



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

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Process Document for Poultry, Dairy & Livestock Division

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Prepared By:	Reviewed By:	Approved By:
 Chief Director (PD&LS)	 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 (PDLS)	-	Initial	MR
00	01	01.08.2016	Chief Director (PDLS)	--	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 (PDLS)
SOFT COPY	http://ncdc.in/Internal_files/Page399.htm

3) CONFIDENTIALITY

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- The procedures listed here are a facilitator to smooth functioning and a means of spreading common process knowledge and understanding across the Corporation.

Prepared By:	Reviewed By:	Page 2 of 23
 Chief Director (PDLS)	 QMS Documentation Committee	



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

INDEX

S.No.	Particulars	Page No.
1.	Division Structure.....	4
2.	Responsibilities and Authorities.....	4
3.	Abbreviations.....	4
4.	Purpose.....	5
5.	Scope.....	5
6.	Process Details.....	6
7.	Process Measurements.....	17
8.	Risk & Opportunities identified.....	18
9.	Process Controls.....	18
10.	Details of Documented Information Retained.....	19
11.	Details of Documented Information Maintained.....	21
12.	References.....	23

Prepared By:

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PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

1) DIVISION STRUCTURE

Annexure-I

2) RESPONSIBILITIES AND AUTHORITIES

Annexure-II

3) ABBREVIATIONS:

AMI	Agriculture, Marketing & Infrastructure
AMIGS	Agricultural and Marketing Infrastructure, Grading and Standardization
ATR	Action Taken Report
BOM	Board of Management
CCL	Child Care Leave
CSC	Central Screening Committee
DAC&FW	Department of Agriculture, Cooperation and Farmers' Welfare
DAHD&F	Department of Animal Husbandry, Dairying and Fisheries
DMI	Directorate of Marketing and Inspection
DoNER	Department of North Eastern Region
DSC	Divisional Screening Committee
EL	Earned Leave
GC	General Council
GOI	Government of India
HO	Head Office
HPL	Half Pay Leave
ICAR	Indian Council for Agricultural Research
ISAM	Integrated Scheme for Agricultural Marketing
ISC	Internal Screening Committee
LD STATE	Least Developed State
MFPI	Ministry of Food Processing Industries
MLA	Member of Legislative Assembly
MLC	Member of Legislative Council
MOA&FW	Ministry of Agriculture and Farmers' Welfare
MoS	Minister of State
MP	Member of Parliament
MR	Management Representative
MTS	Multi Tasking Staff
NABARD	National Bank for Agriculture and Rural Development
NCDC	National Cooperative Development Corporation

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DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

NDDB	National Dairy Development Board
PDLS	Poultry, Dairy & Livestock
PS	Private Secretary
PSC	Pre-Screening Committee
QPR	Quarterly Progress Report
QMS	Quality Management System
RCS	Registrar of Cooperative Societies
RO	Regional Office
SPA	Senior Personal Assistant
UD STATE	Under Developed State
UHT Processing	Ultra High Temperature Processing

4) PURPOSE:

To plan, promote and provide financial assistance for development of cooperatives with particular reference to Poultry, Dairy & Livestock programmes either directly or through State Govt. within the framework of NCDC Act.

5) SCOPE:

POULTRY:

NCDC provides financial assistance in the form of term loan, margin money, working capital & subsidy to primary, district and state level Poultry Cooperatives for following activities:-

- Establishment of cluster of poultry units with rearing capacity ranging from 5000 and more for each unit with low input technology birds as well as hybrid variety birds with provision for selling pullets to member farmers for backyard poultry farming;
- Incubators, hatchers and accessories for providing day old chicks to societies engaged in poultry activities;
- Marketing of poultry products by involving producers members;
- Poultry dressing units with a minimum capacity of 300 birds per day;
- Arranging training for members of cooperative societies in collaboration with govt. of India/state poultry training centres;
- NCDC also provides additional funds to existing integrated cooperative poultry projects already assisted by it towards expansion of existing capacity.

