



**PROCESS DOCUMENT
FOR PERSONNEL & ADMINISTRATION DIVISION**

DOC. NUMBER

NCDC/PD(P&A)-13

DATE OF ISSUE

01-08-2016



National Cooperative Development Corporation

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

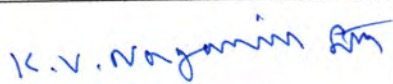

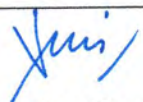
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**Process Document for
Personnel & Administration (P&A)
Division**

Document ID : NCDC/PD (P&A)-13

Revision No. : 01

Prepared By:	Reviewed By:	Approved By:
 Chief Director (P&A)	 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	Chief Director (P&A)	--	Initial	Management Representative
00	01	01.08.2016	Chief Director (P&A)	--	Title of document, Input & Output included, process controls and risk management incorporated as per the requirement of ISO 9001:2015	Documentation Committee

2) DOCUMENT AVAILABILITY

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

3) CONFIDENTIALITY

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

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1) DIVISION STRUCTURE

Annexure 1

2) RESPONSIBILITIES & AUTHORITIES

Annexure 2

3) ABBREVIATIONS

1	AD	Assistant Director
2	Admn.	Administration
3	APAR	Annual Performance Appraisal Report
4	BOM	Board of Management
5	C,IC & SC	Credit, Industrial Cooperatives and Service cooperatives
6	CCL	Child Care Leave
7	CCS	Central Civil Services
8	CD	Chief Director
9	CIT	Commissioner of Income Tax
10	CL	Casual Leave
11	CPIO	Central Public Information Officer
12	CVC	Central Vigilance Commission
13	CVO	Chief Vigilance Officer
14	DAC&FW	Department of Agriculture, Cooperation & Farmers Welfare
15	DDFS	Digital Document Filing System
16	DEO	Data Entry Operator
17	Dir	Director
18	DD/Dy.Dir	Deputy Director
19	DMD/Dy. MD	Deputy Managing Director
20	DoPT	Department of Personnel and Training
21	DPC	Departmental Promotion Committee
22	DR	Direct Recruitment
23	DSC	Departmental Screening Committee
24	ED	Executive Director
25	EL	Earned Leave
26	EOL	Extra Ordinary Leave
27	E&S	Evaluation & Statistics

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28	FA	Financial Adviser
29	FG	Food Grains
30	F & TD	Fisheries and Tribal Development
31	FR	Fresh Receipt
32	GA	General Administration
33	GFR	General Financial Rules
34	GOI	Government of India
35	GR	Grade
36	GSLI	Group Saving Linked Insurance
37	HO	Head Office
38	HPL	Half Pay Leave
39	HRD	Human Resource Development
40	ICDP	Integrated Cooperative Development Project
41	ISO	International Organization for Standardization
42	JA/Jr.Asst.	Junior Assistant
43	LDC	Lower Division Clerk
44	LIC	Life Insurance Corporation
45	LTC	Leave Travel Concession
46	MACPS	Modified Assured Career Progression Scheme
47	MD	Managing Director
48	M&I	Marketing and Inputs
49	MIS	Management Information System
50	ML	Maternity Leave
51	MR	Management Representative
52	MT	Management Trainee
53	MTS	Multi Tasking Staff
54	NCDC	National Cooperative Development Corporation
55	NOC	No Objection Certificate
56	NPS	New Pension Scheme.
57	OG	Ordinary Grade
58	OL	Official Language
59	OM	Office Memorandum
60	OTA	Over Time Allowance
61	PA	Personal Assistant
62	P & A	Personnel and Administration

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63	P&C	Plan and Coordination
64	P, D & LS	Poultry, Dairy and Livestock
65	PFRDA	Pension Fund Regulatory and Development Authority
66	PIO	Public Information Officer
67	PL	Paternity Leave
68	PO	Programme Officer
69	PPS	Principal Private Secretary
70	PR	Public Relations
71	PRAN	Permanent Retirement Account Number
72	PS	Private Secretary
73	PSU	Public Sector Units
74	RD	Regional Director
75	RH	Restricted Holiday
76	RO	Regional Office
77	RR	Recruitment Rules
78	RTIA	Right to Information Act
79	SA/Sr.Asst.	Senior Assistant
80	SCD	Staff Car Driver
81	SCL	Special Casual Leave
82	SDL	Special Disability Leave
83	SPA/Sr.PA	Senior Personal Assistant
84	SPS/Sr.PS	Senior Private Secretary
85	SPL GR	Special Grade
86	UDC	Upper Division Clerk
87	UPSC	Union Public Service Commission
88	VRS	Voluntary Retirement Scheme

4) PURPOSE

To follow fair practices and procedures in recruitment, promotion, work assignment and other personnel matters of employees as per the prevailing rules and regulations of the Corporation.

5) SCOPE

To look after establishment and staff matters of all employees in Head Office, TOPIC Training Centre and Regional Offices as per the prevailing rules and regulations of the Corporation.

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6) PROCESS DETAIL

6.1 Manpower Requirement

Process Inputs	Source
Sanctioned Strength	Approval of BOM
Request for staff	Divisions at HO/TOPIC/RO

6.1.1 Assess manpower requirement of the Corporation based on demands from the different divisions. Prepare organization structure based on departments and hierarchy. Maintain sanctioned strength and update incumbency posts-wise every month.

6.1.2 Frame, review and amend recruitment rules and notify the same after approval of the Board of Management for each post by specifying the mode of filling of the posts i.e. promotion, direct recruitment, contract, deputation etc. and the required educational qualifications, experience, training & skill etc.

6.1.3 Carry out modifications in recruitment rules for creation of new post or abolition of any post, renaming of a post, merger of cadres etc.,

6.1.4 Prepare monthly list of employees and vacancy position.

Process Output	Statement of staff and vacancy position
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6.2 Recruitment (Direct Recruitment)

Process Inputs	Source
Statement of staff and vacancy position	P&A Division

6.2.1 Prepare and maintain reservation roster for promotion and for direct recruitment as per guidelines of DoPT (<http://persmin.nic.in>).

