



PROCESS DOCUMENT FOR
PLAN AND COORDINATION DIVISION

DOC. NUMBER.

NCDC/PD(P&C) -14

DATE OF ISSUE

01-08-2016



National Cooperative Development Corporation

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**Process Document for
Plan and Coordination Division**

Document ID : NCDC/PD (P&C)-14

Revision No. : 01

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

2) DOCUMENT AVAILABILITY

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Chief Director (P&C)
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 - A

2) RESPONSIBILITIES & AUTHORITIES

Annexure - B

3) ABBREVIATIONS

BOM	Board of Management
CSISAC	Central Sector Integrated Scheme on Agricultural Cooperation
CSS	Central Sector Scheme
DA	Daily Allowance
DAC&FW	Department of Agriculture, Cooperation & Farmers Welfare
DMD	Deputy Managing Director
DO	Demi Official
GC	General Council
GOI	Government of India
MD	Managing Director
MTS	Multi Tasking Staff
NCDC	National Cooperative Development Corporation
P&C	Plan & Coordination
POA	Programme of Activities
PQ	Parliament Question
RTI	Right to Information
SPA	Senior Personal Assistant
SPS	Senior Private Secretary
TA	Traveling Allowance
TOPIC	Training of Personnels in Cooperatives
VIP	Very Important Person

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4) PURPOSE

To plan, coordinate and facilitate the core business activities of the Corporation and with other agencies.

5) SCOPE

- 5.1 Interpretation of NCDC Act, Rules & General Regulations;
- 5.2 Amendment to NCDC Act, Rules & General Regulation;
- 5.3 Reconstitution of General Council / Board of Management, NCDC;
- 5.4 Convening meetings of Board of Management & action thereon, NCDC;
- 5.5 Convening meetings of General Council & action thereon, NCDC;
- 5.6 Preparation of Annual Plan/ Future Plan;
- 5.7 Programme of Activities and financial estimates thereof (POA);
- 5.8 Review of POA;
- 5.9 Preparation and submission of Annual Report;
- 5.10 Convening meetings of Regional Directors and Senior Officers of NCDC;
- 5.11 Convening meetings of Divisional Heads & Senior Officers at Head Office & TOPIC Training Institute;
- 5.12 Approval of Tour Programmes of Officials of Regional Directorates;
- 5.13 Providing material / folder for use during visits of Managing Director / Deputy Managing Director for tour and other purposes;
- 5.14 Examination of Monthly Demi Official letters from Regional Directors;
- 5.15 Replies to Parliament Questions;
- 5.16 Replies to VIP References;
- 5.17 Implementing and maintaining Quality Management System in the Corporation (ISO 9001);
- 5.18 Implementation & disposal of applications under RTI Act 2005;
- 5.19 Replies to Audit Queries;
- 5.20 Preparation of Chapter for Annual Report of DAC&FW;

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5.21 Submission of returns & replies to DAC&FW as per requirement & time schedule specified; and

5.22 Progressive use of Hindi.

6) PROCESSES

6.1 Interpretation of NCDC Act/ Rules / General Regulations

INPUT:	Query/ Inquiry / Clarification sought.
SOURCE:	NCDC / GOI.

- 6.1.1 Receipt of Query/ Inquiry / clarification;
- 6.1.2 Interpretation of the relevant Section in line with the query;
- 6.1.3 Seek opinion, if required;
- 6.1.4 Submit for approval of competent authority; &
- 6.1.5 Convey the approved information to the concerned.

OUTPUT:	Response to Query/ Inquiry/ Clarification.
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6.2 Amendment to NCDC Act/ Rules / General Regulations

INPUT:	Need based depending on requirement
SOURCE:	NCDC Act / Rules / General Regulations

- 6.2.1 Policy Issues emerging from the meetings of Board of Management/ General Council / any guidelines or directions received from DAC&FW and other departments of Government of India;
- 6.2.2 Preparation of proposal for relevant amendments in NCDC Act/ Rules/ General Regulations for placing before the Board of Management for approval;
- 6.2.3 Submission of proposal for above said amendments duly approved by the Board of Management to DAC&FW;
- 6.2.4 Providing necessary information/ documents sought by DAC&FW in connection with the said amendment;
- 6.2.5 Obtaining Gazette Notification published by DAC&FW for the said amendment;
- 6.2.6 Circulation of amendment to all concerned; and
- 6.2.7 Incorporating relevant changes at appropriated places in NCDC Act/ Rules / General Regulations.

OUTPUT:	Amendment in NCDC Act
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6.3 Reconstitution of General Council (GC) /Board of Management (BOM), NCDC

INPUT:	General Council under provision in NCDC Act - Section 3, Sub section (4); & Board of Management under provision in NCDC Act - Section 10, Sub section (1).
SOURCE:	DAC&FW

- 6.3.1 DAC&FW's request for proposing suitable names, information is gathered from Programme Divisions in Head Office, Topic Training Institute and Regional offices of NCDC
- 6.3.2 Submission of proposal to DAC&FW for reconstitution of General Council. (As per Rule 4 of NCDC Rules, the term of members for holding office is a period of three years from the date of his nomination);
- 6.3.3 On receipt of information from DAC&FW, Gazette Notification as published by DAC&FW for reconstituted GC and BOM is obtained;
- 6.3.4 All members informed about the nomination to GC/BOM. New members welcomed separately along with welcome letter from Managing Director; and
- 6.3.5 Obtaining declaration of fidelity and secrecy form from new members as per Section 20 of NCDC Act (as per format enclosed).