DAIRY:

NCDC provides financial assistance in the form of term loan, margin money,

Prepared By:	Reviewed By:	Page 5 of 23
 Chief Director (PDLS)	 QMS Documentation Committee	



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

working capital & subsidy to primary, district and state level Dairy Cooperatives for following activities:-

- Purchase, rearing and breeding of milch animals;
- Installation of milking machines;
- Establishment/expansion/renovation of milk collection centres and chilling plants & processing units;
- Purchase of equipments - milk collection equipments, weighting machine, milk testing equipments, deep freezers & bulk milk coolers etc;
- Establishment of testing laboratories;
- Integrated dairy development projects linking production, procurement, processing and marketing of milk with the provision for technical inputs for farmers organisation, mobile veterinary care, artificial insemination and fodder development;
- Transport vehicles;
- Establishment of feed mixing/ manufacturing units; and
- UHT packaging units.

LIVESTOCK:

NCDC provides financial assistance in the form of term loan, margin money, working capital & subsidy to primary, district and state level Livestock Cooperatives for:

- Purchase, rearing and breeding of livestock animals for meat, fleece, skin, wool and other by products;
- Integrated livestock projects;
- Modernisation/expansion & renovation of existing units;
- Processing & marketing infrastructure;
- Purchase of equipments;
- Purchase of transport vehicles; and
- Establishment of slaughter house.

6) PROCESS DETAILS:

6.1 Preparation of Yearly Programme of Activities (POA)

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

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

Prepared By:	Reviewed By:	Page 6 of 23
 Chief Director (PDLS)	 QMS Documentation Committee	



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

Process Output

Finalised Programme Outlay along with physical & financial targets

6.2 Generation of proposals

Process Input	Source
Finalised Programme Outlay along with physical & financial targets	Approved PoA as per Annexure-X

6.2.1 The schemes of the PDLs Division for financial assistance are circulated among all the State Governments/ Union Territories/Cooperative Federations to advise the societies to formulate suitable proposals and avail financial assistance including benefits available under various schemes.

6.2.2 Regular follow ups with RDs for promotional activities and for generation of proposals.

6.3 Examination of Proposal

Process Input	Source
Receipt of proposal	Cooperative Societies/State Government

6.3.1 On receipt of the proposal from Cooperative Society/State Governments, the proposal is preliminarily scrutinized as per the checklist given in Annexure-III

6.3.2 If the proposal is complete, SRDB entry is made otherwise additional information is called for as per the requirement.

Process Output

Generation of proposal number in SRDB system

6.4 Sanction Process

Process Input	Source
Examined proposal having proposal number	SRDB (Sanction Release Data Base) System

6.4.1 Proposals upto Rs. 0.80 crore are examined & sanctioned at RO level as per Annexure-IX

Prepared By:

Reviewed By:


Chief Director (PDLS)


QMS Documentation Committee

Page 7 of 23



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

- 6.4.2 Depending upon the quantum of assistance, after the preliminary scrutiny the proposal is placed before Divisional Screening Committee (DSC) if it is upto Rs.1.00 crore and beyond that is placed before Pre-screening Committee (PSC) for its recommendation as per Annexure-VII & VIII.

As per the recommendations, the proposal is desk appraised or field appraised. Based on field appraisal report, proposal is examined for further necessary action as per direct funding guidelines.