6.2.2 Identify post – wise vacancy.

6.2.3 Identify vacant posts to be earmarked for SC/ST/OBC/PH as per the roster position.

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- 6.2.4** Prepare advertisement incorporating relevant particulars such as the post to be filled up, No. of posts, requisite educational qualification, experience, age limit, reservation category, terms & conditions, method of application etc. for notification inviting online/offline applications.
- 6.2.5** Upload advertisement on NCDC website.
- 6.2.6** Forward copies of advertisement both in Hindi and English to PR Division for publication in the Employment News,/Rozgar Samachar and also in a National Daily News Paper(s).
- 6.2.7** In case of vacancies to be filled on deputation basis, circulate notification to the Central and State Ministries/Departments.
- 6.2.8** In case of online applications, advise MIS Division to activate link for online application on NCDC website.
- 6.2.9** Take a view about method of short listing of candidates either based on the particulars given in the application or by way of written test. If applications are in large numbers process of conducting written examination may be outsourced.
- 6.2.10** Quotes for outsourcing the written test for recruitment may be called from select agencies which have been doing similar work for Govt./Banks/PSUs for the past 5 years and outsourcing agency may be selected.
- 6.2.11** To provide details of the candidates to be called for written test to the selected outsourced agency.
- 6.2.12** Out sourcing agency to issue notice for the test to the candidates, design the question papers, conduct the written test, evaluate the answer papers, furnish the list of short listed candidates to NCDC based on the test results etc. NCDC to monitor the process of conducting the written test by deputing the observers to see if the written test is conducted in a transparent and proper manner.
- 6.2.13** The agency also to provide the marks statement of the candidates indicating marks in each section as well as total marks duly certified on each page to the authorized officer of NCDC separately for each post in sealed cover.

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- 6.2.14** The candidates short-listed through written examination to be invited for skill test and/or for Interview.
- 6.2.15** Conduct of interview/ skill test by a Committee/ panel constituted by the appointing authority. The Committee to provide its assessment of each candidate to CD (P&A).
- 6.2.16** A committee to be constituted by the chairman of the selection Committee to open the sealed cover containing marks and prepare select list and panel of waitlisted candidates by combining marks of written test and interview.
- 6.2.17** Receive recommendation of the Selection Committee and put up recommendations of the Committee for approval of the appointing authority.
- 6.2.18** The posts-wise result to be uploaded on NCDC's website.
- 6.2.19** Issue offer of appointment letter to selected candidates. The appointment letter contains the name of the post, last date for joining with other terms and conditions of appointment. The candidate is advised to get the medical examination done by the Medical Board/Civil Surgeon of Govt. Hospitals.

Process Output	Offer of Appointment to the selected candidate(s)
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6.3 Appointment

Process Inputs	Source
Offer of Appointment to the selected candidate(s)	Recruitment File of P&A Division

- 6.3.1** The candidate is allowed to join for duty only after receipt of his/her medical fitness report from the Medical Board/ Civil Surgeon and he is found medically fit.
- 6.3.2** Issue letters to Police & District authorities for verification of antecedents of the selected candidate.
- 6.3.3** Issue letters to the District Magistrate for verification of the caste certificates in case selected candidates belonging to SC/ST/OBC category.

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6.3.4 After candidate reports for joining verify original certificate in proof of date of birth, qualification and experience. Original Caste certificates of candidates recruited under reserved posts must be scrutinized. The OBC certificate must indicate that the candidate does not belong to creamy layer.

6.3.5 Obtain following declarations in the prescribed formats along with particulars required for completion of service book from the recruit at the time of joining.

6.3.5.1 Certificate of Assumption of Charge,

6.3.5.2 Declaration of Fidelity and Secrecy,

6.3.5.3 Declaration of Marital Status,

6.3.5.4 Home Town declaration and family particulars for LTC,

6.3.5.5 Statement of immovable property.

6.3.6 Open a new personal file of the recruit and put-up for approval of the appointing authority for acceptance of documents and appointment of the recruit against the post for which he/ she is selected.

6.3.7 Issue of Office order conveying appointment of the recruit to the post, effective date of appointment, pay band, grade pay, Basic pay and period of probation.

Process Output	Office order(s) for appointment of new recruits, and/or order(s) for Transfer/Posting
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6.4 Orientation

Process Inputs	Source
Office Order(s) for appointment of new recruits	P&A Division

6.4.1 AD and DD selected by direct recruitment will be given orientation by the Heads of various Divisions

6.4.2 In case of junior officials selected by direct recruitment, concerned Divisional Head will brief about the functions/ activities of the Corporation and about the Division in particular to which the employee official is posted.

Process Output	An informed employee
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6.5 Promotion

Process Inputs	Source
Statement of staff and vacancy position	P&A Division
Seniority List of employees	P&A Division

- 6.5.1** Work out the vacancies likely to occur during the next financial year for each cadre.
- 6.5.2** Prepare list of eligible officers/employees in the feeder cadre who fulfill eligibility criteria for inclusion in the zone of consideration.
- 6.5.3** Obtain vigilance clearance of eligible officers/employees from Chief Vigilance Officer.
- 6.5.4** Obtain Annual Performance Appraisal Reports (APAR) of five relevant years of the eligible officers/employees. Format for obtaining APAR for various categories of personnel is at Annexure
- 6.5.5** Constitute with the approval of the competent authority a Departmental Promotion Committee for considering cases for promotion.
- 6.5.6** Put up cases of the eligible officers/employees before Departmental Promotion Committee.
- 6.5.7** DPC will recommend panel of candidates for each post(s).
- 6.5.8** Put-up the recommendations of DPC for approval of appointing authority.
- 6.5.9** Issue promotion orders on occurrence of vacancies and as approved by the competent authority.

Process Output	Office order(s) for Promotion of eligible employee(s)
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6.6 Probation

Process Inputs	Source
Office Order for appointment	Personal File in P&A Division
Office Order for promotion	Personal File in P&A Division
Reporting pattern of Employees	Concerned Divisional Heads/RDs

6.6.1 Every employee selected by direct recruitment is appointed on probation for 2 years. An employee on promotion involving change of Group is also placed on probation of 2 years. Probation will be governed by provisions under regulation 9 of NCDC Service Regulations, 1967.

6.6.2 Obtain probation report from controlling officers of employees on probation after completion of 2 years of service.

6.6.3 Examine probation report and put up to the appointing authority for (i) confirmation of probationer in case of satisfactory performance during probation period, (ii) for extension of probation period/ discharge from the service/ reversion to the lower post in case of unsatisfactory performance during probation period.

Based on the decision of the appointing authority, the employee is informed and necessary entries are made in his service book.