OUTPUT:	Reconstitution of General Council/Board of Management
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6.4 Convening meeting of Board of Management (BOM) and action thereon

INPUT:	Chapter 3 of General Regulations.
SOURCE:	NCDC General Regulations

- 6.4.1 Seeking convenient date for holding the meeting of BOM from Chairman of BOM;
- 6.4.2 Reviewing the existing status of membership and taking necessary actions, if required;
- 6.4.3 Ordinarily a notice of 7 days to members for meeting of BOM;
- 6.4.4 After fixing of BOM meeting, issue meeting notice for information to all concerned Divisions with an advise to furnish suitable agenda notes;
- 6.4.5 Preparation of agenda items (i) Confirmation of minutes of last

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meeting of BOM, (ii) Review of the Action Taken on the actionable points emerged from previous meetings of BOM and (iii) Progress of Programme of Activities of the Corporation for the current Financial Year;

- 6.4.6 Issue of instructions to General Administration for booking of Committee Room / Board Room / Venue as decided by Chairman BOM for the meeting; printing of cover page & index sheet for agenda; binding of agenda; dispatch of agenda notes to members; making transport arrangements for members; and arrangements for refreshments;
- 6.4.7 Issue of instructions to Finance Division for payment of TA / DA to members;
- 6.4.8 Obtaining agenda items from other Divisions duly approved by Managing Director, ensuring that all agenda items contain relevant file no. (in all cases) and proposal no., if any and compulsorily ensure receipt of copy of the agenda through e-mail from the concerned responsible Officer from the Division;
- 6.4.9 Compilation and binding of agenda items;
- 6.4.10 Issue of agenda notes to members through speed post / courier / by special messenger;
- 6.4.11 Checking of quorum of 5 members for the meeting of BOM;
- 6.4.12 Taking attendance of members in the meeting;
- 6.4.13 Preparation of Minutes of meeting and get approval from the Chairman of meeting;
- 6.4.14 Circulation of minutes to members and officers of Corporation;
- 6.4.15 Keep approved minutes of meeting in safe custody;
- 6.4.16 Circulation of actionable points emerged out from the meeting;
- 6.4.17 Obtaining action taken report on actionable points from the Divisions;
- 6.4.18 Sending two copies of agenda notes and minutes for leather binding to General Administration Section;
- 6.4.19 Providing one bound copy of agenda notes and minutes to Library and other one for P&C Division; and
- 6.4.20 Ensure digitization of agenda notes and minutes.

OUTPUT:	Decision taken and Minutes Circulated to all concerned for information & necessary action.
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6.5 Convening meeting of General Council (GC) and action thereon

INPUT:	Chapter 3 of General Regulations.
SOURCE:	NCDC General Regulations

- 6.5.1 Seeking convenient date for holding the meeting of GC from President of GC;
- 6.5.2 Reviewing the existing status of membership and taking necessary actions, if required;
- 6.5.3 Ordinarily a notice of 15 days to members for meeting of GC;
- 6.5.4 After fixing of GC meeting, issue meeting notice for information to all concerned Divisions with an advise to furnish suitable agenda notes;
- 6.5.5 Preparation of agenda items (i) Confirmation of minutes of last meeting of GC (ii) Review of Action Taken on the actionable points emerged from previous meetings of GC and (iii) Perusal for the confirmed minutes of the meetings of BOM for the meeting of GC;
- 6.5.6 Issue of instructions to General Administration for booking of Board Room / Venue as decided by President GC for the meeting; printing of cover page & index sheet for agenda; binding of agenda; dispatch of agenda notes to members; making transport arrangements for members; and arrangements for refreshments;
- 6.5.7 Issue of instructions to Finance Division for payment of TA / DA to members;
- 6.5.8 Obtaining agenda items from other Divisions duly approved by Managing Director, ensuring that all agenda items contain relevant file no. (in all cases) and proposal no., if any and compulsorily ensure receipt of copy of the agenda through e-mail from the concerned responsible Officer from the Division;
- 6.5.9 Compilation and binding of agenda items;
- 6.5.10 Issue of agenda notes to members through speed post / courier / by special messenger;
- 6.5.11 Checking of quorum of 15 members for the meeting of GC;
- 6.5.12 Taking attendance of members in the meeting;
- 6.5.13 Preparation of Minutes of meeting and get approval from the President of meeting;
- 6.5.14 Circulation of minutes to members and officers of Corporation;
- 6.5.15 Keep approved minutes of meeting in safe custody;

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- 6.5.16 Circulation of actionable points emerged out from the meeting;
- 6.5.17 Obtaining action taken report on actionable points from the Divisions;
- 6.5.18 Sending two copies of agenda notes and minutes for leather binding to General Administration Section;
- 6.5.19 Providing one bound copy of agenda notes and minutes to Library and other one for P&C Division; and
- 6.5.20 Ensure digitization of agenda notes and minutes.

OUTPUT:	Decision taken and Minutes Circulated to all concerned for information & necessary action.
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6.6 Preparation of Annual Plan / Future Plan

INPUT:	Previous year/ plan's spillover, projects in pipeline and details of expected generation of proposals in respect of all schemes including CSISAC and CSS Schemes
SOURCE:	All the Divisions in Head Office, Topic Training Institute and Regional Offices of NCDC

- 6.6.1 Initiating process of Plan documentation on receipt of instructions from DAC&FW;
- 6.6.2 Formulation of Plan in consultation with other Divisions;
- 6.6.3 Discussion in meeting(s) with Senior Officers and Regional Directors /Securing information in writing for finalisation of overall policy, plan etc.;
- 6.6.4 Submitting to DAC&FW;
- 6.6.5 Preparation and submission of draft EFC Memo, if required;
- 6.6.6 Furnishing replies on any clarification sought by DAC&FW;
- 6.6.7 Preparation of draft Cabinet Committee on Economic Affairs (CCEA) note, if required;
- 6.6.8 Getting approval of Plan from DAC&FW; and
- 6.6.9 Circulation of approved Plan to all concerned

OUTPUT:	Circulation of Annual Plan / Future Plan to all concerned.
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6.7 Preparation of Programme of Activities and Financial Estimates thereof (POA)

INPUT:	Spillover Assistance from previous years, projects in pipeline and details of expected generation of proposals in respect of NCDC, CSISAC and CSS Schemes.
SOURCE:	All the Divisions in Head Office, Topic Training Institute and Regional Offices of NCDC

- 6.7.1 Preparation of Programme of Activities as well as financial estimates thereof to start before the commencement of the financial year normally in first week of January;
- 6.7.2 Submit file for preparation of POA based on availability of subsidy from GOI & inputs from Finance Division;
- 6.7.3 Discussion in meeting(s) with Senior Officers and Regional Director;
- 6.7.4 Getting approval from Managing Director;
- 6.7.5 Preparation of agenda for placing before the BOM and GC for approval;
- 6.7.6 Submission of POA to DAC&FW after due approval by BOM and GC; and
- 6.7.7 Circulation of approved POA to all Divisions and Regional Directorates after approval from GOI.