- 6.4.3 Based on the desk appraisal / field appraisal, agenda note is prepared by the Division for approval of the Divisional Head for placing before the Divisional Screening Committee/Internal Screening Committee, depending upon the quantum of assistance involved for sanction.
- 6.4.4 After approval of the agenda note by the concerned Screening Committee (upto Rs.1.00 crore in DSC and upto Rs.5.00 crore in ISC), draft sanction letter is prepared and put up for approval by the competent authority and for allotment of Control Number by the Finance Division.
- 6.4.5 In case the assistance is more than Rs.5.00 crore, after approval of ISC, draft agenda note is prepared for placing the same before Board of Management (BOM) for approval. After BOM's approval, draft sanction letter is prepared for approval and for allotment of Control Number. However in case of working capital proposals, Managing Director has been delegated power to sanction working capital assistance upto Rs. 100.00 crore. Such sanctions are placed before the BOM for information in the immediate ensuing meeting. In case proposal is for sanction of working capital of more than Rs.100.00 crore, based on the recommendations of Internal Screening Committee (ISC), agenda proposal is placed before Board of Management (BOM) for its approval and sanction.
- 6.4.6 After allotment of Finance Control No. sanction letters containing details of financial assistance including pattern of assistance, schedule for release of assistance, period of loan, validity of sanction letter etc. and other terms and conditions are issued. However, in case the society/State Govt. does not avail the sanctioned assistance within validity period then the same is de-sanctioned. However, in case a request for extension of validity of sanction is received from the society/ State Govt., the same is examined and validity of sanction is extended.

Prepared By:

Chief Director (PDLS)

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QMS Documentation Committee



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016



- 6.4.7 In case of direct funding, formats for legal documents viz. Resolution to be passed by the society for availing sanctioned assistance, loan agreement and other concerned documents are sent along with the sanction letter with the approval of the legal cell of the finance division.
- 6.4.8 Legal documentation work is done by the concerned Regional Director or at H.O. as per convenience of the society. Original legal documents are kept in safe custody at Regional Directorate / H.O. After completion of legal documentation, the same are sent to the Legal cell for vetting.
- 6.4.9 If proposal does not qualify for financial assistance from NCDC, it is rejected after due approval of the competent authority and the decision is communicated to the concerned.

Process Output	Sanction Letter / Rejection letter
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6.5 Reimbursement / Release of sanctioned assistance

Process Input	Source
Request for release (Legal Documentation should be completed before release in case of direct funding)	Cooperative Societies / State Governments

- 6.5.1 Requests for reimbursement of sanctioned assistance are received from the concerned State Govt. and directly from society in case of direct funding and the same are examined in the Division.
- 6.5.2 Draft letter for reimbursement/release of eligible assistance to State Govt. in case of assistance through State Govt. or directly to society in case of direct funding is prepared and submitted to the Finance Division for approval and allotment of Finance Control number. After approval of the letter for reimbursement of assistance and allotment of Finance Control number, the fair letter is prepared and ink-signed copy of the same is submitted to the Finance Division for release of assistance.
- 6.5.3 In case of direct funding, the Regional Directors send copies of the Deeds / documents executed by the beneficiary to the Division along with request from the beneficiary for release of eligible assistance after fulfilling the requirements mentioned in the sanction letter. The Division examines the documents including security cover and the request of the society for release of assistance.

Prepared By:	Reviewed By:	Page 9 of 23
 Chief Director (PDLS)	 QMS Documentation Committee	



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

- 6.5.4 The Guard file is maintained containing copies of the sanction / release letters issued by Head Office as well as by Regional Directors during the financial year.
- 6.5.5 Registers containing details of sanction / release of assistance are also maintained in the Division.

Process Output	Release letter

6.6 Revision of sanctions



Process Input	Source
Request for revision of sanction	Cooperative Societies / State Governments

6.6.1 Revision of sanction within the sanctioned project cost

6.6.1.1 On receipt of the request for revision of sanctioned assistance the same is examined in the division on the following aspects:-

- i. Regional Director's suggestion on the proposal.
- ii. Justification for revision of sanction is examined w.r.t. the actual sanction and whether revision is not for diversion of funds to activities other than the sanctioned activities. The proposal (for upward or downward revision) is also examined to see that the viability of the project is not affected and the tangible benefits proposed in the project are not diluted due to the revision.
- iii. The revision proposed is generally considered within the total project cost sanctioned by NCDC (with the consent of the beneficiary institution).
- iv. In case the project has already received partial assistance (i.e. NCDC has released assistance to the project), the progress of implementation is examined with respect to the proposal for revision and its impact on progress made.