Process Output	Office Order on termination of probation/extension of probation period/reversal of employee to lower post/ discharging the employee from the services of NCDC
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6.7 Transfer/Posting

Process Inputs	Source
Requirements due to Retirement	Retirement Order
Request for staff	Divisions/TOPIC/ROs
New Recruitment	Office Order for appointment (P&A Division)
Requests for Transfer	Employees of the Corporation

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- 6.7.1** Allocate available manpower amongst various divisions in Head office, Regional Offices & TOPIC Institute based on their requirement, with the approval of competent authority.
- 6.7.2** Process requests of employees for transfer/postings and take decision depending upon the exigencies of work/ requirement of the employee with the approval of competent authority.

Process Output

Transfer and posting of employees

6.8 Exit Process (Resignation, Retirement, Voluntary Retirement, Removal and Dismissal)

Process Inputs	Source
Database of employees in case of superannuation	P&A Division
Requests from employee in case of Resignation/VRS	Employees of the Corporation
Order awarding penalties like removal and dismissal, compulsory retirement etc..	P&A Division

- 6.8.1** Deal with resignation as per provisions of regulation 12 of NCDC Service Regulations, 1967. A copy of NCDC Service Regulation is available in website of NCDC <http://ncdc.in>.
- 6.8.2** Deal with retirements and voluntary retirements as per provisions of regulation 13 of NCDC Service Regulations, 1967.
- 6.8.3** Removal and dismissal and compulsory retirement as awarded as a major penalty may be dealt as per provisions of NCDC Service Regulations, 1967.
- 6.8.4** Obtain vigilance clearance from CVO in cases of resignation, retirement and voluntary retirements.
- 6.8.5** Obtain no dues certificate from Finance, General Section, MIS, Library and Thrift & Credit Society in respect of employee serving in Head Office and also from the Regional office alone if serving in Regional Office.
- 6.8.6** Leave encashment to a maximum of 300 days, if applicable is put-up for sanction of competent authority.

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6.8.7 Calculate gratuity based on the total service rendered in accordance with the NCDC gratuity rules 1970 circulated vide Circular No.NCDC:38/1/66-Admn dated 13.10.1970 and as amended from time to time.

6.8.8 Issue Office Order for retirement, removal, dismissal etc. and Sanction order for payment of Gratuity and Leave encashment, as the case may be.

Process Output	Office Order for Relieving the employee from the services of NCDC
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6.9 Maintenance of Service Records

Process Inputs	Source
Respective Office Orders regarding particulars of employees to be maintained in service books.	P&A Division

6.9.1 Formulate/ compile/ update Service Regulations (whenever required).

6.9.2 Make amendments/modification/addition/deletion etc. in the service rules or welfare matters, whenever required with the approval of competent authority and notify the same.

6.9.3 Open a new service book for each employee at the time of joining and enter employee code of the employee obtained by Finance Division and all the relevant particulars furnished by the employee after verifying with original documents. The service book shall be signed by the employee and the same shall be counter signed by the competent officer of P&A division.

6.9.4 Update the service records at the time of promotion, grant of increment, LTC claim settlement, encashment of leave, sanction of leave, transfer, penalty etc.

6.9.5 Fixation of pay at the time of first appointment, annual increment, promotion, on grant of MACP and pay revision.

6.9.6 Obtain details of attendance/ absence of each employee as on 1st July each year from divisional heads at H.O, TOPIC and Regional Offices to decide about the date of increment.

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Process Output Updated service records

6.10 Preparation of Seniority List

Process Inputs	Source
Database of employees	P&A Division

6.10.1 Prepare seniority list of the employees at least once in alternate years.

6.10.2 Update the position in the earlier seniority lists by including the employees promoted and recruited subsequently and deleting the names of the employees, who have retired, resigned, expired and has been dismissed from the service.

6.10.3 Prepare seniority lists for all cadres/posts separately in accordance with the provision contained in the NCDC Seniority Rules circulated vide NCDC:1-22/64-Admn dated 30.7.1976 and Regulation 68 of the NCDC Service Regulations 1967.

6.10.4 Circulate draft seniority list to all concerned employees and give time of 15 clear days to make representation about discrepancies if any.

6.10.5 Objections, if any, to be examined and disposed of by taking corrective action, if need be and thereafter finalize and circulate seniority list to concerned employees.

Process Output Circulation of Seniority list to the concerned employees

6.11 Annual Performance Appraisal Report (APAR)

Process Inputs	Source
Personal details of employees	Service book of employees
Details of training attended by the employees	HRD Division
Reporting patterns of employees	Divisional Heads/TOPIC/RDs

6.11.1 Prepare, review and modify formats for assessments of annual performance appraisal report for all categories of officers/employees whenever changes are made by DoPT.

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- 6.11.2** Obtain reporting channel of the officers working under them from each divisional head in Head Office, Topic Training Centre and Regional Offices every year before the closure of financial year.
- 6.11.3** On completion of the financial year, APAR forms after filling up the personal data of the employee such as name of the employee, designation, Educational qualifications, leave availed other than CL during the period appraisal and also indicating the names and designations of the Reporting and Reviewing officers, are sent to the concerned employees in the first fortnight of April.
- 6.11.4** Monitor submission of the completed APAR by the reporting/ reviewing officers.
- 6.11.5** After receipt of duly filled in APAR from the reporting/ reviewing officer, provide copy of the APAR to employee reported upon, advising the employee to make representation about APARS, if any, within 15 days.
- 6.11.6** Any representation received is disposed of with the approval of competent authority. The competent authority for considering representations against remarks and grading will be the next higher authority to the Reviewing Officer.
- 6.11.7** The completed APAR will be in the custody of Principal Private Secretary/Senior Private Secretary to MD in respect of Group 'A' officers and with Senior Private Secretary/Private Secretary/ Senior Personal Assistant of Chief Director(P&A) for other officers and staff.

Process Output

Providing copies of APARs to respective employees and maintenance of original APARs by the custodians

6.12 Forwarding of Applications of Employees for Jobs outside the Corporation

Process Inputs	Source
Request for forwarding application/ NOC for application	Concerned employee

- 6.12.1** To process the applications of employees seeking permission for applying for posts in other organizations on direct recruitment/deputation basis etc. on the basis of guidelines circulated vide NCDC:26-21/1967-Admn. dated 02/08/1968.

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6.12.2 Seek vigilance clearance from CVO. Thereafter, seek approval of the competent authority for forwarding/rejection.

6.12.3 Forward the application/ issue NOC, as the case may be, in case the request is approved by competent authority or inform the employee in case of rejection of the request.