OUTPUT: Circulation of POA to all concerned.

6.8 Review of Programme of Activities(POA)

INPUT:	POA
SOURCE:	All the Divisions in Head Office, Topic Training Institute and Regional Offices of NCDC

- 6.8.1 This stems from the decision taken by the BOM in its 171st meeting held on 5.10.2010, progress of the activities of the Corporation is placed before it for information at each meeting
- 6.8.2 On fixation of BOM, information called from the Divisions as also collected from SRDB system;
- 6.8.3 Based on the information collected, a suitable agenda note is prepared and placed before BOM; and
- 6.8.4 BOM review the progress & gives it opinion, if any.

OUTPUT: BOM reviews the progress & gives it opinion, if any

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6.9 Preparation & Submission of Annual Report

INPUT:	Section 14(3) of NCDC Act
SOURCE:	Information from Divisions of Head Office, Topic Training Institute and Regional Offices.


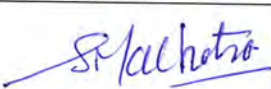
- 6.9.1 Initiating process for preparation of Annual Report after completion of each financial year and the Annual Report tabled in Parliament before the expiry of 9 month of the financial year i.e. December;
- 6.9.2 Issue of instructions for preparation of chapter by the concerned Divisions;
- 6.9.3 Compilation of chapters based on information received;
- 6.9.4 Preparation of Draft Annual Report;
- 6.9.5 Sending Draft Annual Report to Hindi Division for translation in Hindi;
- 6.9.6 Preparation of agenda for placing before Board of Management /General Council for approval;
- 6.9.7 Placement of Annual Report before both the Houses of Parliament from DAC&FW and Circulation of Annual Report to all concerned;
- 6.9.8 Sending copy of Annual Report in English & Hindi version to PR Division for printing;
- 6.9.9 Authentication certificate to be signed by Managing Director on the very beginning of Annual Report in 5 copies each of English and Hindi are submitted to DAC&FW alongwith requisite copies as instructed by DAC&FW, for placing before Parliament;
- 6.9.10 Obtaining date of placement of Annual Report before both the Houses of Parliament from DAC&FW; and
- 6.9.11 Circulation to all concerned.

OUTPUT:	Circulation to all concerned.
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6.10 Convening meeting of Regional Directors and Senior Officers of NCDC

INPUT:	To Review the overall funding of the Corporation with special emphasis to the core business.
SOURCE:	Directions of Managing Director.

- 6.10.1 Seeking convenient date from Managing Director for holding the meeting;
- 6.10.2 Issue of notice;
- 6.10.3 Issue of instructions for arrangements of meeting to concerned division;
- 6.10.4 Preparation of agenda & circulation;
- 6.10.5 Preparation of minutes & circulation; and

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6.10.6 Follow up of action taken on actionable points emerged out from the meeting.

OUTPUT:	Decision taken and minutes circulated to all concerned for information & necessary action/ follow ups.
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6.11 Convening meeting of Divisional Heads/ Senior Officers at Head Office and TOPIC Training Institute

INPUT:	Periodic Review of NCDC's performance and other matters.
SOURCE:	Directions of Managing Director.

- 6.11.1 Seeking convenient date from Managing Director for holding the meeting;
- 6.11.2 Issue of notice;
- 6.11.3 Preparation of agenda & circulation;
- 6.11.4 Issue of instructions for arrangements of meeting to concerned division;
- 6.11.5 Preparation of minutes & circulation; and
- 6.11.6 Follow up of action taken on actionable points emerged out from the meeting.

OUTPUT:	Decision taken and minutes circulated to all concerned for information & necessary action/ follow ups.
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6.12 Approval of Tour Programmes of Officials of Regional Directorates

INPUT:	Receipt of Tour Programme.
SOURCE:	Officials of Regional Offices.

- 6.12.1 On receipt of tour programme, checking whether approved number of days as per "Delegation of Powers" for self approved tour exhausted by the concerned by self declaration.
- 6.12.2 Initiating process for obtaining approval of tour programme from competent authority as per office order **No.NCDC:15-2/87-Budt. dated 13.01.2010;**
- 6.12.3 Obtaining approval of tour programme of Regional Directors or staff of Regional Directorates visiting outside jurisdiction;
- 6.12.4 Conveying the approval of tour programme to the concerned; and
- 6.12.5 Calling for tour report.

OUTPUT:	Approval or otherwise of Tour Programme.
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6.13 Providing material / folder for use of Managing Director/ Deputy Managing Director for tours and other purposes

INPUT:	Instructions of MD / DMD's
SOURCE:	MD / DMD Secretariat.

- 6.13.1 Initiating process while receiving Intimation of tour programme / other programmes;
- 6.13.2 Circulation of tour intimation to all Divisions seeking relevant information for folder; and
- 6.13.3 Compilation of material received from Divisions and preparation of status paper etc. for use of MD / DMD.

OUTPUT:	Actionable points / issues, if any.
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6.14 Examination of Monthly Demi Official (DO) letter from Regional Directors(RDs)

INPUT:	Monthly Review summary from RDs addressed to MD.
SOURCE:	Regional Directorates.


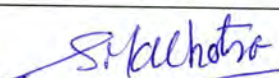
- 6.14.1 Receiving the copy of monthly DO from the RDs as per the prescribed format (Ref:- Annexure B). This DO letter is sent directly to MD.
- 6.14.2 Initiating necessary action on relevant points as desired by Managing Director.