6.6.1.2 Based on findings, the proposals deficient in all/any of the above aspects is reverted back to the beneficiary institution / State Govt. seeking additional information/ clarification. Letter approved by competent authority in this regard is issued.

Prepared By:	Reviewed By:	Page 10 of 23
 Chief Director (PDLS)	 QMS Documentation Committee	



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

6.6.1.3 On receipt of all the above information, if the division is satisfied, the following action is initiated:

- i. The proposal along with justification is placed on file with draft revised sanction letter for the approval of the competent authority.
- ii. On receipt of approval the revised sanction letter is issued.

6.6.2 Revision of sanction beyond the sanctioned project cost

6.6.2.1 In case the beneficiary institution seeks additional funds and provides supporting documents/information as listed in Annexure-III and is justified in doing so the proposal is re-examined with respect to the following aspects:

- i. Performa invoices/ quotations for plant and machinery and layout, design and cost estimates of civil works (by competent authority) if the revision so requires.
- ii. In case the sanction is more than a year old the status of previous loans availed by the Institution.
- iii. Justification on the need for the project supported by documents (proposed locations, beneficiaries etc) in case there is additional capacity proposed in the project.
- iv. Schedule of implementation for the proposed project.
- v. In case the sanction is more than a year old, last year's audited Trading Account, Profit and Loss Account and Balance Sheet including Schedules forming parts of the statements of accounts along with Audit Classification at the closure of financial year is enclosed with the proposal.
- vi. Board resolution supporting the proposal and willingness to avail NCDC assistance.

6.6.2.2 On preliminary scrutiny, if the proposal is found deficient in all/any of the above aspects a letter addressed to the beneficiary/ State Govt. with a copy to the Regional Director concerned is issued seeking the required information with the approval of competent authority.

Prepared By:

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QMS Documentation Committee



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

6.6.2.3 If the additional information called for is received/ responded to by the prospective beneficiary and/or is complete in all respects, the competent authority considers the appraisal of the project on the aspects of revision sought or agenda item is prepared by the Division for approval of the Divisional Head for placing before the Divisional Screening Committee/Internal Screening Committee, depending upon the quantum of assistance involved for revised sanction. However, in case of an appraisal, the appraisal note supporting the revision is examined and an agenda item is prepared by the Division for approval of the Divisional Head for placing before the Divisional Screening Committee/Internal Screening Committee, depending upon the quantum of assistance involved for revised sanction.

6.6.2.4 If approved by the Competent Authority the procedure as listed in para-6.4 is followed as the case may be.

6.6.3 Revision of Sanctioned Assistance due to non availability of Subsidy

Projects qualifying for subsidy under other schemes (DMI/DAHD/DAC&FW etc.) are already communicated about the possibility of non-availability of subsidy and converting the same into loan. In such an event of non-availability of subsidy clearly being informed by the subsidy providing agency the sanction is revised converting the subsidy into loan. The letter communicating the changes is issued to the implementing agency with the approval of the competent authority.

Process Output	Modified Sanction Letter
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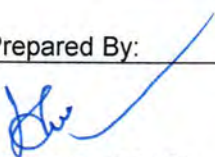

6.7 De-sanction (If needed)

Process Input	Source
Proposal for de-sanction / Non compliance of terms & conditions of sanction	Cooperative Societies/State Government and Sanction Letter

6.7.1 Sanctioned projects that do not avail assistance from NCDC within the stipulated period are monitored by issue of regular reminders and Regional Directors are requested to expedite releases.

6.7.2 In case the beneficiary fails to respond within a stipulated period given by NCDC or states its inability to take up the project or Regional Director informs that the Institution is not interested in implementing the project the following action is initiated:

- Draft de-sanction letter in case of State Govt. recommended project is put up citing either of the above reasons.