Process Output	Forwarding of application/issue of NOC/ rejection of the application
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6.13 Advances

Process Inputs	Source
Request for advance in the prescribed format	Employees of the Corporation

6.13.1 Process applications for sanction of (i) House Building Advance, (ii) advances for purchase of vehicles & (iii) computer, in accordance with prevailing rules and place before the competent authority for approval. Issue of sanction order after approval of competent authority.

6.13.2 Process applications for disbursement of advances and issue orders for release in eligible cases after execution of required documents.

6.13.3 Amend Rules and Regulation of sanction of advances as and when felt necessary with the approval of competent authority.

Process Output	Sanction and release of advance in eligible cases as per respective scheme
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6.14 Leave

Process Inputs	Source
Leave application of employee recommended for sanction	Respective Controlling officer of employee

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- 6.14.1** In accordance to Chapter VII Leave under NCDC Service Regulations 1967 and relevant rules of GOI, employees can avail Earned Leave, Half Pay Leave, Commuted Leave with Medical, Commuted Leave without Medical (applicable in continuation of Maternity Leave), Leave not due with medical/ and not due without medical, EOL with Medical/ and without medical, Maternity leave, Paternity leave, Child Care Leave, Study Leave etc. in the prescribed proforma.
- 6.14.2** Credit EL and HPL in Service Book each employee in accordance of GOI instructions. EL is credited to a maximum of 30 days in a calendar year but in two spells of 15 days in the months of January and July. HPL is credited to a maximum of 20 days in a calendar year but in two spells of 10 each in the months of January and July.
- 6.14.3** Check application of leave that it mentions nature of leave as per code given on the application form, period (dates- from and to), pre-fix and suffix dates, purpose of leave, address during leave, whether outstation. Also check leave applications have been recommended by the controlling officer and also have transfer and acceptance of charge duly signed by the controlling authority.
- 6.14.4** Check leave on medical grounds is accompanied with medical and fitness certificate duly signed by the attending doctor or hospital.
- 6.14.5** Enter particulars of leave sanctioned and update the position of balance leave to the credit of the employee in the service book.
- 6.14.6** Chapter VII- Leave, under NCDC Service Regulations 1967 and relevant rules/ Orders of GOI apply for sanction of Maternity Leave, Paternity Leave, Child Care Leave etc..
- 6.14.7** Check that leave application is duly recommended by the controlling officer. In case of Child Care Leave it must be recommended by the divisional head. Put up to the competent authority for sanction and after sanction issue office order.
- 6.14.8** Separate entries are to be made for all leaves other than EL, HPL and commuted leave like EOL, Maternity/Paternity leave, Child Care Leave etc. in the service book.

Process Output

Office order conveying sanction of leave

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6.15 Encashment of Earned Leave

Process Inputs	Source
Application for Leave encashment	Employees of the Corporation

6.15.1 Implement the scheme for Encashment of Earned Leave as per Circular No.NCDC:9-1/175-Admn dated 27.11.1976 towards encashment of leave.

6.15.2 Earned leave of 15 or 30 days in a calendar year can be encashed, provided at least 30 days leave is available to the credit of employee after such encashment and there is a gap of at least 90 days from the previous encashment.

6.15.3 Check that applications for leave encashment are submitted in correct form in duplicate and are duly filled with clearly mentioning number of days EL to be en-cashed i.e. 15 or 30 days and is signed. Put up to eligible cases to the competent authority for sanction.

6.15.4 Communicate sanction of leave encashment to Finance division for payment and also to the concerned employee.

Process Output	Communication of sanction of leave encashment to Finance Division and concerned employee
-----------------------	--

6.16 Leave Travel Concession

Process Inputs	Source
LTC application along with leave application recommended/sanctioned by controlling officer	Employees of the Corporation

6.16.1 GOI rules (CCS LTC Rules-1988) apply for grant of Leave Travel Concession.

6.16.2 Check whether the employee has filled up the requisite proforma mentioning the block year i.e. anywhere in India or Home-town or in lieu of home town. Verify whether the request for Leave Travel Concession is accompanied by the sanction/recommendation of leave by the controlling authority.

Prepared By:	Reviewed By:	Page 19 of 40
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- 6.16.3** Check the eligibility of LTC as per records in the Service Book.
- 6.16.4** Verify that the names of the family members for which LTC is claimed are dependent family members of the employee as per his/her declaration.
- 6.16.5** For calculation of advance refer LTC-80 fare if traveling by airline or refer Railway fare chart in case of travel by railways.
- 6.16.6** Employees are advised to submit the claim for settlement of LTC within 1 months of completion of journey if advance is availed for the journey or else within 3 months of completion of journey. The claim should be submitted in duplicate along with original tickets and boarding pass, as the case may be.
- 6.16.7** Scrutinize and process LTC claim in accordance of GOI rules. Make necessary entries in the service book and forward to Finance division for settlement.

Process Output	Forwarding approved claim to Finance Division for settlement
-----------------------	--

6.17 Implementation of Pay Revision

Process Inputs	Source
Govt. of India Notification on implementation of Pay Commission Report	Ministry of Finance

- 6.17.1** Implement recommendations of the Pay Commission. Prepare agenda for consideration of Board of Management. Seek concurrence from the Department of Agriculture & Cooperation for amendment of regulation 14 (1) of the NCDC Service Regulations, 1967.
- 6.17.2** Prepare Gazette notification and obtain signature of Managing Director and send it for publication in the Gazette of India.
- 6.17.3** After Gazette notification issue circular about implementation of Pay Commission recommendations in NCDC.
- 6.17.4** Fix pay in respect of each employee in accordance with the instructions of the Pay Commission and Orders of the Corporation. Seek approval of the competent authority. Issue office order of pay fixation.

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- 6.17.5** Make entries of pay fixation giving details of pay scale and pay band and basic pay fixed at the time of implementation of Pay Commission in service book of each employee.
- 6.17.6** Make entries of increment in service book each year in respect of each employee. Obtain signature of each employee.

Process Output	Pay fixation of employees and updating service records
-----------------------	--

6.18 Out sourcing of Jobs

Process Inputs	Source
Statement of Staff and vacancy position	P&A Division
Requirements due to Retirement	Retirement Order
Requests for staff	Divisions/ ROs/TOPIC

- 6.18.1** Identify posts to be filled on outsourcing basis e.g. Junior Assistants, Personal Assistants, Drivers, MTS Peon etc.
- 6.18.2** Select outsource agency for providing the services of the staff at competitive rates not less than minimum wages prescribed the respective state governments.
- 6.18.3** Make payment on monthly basis on satisfactory performance of the incumbent and his attendance.