OUTPUT:	Management apprised of the status.
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6.15 Replies to Parliament Questions

INPUT:	Questions from the House of Parliament (Lok Sabha/ Rajya Sabha).
SOURCE:	DAC&FW and other concerned Departments of GOI.

- 6.15.1 Obtain Lok Sabha / Rajya Sabha Session Schedule from relevant sources;
- 6.15.2 Circulation of Session schedule alongwith guidelines for preparation of reply of Parliament Questions (**Reference Annexure C**);
- 6.15.3 Replies to question relating to general policy matters is prepared by P&C Division;
- 6.15.4 Circulation of Parliament Question involving more than two Divisions seeking information for preparing consolidated reply;
- 6.15.5 Coordination of Parliament Questions received directly by the

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Divisions. Divisions are requested to directly reply the PQ under intimation to P&C Division; and

6.15.6 Maintaining a guard file/database of all PQs and replies sent.

OUTPUT: Sending the reply to the PQ within the stipulated time.

6.16 Replies to VIP Reference

INPUT:	Questions from Ministries / Parliamentarians other VIP
SOURCE:	DAC&FW / other concerned Departments of GOI/ VIP.

6.16.1 Circulation of VIP Reference to the concerned Division;

6.16.2 If the query is general in nature, P&C Division will reply. Otherwise, the reply sent directly by the concerned Division (under intimation to P&C Division).

6.16.3 Maintaining a guard file/database of all VIP References and replies sent.

OUTPUT: Reply to the VIP Reference

6.17 Implementing and maintaining Quality Management System in the Corporation (ISO 9001).

INPUT:	Decision of the Management of the Corporation
SOURCE:	Top Management

6.17.1 Coordinating all the QMS related documentation of various divisions, RO and TOPIC

6.17.2 Establishing awareness/ conducting trainings at all levels

6.17.3 Training and coordinating with the Internal auditors

6.17.4 Reviewing the effectiveness of the Quality management System
Preparing and circulating the minutes of management review meetings and follow ups for necessary actions, if any
Organizing the meetings of various committees constituted under the Quality team

OUTPUT: Effective implementation of the Quality Management System

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6.18 Implementation & Disposal of applications under RTI Act 2005

INPUT:	Receipt of RTI Application.
SOURCE:	Applicant / Application forwarded by DAC&FW and other Departments.

- 6.18.1 Implementation of Statutory provisions of "Right to Information Act (RTI) 2005";
- 6.18.2 Receiving the RTI applications;
- 6.18.3 Sending postal order/draft received with application to Finance division;
- 6.18.4 Forwarding application to concerned division for submitting information to applicant under an intimation to P&C;
- 6.18.5 Disposal of application within stipulated time;
- 6.18.6 Submitting quarterly return on the website of Central Information Commission (CIC); and
- 6.18.7 Maintaining the database related to RTI.

OUTPUT:	Disposal as per Act.
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6.19 Replies to Audit Queries

INPUT:	Audit Queries from Audit Party through Finance Division.
SOURCE:	Audit Queries from Audit Party

- 6.19.1 Furnishing of documents/information required by internal/statutory auditors; and
- 6.19.2 Provide further clarification to satisfy audit requirement.

OUTPUT:	Reply / Information on the Audit Queries.
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6.20 Preparation of Chapter for Annual Report of DAC&FW

INPUT:	Request from DAC&FW for material pertaining to NCDC.
SOURCE:	Annual Report of DAC&FW.

- 6.20.1 Forwarding of relevant para / information of chapter received from DAC&FW to concerned divisions for making necessary changes;
- 6.20.2 Compilation of information received from divisions;
- 6.20.3 Approval of Managing Director; and
- 6.20.4 Preparation of chapter and submitting to DAC&FW.

OUTPUT:	Furnishing of relevant information.
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6.21 Submission of returns & replies to DAC&FW as per requirement & time schedule specified

INPUT:	Request from DAC&FW for material pertaining to Outcome Budget/ Demand for Grant/ Monitoring of Five Year Plan etc.
SOURCE:	Material collected from Divisions.

- 6.21.1 Circulate the information required from the Divisions;
- 6.21.2 Compile the information and prepare draft reply;
- 6.21.3 Submit file for approval of Managing Director; and
- 6.21.4 Issue letter to DAC&FW.

OUTPUT:	Furnishing of relevant information.
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6.22 Progressive use of Hindi

INPUT:	Relevant Circular of Hindi Section.
SOURCE:	Raj Bhasha Act.

- 6.22.1 Submission of quarterly Hindi Report in prescribed format after approval by Divisional Head to Hindi Section ;
- 6.22.2 Taking action on the actionable points emerging from the meeting for progressive use of Hindi; and
- 6.22.3 Compliance to provision of the Official Language Act 1963 to promote progressive use of Hindi.

OUTPUT:	Promotion of progressive use of Hindi - relevant circulars of Hindi Section.
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7) Process Measurements

SN	Process	Measurable indicators (Working Days)	Monitoring frequency	Frequency monitored by
7.1	Submission of Programme of Activities of forthcoming year to DAC&FW	Not later than 3 months before the commencement of each financial year	Weekly (between January to April of each year - till approval by DAC&FW)	Deputy Director

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Reviewed By:

Chief Director (P&C)

QMS Documentation Committee



PROCESS DOCUMENT FOR PLAN AND COORDINATION DIVISION

DOC. NUMBER.	NCDC/PD(P&C) -14	DATE OF ISSUE	01-08-2016
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7.2	Submission of Annual Report of NCDC to DAC&FW for placing before both the Houses of Parliament	9 months after expiry of previous financial year	Weekly (between April to December of each year – till laying out on the table of Parliament)	Deputy Director
7.3	Conveying Approval of Tour Programme	Convey approval within 1 day after clearance by competent authority	Monthly	Assistant Director
7.4	Issue of General Council Meeting Notice	15 days (before the scheduled date of meeting)	Daily basis from the date of fixation of meeting's date (close after issue of notice)	Assistant Director
7.5	Issue of Board Meeting Notice	7 days (before the scheduled date of meeting)	Daily basis from the date of fixation of meeting's date (close after issue of notice)	Assistant Director
7.6	Submission of online Quarterly RTI Return to CIC	As per the stipulated timelines	Monthly	Assistant Director
7.7	Submission of Quarterly Hindi Report	15 days from the end of each quarter	Quarterly	Assistant Director
7.8	Disposal of RTI Application	30 days (since receiving application)	Quarterly	Assistant Director
7.9	Disposal of Parliament Question	As per time frame given	Monthly	Assistant Director