Prepared By:  Chief Director (PDLS)	Reviewed By:  QMS Documentation Committee	Page 12 of 23
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PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

- ii. The Institution is advised to pay processing fee in case of Direct Funding cases before putting up draft de-sanction letter.
- iii. On receipt of the processing fee (in case of direct funding) and with the approval of the competent authority de-sanction letter is issued.

6.7.3 In case of projects partially complete and/or/if the implementing agency/beneficiary institution informs that project is complete at a lower cost or its inability to complete the project the following aspects are looked at.

- i. When the implementing agency/ beneficiary institution claims the project is complete the division examines the case looking into justification of the same as well as the tangible benefits which are expected to be accrued at the time of sanction. In case of standalone projects information is examined on sources of funds through which the project was completed (in case the beneficiary has sought assistance from another agency which provides grants/ subsidy, assistance at liberal terms).
- ii. In case of multiple units assisted the proposal is examined with the view of the proportionate number of units installed within the restricted project cost. In case the implementing agency/ beneficiary institution justifies the abrupt closure of the project based on the above the division supports de-sanction of the unutilized amount and places it before the competent authority for approval and allotment of finance control number is sought vide draft letter. Letter containing finance control number is issued.
- iii. When the implementing agency/ beneficiary institution informs of its inability to complete the project, the division examines the case looking at aspects relating to economic viability of the partially completed project and may suggest de-sanction of the entire or partial assistance and recalling the assistance released along with interest. The case is accordingly put up for the approval of the competent authority. On approval, the outstanding amount as on date is sought from the Finance Division and draft letter to the implementing agency informing the de-sanction and recalling the assistance is communicated with the approval of the competent authority.

Process Output

Desanction Letter

Prepared By:

Reviewed By:


Chief Director (PDLS)


QMS Documentation Committee

Page 13 of 23



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

6.8 Revalidation of sanction

Process Input	Source
Request for revalidation of sanction	Cooperative Societies/State Government

6.8.1 Delays in implementation of the project are examined as and when the validity of the project expires. The implementing agency/beneficiary institution is informed of the delay and letter with the approval of the competent authority is issued seeking reasons for the delay. On receipt of the justification for the delay and expected date of completion of the project the division proposes revalidation of the project and seeks the approval of the competent authority.

6.8.2 However, in case the final installment of assistance is to be released thereby technically communicating completion of the project, the Division may on its own suggest extension of the validity to facilitate the release and drawal of the assistance by the implementing agency/beneficiary institution. On receipt of the approval of the competent authority, letter communicating release and revalidation of the project is issued to the implementing agency/beneficiary institution.

Process Output	Letter for revalidation of sanction
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6.9 Revoking De-Sanctioned Project

Process Input	Source
Request for revoking of project	State Government

6.9.1 Projects funded by State Govt. that are de-sanctioned due to inordinate delays in implementation of project are revoked based on merit and on receipt of request from the State Govt.

6.9.2 Based on the merit of the case the proposal for revoking the de-sanction is placed before the Competent Authority for approval.

6.9.3 The Finance Division in such a case considers the project as fresh sanction.

Process Output	Sanction Letter for revival
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Prepared By:

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QMS Documentation Committee



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

6.10 Monitoring of Sanctioned Projects

Process Input	Source
Terms & conditions of sanction/ release	Sanction Letter / Release letter

6.10.1 Progress report in the prescribed Performa is called for from the beneficiary societies during implementation of the sanctioned projects.

6.10.2 These progress reports are examined in detail with particular reference to utilization of funds and physical progress of implementation of the project.

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

Process Output	Periodical Progress Reports
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6.11 Return of Original Documents

Process Input	Source
Receipt of request for return of original documents after repayment of entire loan	Cooperative Societies / State Governments

6.11.1 After repayment of entire loan assistance and interest thereon, the beneficiary societies request for return of original documents viz. FDR/Original title deed of property pledged/mortgaged to the Corporation.

6.11.2 After confirmation of repayment of loan and upto date interest thereon by Finance Division, the original documents are returned to the beneficiary society.