Process Output	Fulfillment of requirement of manpower
-----------------------	--

6.19 Vigilance Clearance

Process Inputs	Source
Request for various certificates/NOC	Employees of the Corporation
Requirement at the time of promotion/ MACPS/ exit of employees	P&A Division

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- 6.19.1** There is no separate vigilance cell and P & A Division is dealing with vigilance issues.
- 6.19.2** Appointment of part-time CVO as per the guidelines of CVC with the approval DAC&FW.
- 6.19.3** Obtain Vigilance clearance from CVO before processing the matters relating to promotion, retirements including voluntary retirement, resignation, issue of NOC for obtaining Passport/Visa, requests for forwarding applications for jobs outside NCDC etc.
- 6.19.4** Obtain opinion of CVO on allegations of corruptions for further action including seeking advice from Central Vigilance Commission on the disciplinary cases which has vigilance angle.

Process Output

Vigilance Clearance certificate in eligible cases

6.20 Disciplinary Cases

Process Inputs	Source
Complaints against employees	From both inside and outside the Corporation.

- 6.20.1** Disciplinary cases will be dealt in accordance with the provisions in the Chapter –V (Discipline) covering regulations 16 to 45 of NCDC Service Regulations 1967.
- 6.20.2** On receipt of complaint, explanation is sought from the employee against whom complaint has been received.
- 6.20.3** If the complaint has a vigilance angle specific orders are taken from the part time CVO for dealing the same by holding preliminary inquiry or seeking first stage advice from the CVC.
- 6.20.4** If explanation furnished is found unsatisfactory and further action is proposed to be taken against the employee, an opportunity under regulation 40 of NCDC Service Regulations 1967 is given to him for making representation if any, with regard to the above proposal.

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- 6.20.5** If the explanation is found satisfactory the matter may be closed with approval of disciplinary authority. If the representation is found to be unacceptable, the charged employee is informed under regulation 41 of the NCDC Service Regulations 1967 of the decision of the Corporation to hold a disciplinary inquiry against him. A Memorandum is issued to the charged employee along with articles of charges and the copies of letters/documents to substantiate article of charges. The charged employee is asked to specifically admit or deny the charges.
- 6.20.6** If the charges are admitted the case is sent to the Disciplinary Authority as defined under regulation 39 of NCDC Service Regulations 1967.
- 6.20.7** For charges which are not admitted Inquiry is ordered by Disciplinary Authority and Inquiry officer and Presenting Officer are appointed to conduct inquiry proceedings.
- 6.20.8** Inquiry Report is submitted by the Inquiry Officer to the Disciplinary Authority. Thereafter, in case of disagreement, a disagreement note is prepared. If the Inquiry was conducted after first stage advise of CVC, the Inquiry Report along with disagreement note is sent to CVC for Second stage advise.
- 6.20.9** In terms of regulation 41 and 42 of the NCDC Service Regulations read with sub-Rule 2 of Rule 15 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 the disciplinary authority will furnish the Inquiry Officer's report along with note of disagreement, if any, and second stage opinion of CVC to the charged employee who is given 15 days time to make representation, if any. If representation from the charged person is not received within 15 days, again reminder is issued to the charged to make his representation, if any, within 15 days.
- 6.20.10** The disciplinary authority will pass final order considering the inquiry report, disagreement note, opinion of CVC, representations of the charged person etc., in terms of Regulations 41 and 42 read with Regulation 38 of NCDC Service Regulations 1967.
- 6.20.11** The complaints of administrative nature are dealt as per laid down procedure in the NCDC Service Regulations 1967.

Process Output

Order for necessary action or dismissal of complaint

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6.21 Court Cases

Process Inputs	Source
Legal Notice	Hon'ble Court

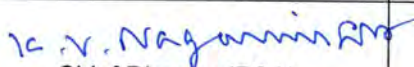
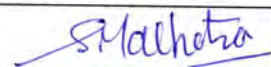
- 6.21.1** The Corporation may be the applicant as well as respondent in court cases.
- 6.21.2** Empanel Senior Government Counsel/Advocates for representing cases in Central Administrative Tribunal, District Court, High Court, National Consumer Disputes Redressal Commission (NCDRC) etc. Seek specific approval of Managing Director for each case. Seek approval for payment of professional fees to advocates etc. for representing NCDC in the Courts.
- 6.21.3** Payment of professional fees to advocates as per agreed terms or as per rates approved by the Ministry of Law.
- 6.21.4** Receive Original Application filed by the applicant. File counter reply/addendum after approval of the competent authority.
- 6.21.5** Take action on the orders of the Hon'ble Court in the matter.
- 6.21.6** Maintain a list of Court cases and status.

Process Output	Implementation of Court Order
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6.22 Miscellaneous issues

Process Inputs	Source
Required Information	Other Divisions of NCDC/Various Ministries
Requests	Employees of the Corporation

- 6.22.1** Deal with cases of providing various certificates/No Objection Certificates (passports, visa etc.)/permissions (immovable /movable property, higher studies etc.) as requested by the employees.

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- 6.22.2** Deal with various requests/grievances of the employees like change in name, disparity in pay, seniority issues etc.
- 6.22.3** Deal with cases of providing incentive for promoting small family norms in accordance to the instructions contained in the GOI Orders/Circulars.
- 6.22.4** Deal with cases of overtime allowance and honorarium in accordance with Orders/Circulars of NCDC and GOI.
- 6.22.5** Deal with miscellaneous issues like information sought by Ministry of Agriculture and Department of Agriculture & Cooperation etc.
- 6.22.6** Provide quarterly/ annual Hindi returns to Hindi Section
- 6.22.7** Prepare material pertaining to P&A division for inclusion in Annual Report.
- 6.22.8** Compile statistics/ information requested by various agencies/ departments of GOI etc.
- 6.22.9** Furnish replies to audit queries.

Process Output

Issue/provide desired certificate/ information

6.23 Modified Assured Career Progression Scheme (MACPS)

Process Inputs	Source
Seniority List	P&A Division

- 6.23.1** Constitute with approval of the competent authority a Departmental Screening Committee (DSC) for consideration of cases of employees on completion of 10/20/30 year's service.
- 6.23.2** Place the cases before DSC as per guidelines issued by the Govt. of India MACPS.
- 6.23.3** Prepare Minutes of the Meeting of the DSC.