8) RISKS AND OPPORTUNITIES IDENTIFIED

Ref.# Risk Register

Prepared By:	Reviewed By:	Page 18 of 21
 Chief Director (P&C)	 QMS Documentation Committee	



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9) PROCESS CONTROLS

SN	Process	Controls Established
9.1	Interpretation of NCDC Act/ Rules / General Regulations	1. NCDC Act / Rules / General Regulations. 2. Seek legal and expert opinion and a note be recorded so that such overlapping can be avoided 3. Improving awareness on NCDC Act / Rules / General Regulations both for new recruit and Officers
9.2	Amendment to NCDC Act/Rules / General Regulations	Provisions of the NCDC Act.
9.3	Reconstitution of General Council (GC)/ Board of Management (BOM), NCDC	1.NCDC's Act
9.4	Convening meeting of Board of Management (BOM) and action thereon	1. Chapter 3 of General Regulations. 2. Consultation with members on the decisions in case of doubt 3. Thorough check be made while preparing the Agenda Notes
9.5	Convening meeting of General Council (GC) and action thereon	Chapter 3 of General Regulations.
9.6	Preparation of Annual Plan / Future Plans	Instructions of GOI
9.7	Preparation of Programme of Activities(POA)	1. Section 16(2) of NCDC Act. 2. Reconciliation of data provided by the divisions with SRDB
9.8	Review of Programme of Activities(POA)	BOM Decision in its 171 st Meeting
9.9	Preparation & Submission of Annual Report	1. Section 14(3) of NCDC Act and Rule 14(b) of the NCDC Rules.

Prepared By:

Reviewed By:

S. Pachotra
Chief Director (P&C)

S. Pachotra
QMS Documentation Committee

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		2. Reconciliation with data from SRDB / Finance Division 3. Check, recheck and reconciliation, if necessary
9.10	Convening meeting of Regional Directors and Senior Officers of NCDC	Instructions of Managing Director.
9.11	Convening meeting of Divisional Heads/ Senior Officers at Head Office and TOPIC Training Institute	Instructions of Managing Director.
9.12	Approval of Tour Programmes of Officials of Regional Directorates	Latest Office order (No.NCDC:15-2/87-Budt) issued by Finance Division regarding tour of officials from regional Directorate.
9.13	Examination of Monthly Demi Official letter from Regional Directors	Annexure - E
9.14	Replies to Parliament Questions and VIP References	Guidelines by GOI Annexure - C
9.15	Implementation & Disposal of applications under RTI Act 2005	RTI ACT, 2005
9.16	Replies to Audit Queries	Governed by the relevant provision of Internal Statutory Audit
9.17	Preparation of Chapter for Annual Report of DAC&FW	Instruction from DAC&FW
9.18	Submission of returns & replies to DAC&FW as per requirement & time schedule specified	Instructions from DAC&FW
9.19	Progressive use of Hindi	Raj Bhasha Act.

Prepared By:

Reviewed By:

S. Malhotra
Chief Director (P&C)

S. Malhotra
QMS Documentation Committee

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10) DETAILS OF DOCUMENTED INFORMATION RETAINED

SN	Title	Identification	Location	Maintained By	Retention Period in Years	Disposition
10.1	Record of Files (Annexure - F)					

11) Details of Documented Information maintained

SN	Title	Identification	Location	Prepared by	Approved by	Revision no.
11.1	Guidelines for Parliament Question	By circular's subject	File No. NCDC: 9-3/96-P&C	Assistant Director	Chief Director	-
11.2	Guidelines for Monthly DO letter of Managing Director	By circular's subject	File No. NCDC: 8-1/83-P&C	Assistant Director	Chief Director	-
11.3	Format for summary report on monthly activities performed by Regional Director	By circular's subject	File No. NCDC: 8-1/83-P&C	Assistant Director	Chief Director	-

12. REFERENCES

SN Particulars

- 12.1 National Cooperative Development Corporation Act
- 12.2 NCDC Rules
- 12.3 NCDC General Regulations
- 12.4 Relevant decision of Board of Management (BOM) / General Council (GC) of NCDC
- 12.5 NCDC's schemes/ Schematic pattern of assistance
- 12.6 NCDC's latest circular on delegation of financial and administrative powers

