FINANCIAL ASSISTANCE UNDER CORPORATION SPONSORED/CENTRALLY SPONSORED SCHEME FOR COMPUTERISATION

+++++

1. Name of the Society

2. Address

3. Date of Registration

4. Membership Details

Membership	No.	Amount
Individuals		
Societies		
State Govt.		
Others		
Total		

5. Whether the Board of Management is elected?

6. Activities of the Society in brief.

7. Performance during the last 3 years:

Year	Turnover	Profit/Loss (+) (-)	Cummulative Profit/Loss (+) (-)	Audit Position

8. Proposed areas of computerisation/Also enclose feasibility study/report, if any.

PROPOSAL CHECKLIST

Date of Proposal Receipt at HO   :_____

Name of Bank/Socy/Federation: _____ State _____

Project Cost   :_____ for Computerisation of _____

Details of Documents enclosed:

1. Membership Details as on 31/03/20___.

2. Balance Sheet   Profit & Loss A/c.   Notes on A/c's - Key Indicators
                                                    (CRAR,NPA's,Demand/Recovery)

    2009-10 (Y/N)   (Y/N)   (Y/N)
    2010-11 (Y/N)   (Y/N)   (Y/N)
    2011-12 (Y/N)   (Y/N)   (Y/N)

3. Cost Details – Item-wise (with specifications and unit-wise cost of   (Y/N)
    Computerisation for HO & Branches)

4. Copy of MOU between NABARD & BANK   (Y/N)

5. Copy of MOU between BANK & ASP   (Y/N)

6. Project Report/Details
    Existing level of Computerisation including TBA, if YES   (Y/N)
    Provide relevant details

7. Security Details   (Y/N)

8. Details of earlier Trace Record with NCDC   (Y/N)
    (If yes, provide details thereof)

Check list of Guidelines for direct funding by NCDC

No.	Eligibility Criteria	Position/Status
1	NCDC may extend direct assistance to existing cooperative societies in operation for not less than 3 years.	
2	NCDC assistance (for projects/working capital) not exceeding ₹ 10.00 crore may be considered for direct funding.	
3	The society should have positive net-worth.	The net worth of the Bank as on 31/3/20___ is ₹ _____ lakh as under:- (₹ in lakh) Paid up share capital _____ Reserves _____ Grants _____ Undistributed Profit _____ Net Worth _____
4	The society should not have any cash losses during last three years and there should be net profit in at least two of previous three years.	The profit of the Bank during last 3 years is given below: (₹ in lakh) 2009-11 2011-12 2012-13 Net Profit - - - Cash Profit - - - The Bank had earned Net/Cash profit during the last 3 years.
5	The debt equity ratio will normally be 65:35.	(Rs. in lakh) Long term loan - NCDC loan - Net-worth - Subsidy - Debt Equity Ratio -
6	Value of assets to be mortgaged to NCDC as security against the loans should have adequate security margin, normally not less than 1.5 times.	The Bank/Fedn. has proposed to pledge FDRs of Nationalized/Scheduled Bank (equivalent to 1.2 times the sanctioned assistance) to NCDC as security.
7	Working capital loans	N.A.
8	If considered necessary, the society may be asked to open an Escrow account with a scheduled bank/State coop. Bank/ District Coop. Bank in which part of sale proceeds will be deposited for servicing NCDC loan.	N.A.
9	Audit of accounts should be completed up to previous year within 6 months of close of the financial year.	Audit of the bank has been completed up to 20__ - __.
10	The society seeking NCDC assistance, or any other society on which directors of this society have been directors, should not have any major default in repayment of loans to NCDC/ Banks/ Financial Institutions.	Not required.
11	NCDC, as its discretion, may ask for additional securities by way of one or more of the following: - Government guarantee - Guarantee of a scheduled bank - Personal guarantee of the Directors and collateral security	Not required.

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(MIS Division)

Proforma for seeking Release of Funds from NCDC

1. Name of the Bank   :   _____

2. Project Funding   :   (₹ In lakh)

Sl. No.	Particulars	% age of Block cost	Amount
1	Loan	50	
2	Subsidy *	20	
	Total from NCDC	70	
3	Bank's Contribution	30	
	Total :	100	

*Subject to availability from GOI.

3. Physical & Financial Progress on Quarterly basis(As on ....)

(₹ in lakh)

Sl. No.	Particulars (Item wise) As per Annex-A to Sanction	Total Cost	Expenditure Incurred *
1.	Hardware		
2.	Networking		
3.	Software(Recurring cost 1 year)		
4.	Site Preparation		
	Total Project Cost		

*   **Expenditure to be certified by Chartered Accountant**

4. Likely Expenditure in next one month

(₹ in lakh)

Sl. No.	Particulars (Item wise) As per Annex-A to Sanction	Total Cost	Expenditure Incurred *
1.	Hardware		
2.	Networking		
3.	Software(Recurring cost 1 year)		
4.	Site Preparation		
	Total Project Cost		

5. Assistance already released and now sought from NCDC

Sl. No	Particulars	Amount already released (₹ In lakh)	Amount now sought (₹ In lakh)
1.	Loan	-	
2.	Subsidy	-	
	Total:	-	

Dated :   General Manager

                                                     _____

NCDC IT Infrastructure usage Policy

NCDC Delhi endeavors to provide all Officers & staff with fully networked and IT environment for official use.

Users of NCDC computing, networking & IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the System, protect the privacy and the work of officers & staff and preserve our right to access the national & international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided by IT Head or in consultation with the top management/MD NCDC.

1. Officers & staff with authorized user accounts may use the computing & IT facilities for official purposes, official business and for personal use so long as such use does not violate any law, NCDC Policy or act of the Govt. of India. Does not interfere with the performance of NCDC duties or work (judged by MD NCDC) does not result in commercial gain or profit other than allowed by NCDC.

2. Users are expected to respect the privacy of other users and they may not allow other person or user to use their password or share their account. Its users responsibility to protect their account from unauthorized use by changing their password periodically.

3. Any attempt to circumvent system security or in any way gain unauthorized access to local or network resources without permission of MIS Division is forbidden.

4. Downloading and installing new software has to be done with the explicit consent of IT Head. Installation of unlicensed/ un authorized software on NCDC Systems or on individual machines connected to network is strictly prohibited.

5. To the extent possible, users are expected to use only their official email addresses provided for official communication with other members & staff of NCDC.

6. It is forbidden to use email and other communication facilities to harass, offend and annoy other users on network, including impending their computer systems, software or data/files. Subscribing to mailing lists outside NCDC is an individual's responsibility. Subscribing someone else to any group outside NCDC is illegal.

7. Shared email accounts for any purpose whatsoever are not allowed. Any special accounts, if needed to be set up for conferences and other valid reasons as determined by NCDC authorities will be provided by MIS.

8. Users are expected to take proper care of equipment and are expected to report any malfunction to MIS Division. User should not attempt to move, repair, reconfigure, modify or attach external devices to the system.

9. Display of offensive material on computer screen is strictly disallowed and serious action will be taken against the offenders.

10. NCDC may block content over the Internet which is in contravention of the relevant provisions of the IT Act 2000 and other applicable laws or which may pose a security threat to the network. NCDC may also block content which is inappropriate or may adversely affect the productivity of the users.

11. Violation of policy will be treated as official misconduct or indiscipline as appropriate. Depending on the nature of the violation, NCDC may take action by issuing warning through disabling the account. In extreme cases, the account may be completely disabled or deleted or denied access to IT facilities.

12. The Policy may change as and when considered appropriate and new policy or the changes in policy will take effect immediately after brief announcement by means of email, printed notice etc.

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