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6.23.4 Seek approval of the appointing authority.

6.23.5 Issue Orders specifying the effective date from which MACP is granted.

6.23.6 Operate the Scheme as per guidelines circulated by the DoPT, GOI vide Office Memorandum No.35034/3/2008 (Estt.) dated 19.5.2009, as modified from time to time.

Process Output

Grant of financial upgradation

6.24 Welfare Scheme

Process Inputs	Source
Application for respective facility	Employees of the Corporation

6.24.1 Manage staff welfare schemes like education Loan, award of merit scholarships/ gift to meritorious children of employees, etc.

6.24.2 Prepare, review and modify welfare schemes as and when felt necessary

6.24.3 Seek approval of the competent authority for implementing the welfare scheme in each year. Circulate amongst the employees inviting applications for availing the benefits under the scheme.

6.24.4 Scrutinize applications on the basis of stipulated criteria.

6.24.5 Constitute a Committee for considering the cases of merit scholarship/gifts. The Committee recommends the cases for sanction of merit scholarship.

6.24.6 Seek approval of competent authority based on the recommendations of the Committee.

6.24.7 Issue sanction and release orders.

6.24.8 Process request for sanction of education loan from employees as per the approved scheme and put up before the competent authority for sanction.

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- 6.24.9** Issue sanction order as per approval and issue orders for release of loan in installments as per approved schedule on the request of the employee after execution of agreement by the employee.

Process Output

Sanction order to eligible employees

6.25 New Pension Scheme

Process Inputs	Source
Office Order for appointment	P&A Division

- 6.25.1** Implement New Pension Scheme as per instructions of GOI/PFRDA and Office Order No.NCDC:9-1/2010-Admn dated 12.12.2011.

- 6.25.2** Seek duly filled PRAN form for obtaining PRAN Number under New Pension Scheme from the new entrants.

- 6.25.3** Forward the same to DDO in Accounts Section with PRAN details (in case the entrant already has PRAN) or for generation of PRAN.

Process Output

Forwarding of PRAN Form (duly filled in by the employee) to Finance Division for further action and retain a copy of PRAN card obtained from Finance Division in the concerned file

6.26 NCDC Employees' Group Savings- Linked Insurance Scheme

Process Inputs	Source
Database of employees	P&A Division

- 6.26.1** GS LI Scheme is implemented through LIC as per details in circular No.NCDC:9-1/82-Admn dated 10.6.1986 (maximum age eligibility increased upto 60 years vide Circular No.NCDC:2-1/82-Admn dated 29.6.1998.)

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- 6.26.2** Update the statements of beneficiary employees each year by incorporating changes due to retirements, dismissals, resignations, deaths, new appointments (no new addition since June 2014), promotions, change of group etc., in the prescribed formats and furnish position as on 10th June to LIC with the approval of Managing Director for renewal of the policy under copy to Finance division.
- 6.26.3** In case of retirements, dismissals, resignations and deaths, claims for payment of accruals in the account of the employees to be sent to LIC within 30 days of retirement, resignation etc. and in case of deaths within 15 days of receipt of death certificate.
- 6.26.4** After receipt of settlement amount from LIC, orders for payment of the same to the concerned beneficiaries is sent to finance division after obtaining approval of MD on file.

Process Output

Sanction order for settlement of GSLI claims

6.27 NCDC Employees' Superannuation Benefit Scheme

Process Inputs	Source
Database of employees covered under the scheme	Concerned file of scheme in P&A Division
Retirement Order	P&A Division
Membership form	Retired employees/ spouse of dead employees

- 6.27.1** The scheme is being implemented as per approval by DAC vide F.No.11017/1/2010-I&P, dated 14/06/2010 and addendum dated 20/07/2010. The Commissioner of Income Tax approved the scheme vide Order No. CIT-V/ Superannuation/2010-11/2791 dated 22/03/2011. The files of the scheme will be dealt by Personnel & Administration till the NCDC Employees Superannuation Benefit Scheme Trust appoints its secretary.
- 6.27.2** Obtain requisite proforma duly filled along with photograph of the employee and his/her spouse at the time of retirement for superannuation benefits.

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- 6.27.3** Spouse of a dead employee will be eligible for superannuation benefits at half the rate applicable to the living retired employee.
- 6.27.4** Advise the beneficiary to open an account in any branch of the State Bank of India, if he/she does have one, as the payments under the scheme are to be made through bank account in SBI.
- 6.27.5** Every year in the month of April, obtain the statement of earnings on the investment made with the fund manager (SBI Life Insurance).
- 6.27.6** Put up the file to the Financial Adviser who is convener of the Trust to call a meeting of the trustees to decide on the category wise monthly superannuation benefits to be made per beneficiary during the current financial year.
- 6.27.7** Update the category-wise list of retired employees each month. Workout the requirement of funds for payment of superannuation benefits by 30th of previous month.
- 6.27.8** Prepare and submit the claim form every month by 5th to the fund manager. Also send a soft copy through email to the fund manager (SBI Life Insurance).
- 6.27.9** Amount is credited in to the trust's bank account directly by the fund manager (SBI Life Insurance). Thereafter, send an advice to the bank along with a list containing details of beneficiary name, account number and amount to be remitted, for disbursement of monthly superannuation benefits to each of the beneficiary.
- 6.27.10** Obtain Life certificate from the beneficiaries in the month of November each year. Life certificate is compulsory for continuation of benefits under the scheme.

Process Output

Payment of monthly superannuation benefit

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6.28 Right to Information Act

Process Inputs	Source
Application seeking information in writing or through electronic means with prescribed fee	Any citizen of India

- 6.28.1** Visit website <http://ncdc.in> for details on form & fees.
- 6.28.2** Chief Director (P&A) appointed as PIO of P&A Division.
- 6.28.3** Deal with RTI application and provide the information sought within specified time schedule.
- 6.28.4** Appeal cases are put-up to Appellate Authority for decision and disposal.