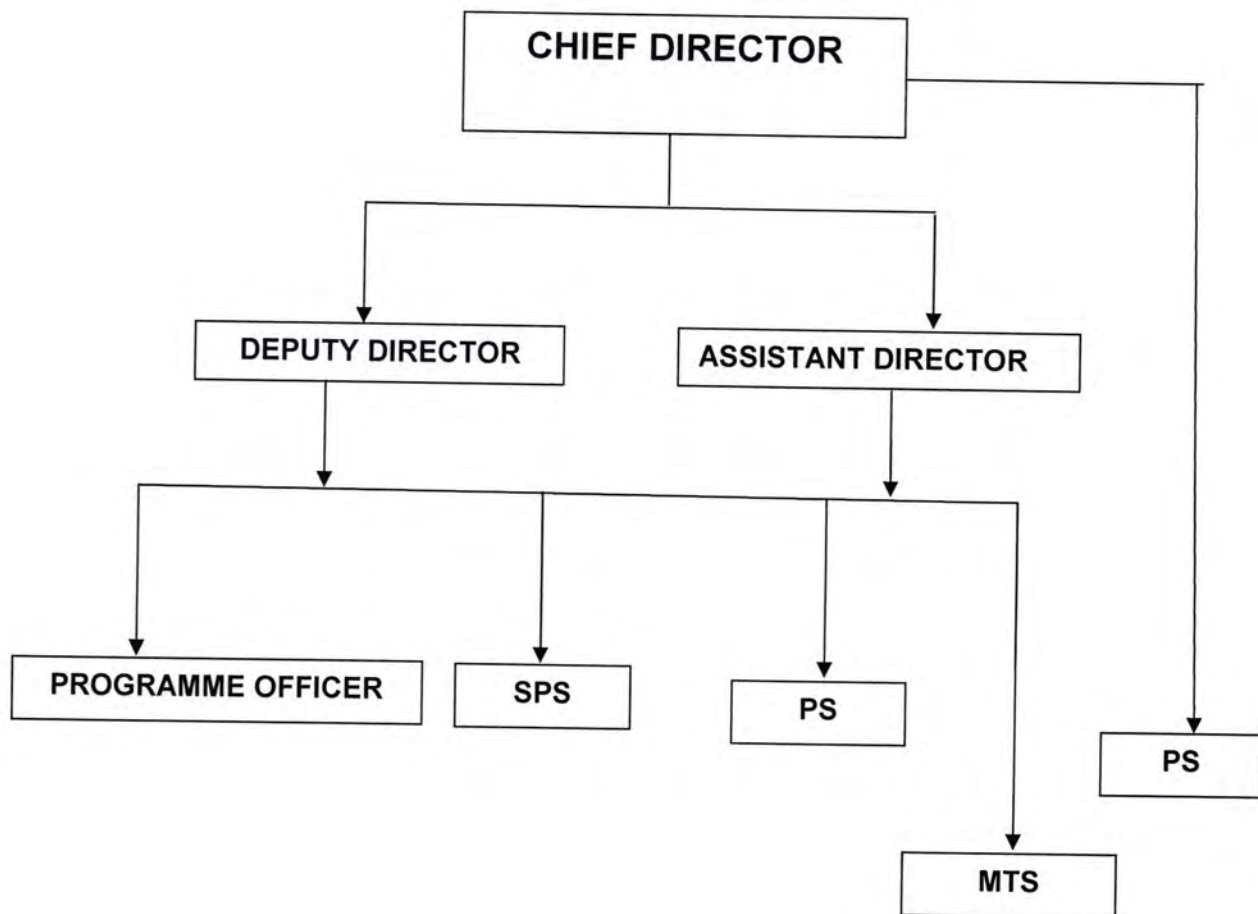
Prepared By:	Reviewed By:	Approved By:	
 Chief Director (P&C)	 QMS Documentation Committee	 Managing Director (MD)	Page 21 of 21

ANNEXURES TO NCDC/PD(P&C) -14

List of Annexures

Annexure No.	Title
A	Division Structure
B	Responsibilities and Authorities
C	Guidelines For Dealing With Parliament Questions
D	Delegation of Financial Powers for Approval of Tour Programmes of RDs
E	Performa for submission of Monthly Report by RDs to MD
F	Record of Files

DIVISION STRUCTURE (As on 01.08.2016)



Note: Excludes Official working on outsource basis i.e. DEOs (2) and MTS (2).

ANNEXURES TO NCDC/PD(P&C) -14

Annexure - B

RESPONSIBILITIES & AUTHORITIES

Designation	Responsibilities	Authorities
Head of the Division (Chief Director)	<ul style="list-style-type: none"> • Overseeing entire functions including personnel related matters of the Division; • Coordination with all the Divisions and Regional Directorates for following functions to facilitate smooth functioning of NCDC: <ul style="list-style-type: none"> ✓ Preparation of Five Year Plan Document; ✓ Preparation of annual Plan and Demand for grants; ✓ Furnishing material for Outcome Budget, Performance Review Report, Demand for Grants and periodic returns and replies to DAC&FW & other Ministries ; ✓ Preparation of Programme of Activities; ✓ Preparation of Annual Report and submission to DAC&FW for placing before the Parliament in Winter Session ; ✓ Replies to Parliament Questions and VIP References if more than two Divisions involved; • Coordination and facilitates to Parliament Questions and VIP References related to Divisions; • Interpretation and amendment of NCDC Act, Rules and Regulations; • Organisation of meetings of General Council and Board of Management including preparation of relevant agenda items and minutes; • Preparation of draft speeches for President, General Council (GC) and Managing Director for GC meetings as also for other meetings / conferences; • Organisation of meetings of Senior Officers and Regional Directors and Divisional Heads; 	<ul style="list-style-type: none"> • Assign jobs among the officials of Division; • Sanction of casual leave/ recommending for other leaves of concerned officers /staff; • Vetting all proposals and matters dealt by the Division and give comments / recommendations as Divisional Head; • Finalise requisite information /reply/ Programme of Activities and Annual Report of Corporation and recommend for approval; • Issue of meeting notice, agenda notes & minutes to all members of GC and BOM; • Issue of meeting notices, agenda notes & minutes;

ANNEXURES TO NCDC/PD(P&C) -14

	<ul style="list-style-type: none"> • Furnishing replies and periodic returns under RTI Act, 2005 • To maintain and improve quality in all activities conforming to ISO 9001:2008 as Management Representative • Approval of tour programmes for Regional Directors and other officers of field offices; • Work related to Consultancy and Evaluation and Statistics of NCDC's programmes / schemes; • To attend all jobs assigned from time to time. 	<ul style="list-style-type: none"> • Act as Chief Public Information Officer (CPIO) as per provisions of the RTI Act 2005; • Act as Management Representative as specified in Quality Manual (QM), Procedure Manual (PM) for implementation of ISO 9001:2008 in NCDC; • Recommending for approval.
Dy. Directors / Assistant Directors	<ul style="list-style-type: none"> • Reconstitution of General Council/Board of Management • Convening meetings of General Council and Board of Management • Convening meetings of Regional Directors and Senior Officers of Head Office • Preparation of presentations / notes/ country papers on the performance of NCDC. • Making Amendments NCDC Act/ General Regulations/NCDC Rules • Interpretation of NCDC Act. • Preparation of Five year Plan, Annual Plan, Annual Action Plan and Demand for Grants in respect of restructured Central Sector scheme Implementation of Statutory provisions of "Right to Information Act (RTI) 2005". • Preparation of Programme of Activities of NCDC. • Reply to Parliament Questions • Preparation of Annual Report • Examination of monthly D.O. letters • Attend all jobs assigned from time to time; • Examination of Tour Programmes of Regional Directors. 	<ul style="list-style-type: none"> • To examine and analyze all matters for jobs allotted and put up with due recommendation; • To issue letters/ circular to convey the decision/ approval of competent authority and seeking information from divisions; • To examine and put up tour programme for approval; • To sanction of casual leave/ recommend for other leaves of subordinate/ supporting staff; • To sign store indent for stationery/ other material

ANNEXURES TO NCDC/PD(P&C) -14

Programme Officers/Assistant	<ul style="list-style-type: none"> • Examination of tour programme of Regional Directors and staff of Regional Directorates; • Preparation/submission Hindi Reports; • Maintain files and records of the Divisions; • Attend diary, despatch work of the division; • Attend all jobs assigned from time to time. 	<ul style="list-style-type: none"> • To examine and carry out primary analysis of matters and propose action; • Raise indent for stationery /other materials; • Raise Requisition for photostat of documents; • To record and maintain files & other documents of the division; • Diarise & record all incoming and outgoing communications.
SPS/SAPA	<ul style="list-style-type: none"> • Record and track movement of files; • Facilitate engagements and communication needs of the officer; • Assist to reporting officers in carrying out the work of Division; • Attend all jobs assigned from time to time. 	<ul style="list-style-type: none"> • Assess new and raise indent for stationery /other consumables; • Requisition for Photostat of documents; • Control file movement register; • Control incoming and outgoing communication through telephone & other modes; • Control need bases access of visitors to the officer.
MTS	<ul style="list-style-type: none"> • Moving files from one officer/division to other officer/division; • Carry out photocopies and making of sets of documents; • Circulation of and other documents; • Delivery of dak in R&I Section; • Attend all jobs assigned from time to time. 	<ul style="list-style-type: none"> • Keep files/records in proper place; • get photocopied of documents; • track document for photocopy; • Proper making of sets • distribute the circulars etc.; • carrying file/document from one officer to other officer within division/ outside division; • To cater the needs of officers and visitors.

GUIDELINES FOR DEALING WITH PARLIAMENT QUESTIONS

1. All matters relating to Parliament Questions would be coordinated in the P&C Division. The P&C Division will also maintain a centralized record.
2. Parliament Questions relating to specific subjects will be dealt in the concerned Divisions. The procedure to be followed for reply to the Question relating to two Divisions and more than two Divisions will be as under:-
 - a) In case two Divisions are concerned - if part(a) of the Question is to be dealt by Division A, then Division A will coordinate; and
 - b) If more than two Divisions are concerned, the coordination will be done by P&C Division.
3. Questions are sometimes received on telephone either in the concerned Division or in the P&C Division. As and when a Question is received either on telephone or through letter from the Ministry, a copy of the text should be passed on to the concerned Division and also to P&C Division immediately for maintaining the centralized record so as to apprise MD/DMD as and when required.
4. The reply to the Questions should be precise and to the point and facts to be thoroughly checked. The reply duly approved by the MD or in his absence by DMD, will be sent directly to the concerned Department with a copy to P&C Division for record.
5. Needless to mention that all the Questions are time-bound and reply has to be sent well within the time limit.
6. For the Starred Questions, a separate note is required to be appended with the reply for answering the possible supplementaries. This note should be prepared by visualizing the likely Questions arising or connected with the main Question and reply thereto. This may, among others include the followings:-
 - a) The thrust/main requirement of the Question;
 - b) The relevant cooperative and financing policy of NCDC;
 - c) The physical and financial progress, preferably in a tabular form;
 - d) The special problems, if any, arisen in implementing the concerned programme and measures taken by NCDC; and
 - e) Future plan/programme.
7. For a Starred Question, a briefing session is held in the Ministry, normally one day in advance to the day allotted to the Question. The Division which has replied the Question should put up the file to MD or DMD well in advance with relevant material. The Head of the Division should be available for discussion with MD and also in the Ministry.
8. In case of some Questions, an assurance is given for supplying material subsequently; such an assurance is required to be liquidated promptly. The concerned Division should follow this up on priority and information made available to Ministry as early as possible.

ANNEXURES TO NCDC/PD(P&C) -14

Annexure - D

Rashtriya Sakahari Vikas Nigam
National Cooperative Development Corporation
(Finance Division)

No. NCDC:15-2/87- Budt. / 8250-8268

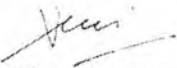
Dated: 23.02.2015

OFFICE ORDER

In exercise of the powers vested under Regulation 25 read with Regulation 24 of NCDC General Regulations 1975, I hereby re-delegate financial powers to the officers of the Corporation to the extent as specified below, until further orders.

Para 8 Sub para (iv) & para 16 of Office Order No. NCDC/15-2/87- Budt. dated 13.11.2010 amended as follows:

Sl. No	Particulars	Extent of delegation /re-delegation	Remarks
8	Approval of tour programme of: (i) Officials posted in the regional office for tours within the region (ii) Officials posted in the regional office for tours outside the region (iii) R.D. upto 5 tours days in a month within the region (upto 7 tour days in case RD, North East Region) (iv) R.D. tours other than (iii) above	R.D. D.M.D. R.D. D.M.D.	Copies of tour programmes may be sent to C.D. (P&C) for information FA in the absence of D.M.D.
16	Payment of Medical Claims of the officials including RD subject to annual ceiling of Rs.15000/- for each officials	R. D.	Subject to Medical Attendance Scheme of NCDC, other cases may be referred to C.D. (Finance) at H.O


(Vasudha Mishra)
Managing Director

Copy to:
All Chief Directors at Head Office & Topic
All Directors
All Regional Directors
SPS to MD/DMD
SPS to FA/ED