Process Output	Disposal of the case as per provisions of RTI Act
-----------------------	---

7) PROCESS MEASUREMENT

Sl. No.	Process	Measurable process indicators (Working days)	Monitoring frequency	Frequency Monitored By
1.	Sanction of Leave recommended by the controlling authority	15 from date of receipt of application in P&A division	Quarterly	Head of Division (P&A)
2.	Sanction of LTC Advance, (provided leave is sanctioned/ recommended by the controlling officer.)	7 from date of receipt of application in P&A division.	Quarterly	-do-
3.	Decision on forwarding of applications/ NOC for outside jobs	15 from date of receipt of application in P&A division. (including the time taken for vigilance clearance).	Quarterly	-do-

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4.	Payment of Superannuation benefits	15 th of every month	Quarterly	-do-
5.	Sanction of leave encashment.	Before closure of the month for which encashment is requested.	Quarterly	-do-
6.	Furnishing of information under RTI Act	Within the time stipulated in RTI Act	Quarterly	-do-
7.	Promotion of employees	On the date of eligibility subject to availability of vacancy, recommendation of DPC and approval of the appointing authority	Quarterly	-do-
8.	Grant of financial up gradation under MACPS	On the date of eligibility subject to recommendation of DSC and approval of the appointing authority	Quarterly	-do-
9.	Decision on sanction of loans and advances (HBA, Vehicle, computer, education etc.,)	15 from date of receipt of application in P&A division (30 for HBA)	Quarterly	-do-
10.	Issue of orders for payment of retirement benefits on superannuation.	On the date of superannuation subject to receipt of no due certificates from various divisions.	Quarterly	-do-
11.	Issue of APAR forms to employees.	Before 15 th April of the following financial year subject to receipt of reporting pattern from the divisional heads/ Regional Directors.	Annually	-do-

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12.	Request of probation report of employee from controlling officer.	Within 7 after completion of probation period.	Quarterly	-do-
13.	Issue of orders for termination/extension of probation period of employees.	15 on receipt of probation report from controlling officer, subject to receipt of various verification reports in case of new appointees.	Quarterly	-do-
14.	Issue of various NOC/permissions to employees.	15 from date of receipt of request from employee (including the time taken for vigilance clearance).	Quarterly	-do-

8) RISKS IDENTIFIED

Ref.# Risk Register

9) PROCESS CONTROLS FOR EFFECTIVENESS, IF ANY

S.No.	Process	Controls
1.	Manpower Requirement	Sanctioned Staff Strength
2.	Recruitment (Direct Recruitment)	a. As per recruitment rules of the Corporation and guidelines of Central Govt. on reservation of posts in appointments and maintenance of reservation roster. b. Association of sectoral experts in the selection committee for direct recruitment process
3.	Promotion	Compliance of guidelines of DoPT
4.	Probation	Compliance of regulation 9 of NCDC service regulations, 1967 and guidelines of DoPT
5.	Exit Process	As per regulation 12, 13, 38 and other provisions of NCDC Service regulations, NCDC Gratuity rules, 1970, the Payment of Gratuity Act, 1972, CCS (Leave) Rules, 1972.

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6.	Seniority List	As per rules approved by BOM and circulated vide circular No.NCDC:1-22/64-Admn. dated 30.07.1976
7.	Forwarding of Applications of Employees for Jobs outside the Corporation	Compliance of guidelines circulated vide NCDC:26-21/1967-Admn. dated 02/08/1968 and guidelines of DoPT
8.	Advances	Compliance of relevant rules/regulations governing grant of advances of Corporation/ GOI.
9.	Leave	As per NCDC service regulations, 1967 and CCS (Leave) rules, 1972
10.	Encashment of Earned Leave	As per rules approved by BOM and circulated vide circular No.NCDC:9-1/75-Admn. dated 27.11.1976
11.	Leave Travel Concession	As per CCS (LTC) rules, 1988
12.	Implementation of Pay Revision	Compliance of decision of BOM on implementation of pay commission report notified by Ministry of Finance, GOI
13.	Out sourcing of Jobs	Compliance of provisions of Labour laws
14.	Vigilance	Compliance of CVC guidelines
15.	Disciplinary Cases	Compliance of Chapter V of NCDC Service Regulations, 1967
16.	Miscellaneous issues	As per relevant rules of NCDC/GOI
17.	Modified Assured Career Progression Scheme (MACPS)	Compliance of the provisions of scheme of GOI
18.	Welfare Schemes	Compliance of the provisions of scheme of NCDC
19.	New Pension Scheme	Compliance of the provisions of scheme of GOI
20.	NCDC Employees' Group Savings-Linked Insurance Scheme	Compliance of the provisions of scheme of NCDC circulated vide circular No. NCDC:9-1/82-Admn. dated 10.06.1986 (maximum age increased to 60 years vide circular No. NCDC:2-1/82-Admn. dated 29.06.1998)
21.	NCDC Employees' Superannuation Benefit Scheme	Compliance of the provisions of the scheme of NCDC
22.	Right to Information Act	Compliance of provisions of the RTI ACT, 2005

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10) DETAILS OF DOCUMENTED INFORMATION RETAINED

Sl. No.	Record	Identification	Location P&A Division	Maintained By	Retention Period in Years	Disposition
1.	Personal files and Service Books of MTS-Peon	By title	Almirah-1	Concerned dealing official	2 years after the employee ceases to be in service	To Record Room for upto 3 years and weeding out after digitization
2.	Personal files and Service Books of Programme Officer and Senior Assistant	By title	Almirah-2	-do-	-do-	-do-
3.	Personal files and Service Books of Junior Assistant, LDC, Staff Car Driver, Scooter Rider and Electrician	By title	Almirah-3	-do-	-do-	-do-
4.	Personal files of MD, DMD (deputation)	By title	Almirah-4 and 5	-do-	10 years after completion of deputation period	-do-
5.	Personal files of DMD, ED, Chief Director, Director, Deputy Director	By title	Almirah-5	-do-	2 years after the employee ceases to be in service	-do-
6.	Personal Files of Assistant Directors	By title	Almirah-6	-do-	-do-	-do-
7.	Personal Files of PPS, SPS, PS, SPA & PA	By title	Almirah-12	-do-	-do-	-do-

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8.	Service Books of Group-A employees	By title	Almirah-15	-do-	-do-	-do-
9.	Additional Volumes of files of Personal Files of serving employees	By S.No. of Files	Almirah-24 to 29	-do-	-do-	--
10.	Amendment to NCDC Rules and Regulations, Delegation of powers/ work allocation, Creation of posts Seniority lists, Vigilance & CVC files, Pay Commission files	By title	Almirah-7	-do-	Permanent	--
11.	Recruitment to various posts through direct recruitment	By title	Almirah-8	-do-	Permanent	--
12.	Year-wise Staff Strength in NDDC Head Office/ TOPIC and Regional Offices	By title	Almirah-9	-do-	Permanent	--
13.	Year-wise Staff Position of NCDC employees and	By title	Almirah-10 & 13	-do-	Permanent	--
14.	GSLI Files, RTI Files and OTA Files	By title	Almirah-10	-do-	Permanent	--
15.	House Building Advance Files	By title	Almirah-11	-do-	Permanent	--