ANNEXURES TO NCDC/PD(P&C) -14

Annexure- E

National Cooperative Development Corporation (Plan & Coordination Division)

SUMMARY REPORT ON MONTHLY ACTIVITIES PERFORMED

REPORTING MONTH ENDING ON:

REPORTING R.O. :

A. SANCTION & RELEASES STATUS:								(₹ in lakh)
SN	Particulars	Target for the year		SANCTIONS / RELEASES				Remarks on Target vs. Achievement
		Physical (Self Set) Nos.	Financial	PHYSICAL (Nos.)		FINANCIAL		
				During the Month	Cumulative	During the Month	Cumulative	
1	2	3	4	5	6	7	8	9
1	Sanctions (as per delegation of power)							
2	Sanction (made At H.O. level)							
	Total:							
3	Releases (as per delegation of power)							
4	Releases (made at H.O. level)							
	Total:							

B. TOURS UNDERTAKEN:

SN	Period of Tour	No. of Days	Place(s) Visited	Brief Description
A Regional Director				
i	Appraisal			
ii	Monitoring			
iii	Others. If any			

ANNEXURES TO NCDC/PD(P&C) -14

B Other Officers of Regional Directorates				
i	Appraisal			
ii	Monitoring			
iii	Others. If any			

C. MEETINGS / CONFERENCES/SEMINARS ATTENDED:							
Meeting etc.		Purpose				Expected Outcome	

D. DETAILS/STATUS OF PENDING PROPOSALS

AT RO / HO:

						(` in lakh)
SN.	Name of the Society	Purpose	Block Cost	NCDC's Share	Reasons for Pendency (Pl. indicate whether pending at RO / HO)	
1						
2						

E. BUSINESS GENERATED, IN THE FORM OF PROPOSALS:

							(` in lakh)
SN.	Name of the Society		Purpose		Block Cost	NCDC's Share	Remarks

F. POSITION OF OVERDUES (DEFAULT)/ACTION TAKEN FOR RECOVERY

--

ANNEXURES TO NCDC/PD(P&C) -14

G. CHANGE IN KEY-PERSONNEL:

SN	Name of Office / Department	Designation	Name, Address & Phone No. of New Incumbent		
			Name & Address	Off. Ph. No.	Mobil e No.

Place:

Dated :

(REGIONAL DIRECTOR)

Guidelines for Monthly Demi Official Letters

- The narrative part should highlight in brief, the agriculture and allied activities, changes in policies including legislative measures taken by the State Government effecting cooperatives and NCDC activities / business etc. The narrative portion may be confined to half a page only.
- Under the head "sanction and release status" reasons for shortfall and steps taken / proposed to be taken to overcome the problems may be indicated.
- Tours undertaken by Regional Directors and the Officers should indicate the purpose of the tour and likely outcome. Regional Directors should allow / encourage their juniors / supporting Officers to go on official tours in connection with project appraisals, monitoring etc. on a regular basis.
- Under the head, "status of pending proposals along with reasons for pendency", steps taken to overcome the delay may be indicated.

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ANNEXURES TO NCDC/PD(P&C) -14

Annexure-F

List of Files

SN	Record	Identification	Location	Retention Period in Years	Disposition
1	NCDC Act Rules & Regulation	Subject code-1	Almirah-5	Not to be weeded	After digitization weeding out
2	Meeting/matter related to General Council, Board of Management	Subject code-2	Rack-6	2 Years in Division, thereafter 2 years in Record Room	- do -
3	Five Year Plans	Subject code-3	Rack-3	7 Years in Division, thereafter 10 years in Record Room	- do -
4	Annual Plan, Annual Reports & Budget	Subject code-4	Rack-3	2 Years in Division, thereafter 2 years in Record Room	- do -
5	Pattern of Financial Assistance under various schemes of Cooperative development	Subject code-5	Rack-4	- do -	- do -
6	Progress and Problems of Cooperative development of Various States/UTs-Monitoring	Subject code-6	Rack-4	- do -	weeding out
7	Conference/seminar/Committees/ Meeting	Subject code-7	Rack-2	- do -	- do -
8	Tour Programmes and D.O. letters from Regional Offices/Dy. Regional Offices	Subject code-8	Rack-1	- do -	- do -
9	Parliament Questions etc.	Subject code-9	Rack-5	- do -	After digitization weeding out
10	Outgoing and Incoming Returns	Subject code-10	Rack-2	- do -	- do -
11	Creation of T&P Cell in Federation/RCS Office under UD/LD Sates	Subject code-11	Rack-4	- do -	- do -

ANNEXURES TO NCDC/PD(P&C) -14

12	Cooperative societies Act & Rules & Policies	Subject code-12	Rack-4	- do -	- do -
13	Miscellaneous(including references recd. From different ministries/ organization and matters related to ISO,RTI	Subject code-13	Rack-4 (RTI) Rack-5 (Ministries) Almirah-4	5 Years in Division, thereafter 2 years in Record Room	- do -
14	Financial assistance from International/National Agencies/Opening of New Regional Directorates	Subject code-14	Rack-4	2 Years in Division, thereafter 2 years in Record Room	- do -
15	Financial Assistance to Cooperatives under NCDC Schemes etc	Subject code-15	Rack-4	2 Years in Division, thereafter 2 years in Record Room	- do -
16	NCDC Consultancy services	Subject code-16	Rack-4	2 Years in Division, thereafter 2 years in Record Room	- do -
17	Board members' attendance register	By Title	Safe custody	5 Years	- do -
18	Diary and Dispatch Register	By Title	Rack-5	2 Years in Division, thereafter 2 years in Record Room	- do -
19	File Register	By Title	Rack-5	10 Years in Division, thereafter 2 years in Record Room	- do -
20	RTI Register	By Title	Rack-5	5 Years	- do -
21	Parliament Question Register	By Title	Rack-5	5 Years	- do -
22	Complaint Register	By Title	Rack-5	3 Years	- do -
23	Monitoring Register	By Title	Rack-5	3 Years	- do -

Note : Files are maintained by Data Entry Operator