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16.	Parliament Question/ VIP references, Furnishing of information to DAC and CVC, Govt. of India, Other important matter including, Audit, Budget, Honorarium, Daily wages, Lease Accommodation, HRA, Republic/Independence Day and Holiday etc.	By title	Almirah-14	-do-	Permanent	--
17.	Files containing original documents in respect of employees who have been sanctioned HBA and 2 registers containing details of HBA documents kept in safe custody with SPA to CD(P&A).	By title	Almirah-16	PS to CD(P&A)	Till 10 years after employee ceases to be in service.	-do-
18.	Question papers and answer sheets of the exams held in Head Office/ Regional Offices for various posts in sealed cover. Complaint files of the employees before 1986.	By title	Almirah-17	PS to CD(P&A)	Permanent	--
19.	All material, files and papers w.r.t. Nagaland case	By title	Almirah-18	Concerned dealing official	Permanent	--

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20.	Files of employees who have represented against adverse remarks in their Confidential Reports (CR)/ Annual Performance Appraisal Report (APAR).	By title	Almirah-19	PS to CD(P&A)	Till the employee ceases to be in service.	To Record Room and weeding out after digitization
21.	Files relating to Shri Y.V. Chopra, Asstt. Director (Personal File, Court Case, Disciplinary enquiry and Misc. paper files	By title	Almirah-20	Concerned dealing official	10 years after closure of the case	-do-
22.	Files relating to Vehicle/ computer advance documents, Staff welfare scheme, Education loan, Merit scholarship etc.	By title	Almirah-21	-do-	Permanent	-
23.	Files relating to Superannuation Benefit Scheme and ISO etc. Reservation Roster Registers	By title	Almirah-22	-do-	Permanent	-
24.	Files relating to Promotion, MACPS, Various Reports, DEO etc.	By title	Almirah-23	-do-	Permanent	-
25.	Files of Retired employees	By title	Almirah-30 and 31	Concerned dealing official	2 years after retirement	To Record Room for upto 3 years and weeding out after digitization

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26.	Files of circulars from 1985 to 2015	By title	Almirah-31	-do-	Permanent	-
27.	Stationery of Administration Division	-	Almirah-32	LDC/ Jr. Asstt.	-	-
28.	Reference Books and Stationery	-	Almirah-33	-do-	-	-
29.	Documents related to written test for recruitment conducted in 2012	-	Almirah-34	-do-	-	-
30.	Files related to APAR and DPC Minutes	-	Almirah-35	PS to CD(P&A)	Permanent	-
31.	Files related to Court Cases	By title	Almirah-36	Concerned dealing official	Permanent	-
32.	Applications received from candidates in response to advertisement 1/2013	By Post	Almirah-37 & 38	Concerned dealing official	-	-
33.	All material, files and papers w.r.t. Sikkim Court Case File and Miscellaneous papers.	By title	Almirah-39	-do-	Permanent	-

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11) DETAILS OF DOCUMENTED INFORMATION MAINTAINED (References/Schemes etc)

S.No.	Subject
1	NCDC Service Regulations, 1967.
2	Notified Recruitment Rules.
3	Office Memorandum No.35034/3/2008(Estt.)(D) dated 19.5.2009 of DOPT, Government of India on MACP Scheme.
4	Circular No.NCDC:9-1/75-Admn dated 27.11.1976 for Encashment of Earned Leave.
5	Circular No.NCDC:38/1/66-Admn dated 13.10.1970 NCDC Gratuity Rules, 1970.
6	DAC letter No. F.No.11017/1/2010-I&P, dated 14/06/2010 and addendum dated 20/07/2010 approving NCDC Employees Superannuation Benefit Scheme.
7	Order No. CIT-V/Superannuation/2010-11/2791 dated 22/03/2011 of Commissioner of Income Tax approving NCDC Employees Superannuation Benefit Scheme.
8	Circular No.NCDC:9-1/82-Admn dated 10.06.1986, on NCDC Employees' GSLI Scheme Regulations, 1986 (maximum age increase vide notification No. NCDC:2-1/82-Admn. dated 29.6.1998)
9	Office Order No.NCDC:9-1/2010-Admn dated 12.12.2011 on NPS.
10	House Building Advance Rules circular No.NCDC:10-2/80-Admn dated 21.10.1981.
11	House Building Advance Rules amendment NCDC:10-2/76-Admn dated 12.3.1986.
12	Vehicle Advance Rules Circular No.NCDC:10-7/73-Admn dated 15.5.1985
13	Vehicle Advance Rules Circular No.NCDC:10-7/73-Admn dated 2.9.1987.
14	Vehicle Advance Rules Circular No.NCDC:10-1/98-Admn dated 24.3.1998
15	Personal Computer Advance Rules Circular No.NCDC:10-1/2001-Admn dated 5.10.2001.Partially modified vide circular of even no. dated 10.08.2007
16	Delegation of administrative/ financial power Office Order for No. NCDC:2-1/2004-Admn. dated 25.06.2004.
17	Circular No. NCDC:09-01/1980-Admn. dated 13.11.1984 and corrigendum of even no. dated 05.12.1984 on introduction of scheme of merit scholarship and education loan for higher studies to the wards of employees.
18	Circular No. NCDC: 09-01/1980-Admn. dated 17.10.2001, further modified vide circular No. NCDC:9-1/2001-Admn. dated 17.11.2009 on scholarship/merit scholarship and education loan for higher studies to the wards of employees.
19	Circular vide NCDC: 26-21/1967-Admn. dated 02/08/1968 regarding guidelines for applications of employees seeking permission for applying for posts in other organizations on direct recruitment/deputation basis etc.

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S.No.	Subject
20	Circular No. NCDC: 1-22/64-Admn dated 30.7.1976 containing NCDC Seniority Rules.
21	Circular No. 9-4/76-Admn. dated 16.03.2000 of Staff Welfare.
22	OM No.21011/1/2005-Estt (A) (Pt-II) dated 23 rd July, 2009 of the DOPT on preparation and maintenance of APARs.
23	RTI Act 2005.
24	Relevant rules of DoPT (http://persmin.nic.in/DOPT.asp) and other ministries/ departments of GOI (respective websites).

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