6.12 Reporting

Process Input	Source
Requisition for information	P&C Division/ Finance Division/ Other Divisions of NCDC, DOAC & FW in Ministry of Agriculture & Farmers Welfare, Other departments/ ministries of GOI & State Governments, VIPs & RTI applicants and Internal & External Auditors

6.12.1 Reports in the prescribed Performa are furnished to the Govt. of India /DMI/other concerned agencies.

6.12.2 Information as and when required by Planning and Coordination Division, Finance Division and other Divisions of the Corporation is furnished.

Prepared By:	Reviewed By:	Page 15 of 23
 Chief Director (PDLS)	 QMS Documentation Committee	



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

- 6.12.3 After close of the financial year, Annual Report of the Division is prepared and sent to P&C Division.
- 6.12.4 Providing inputs to DOAC & FW, Ministry of Agriculture & Farmers Welfare for inclusion/modification of inputs relating to policy level changes pertaining to programmes regarding this division.
- 6.12.5 Reports on action plan etc. as required by P&C Division, Finance Division & other Divisions of Corporation.
- 6.12.6 Preparation of replies to parliament questions, VIP references, RTI and Audit queries as and when received.
- 6.12.7 Submission of quarterly Hindi Report in prescribed format; and
- 6.12.8 Compliance to provisions of the Official Language Act, 1963 to promote progressive use of Hindi.

Process Output

Submission of requisite information (statutory/regulatory & others) to the concerned

6.13 Miscellaneous Work

- 6.13.1 Work allocation amongst the Officers and staff of the division, leave application record, posting record and other related administrative issues.
- 6.13.2 Convey the training needs of Officer/Staff to TOPIC Division and also associate in the Training programmes by providing material of the Scheme & case studies and participation as guest faculty.
- 6.13.3 Preparation of Revised Estimated/Budget Estimate in respect of PDLS Division and submit the same to Finance Division.
- 6.13.4 Weeding of records is done as per latest Guidelines as circulated by the General Administration Division.

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DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

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7) PROCESS MEASUREMENTS

S. No.	Process	Measurable Process Indicators (in working days)	Monitoring frequency	Responsibility for Monitoring
1.	Preparation of Agenda (i) Direct funding- DSC/PSC agenda (ii) Through State Govt.- DSC/ISC agenda	Within 15 days of receipt of complete information. If more than 1 proposal is received at the same time, additional 3 days for action on each proposal.	Quarterly	Chief Director
2.	Constitution of Appraisal team	Within 7 days of receipt of minutes of Pre-Screening Committee meeting.	Quarterly	Chief Director
3.	Field appraisal of the Projects	Within 20 days from the date of constitution of appraisal team.	Quarterly	Chief Director
4.	Preparation of appraisal report	Within 15 days of completion of field appraisal.	Quarterly	Chief Director
5.	Preparation of Agenda Note for CSC/ISC meeting.	Within 7 days of receipt of Appraisal report or minutes of PSC meeting. If more than 1 proposal then additional 2 days.	Quarterly	Chief Director
6.	Preparation of Agenda Note for BOM meeting	Within 7 days of receipt of minutes of CSC/ISC meeting. If more than 1 proposal then additional 1 day.	Quarterly	Chief Director
7.	Preparation and submission of draft sanction letter to finance Division for vetting and allotment of Control number	Within 5 days of receipt of minutes of CSC/ISC/BOM meeting.	Quarterly	Chief Director

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PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

8.	Issuance of sanction letter	Within 3 days after allotment of control number by the Finance Division.	Quarterly	Chief Director
9.	Submission of draft release letter to Finance Division	Within 5 days of receipt of request for reimbursement. If more than 1 request then additional 2 days.	Quarterly	Chief Director
10.	Issuance of release letter	Within 3 working days after allotment of control number by the Finance Division	Quarterly	Chief Director
11.	Action on request for validity extension	Within 5 working days of receipt of request. If more than 1 request then additional 1 day.	Quarterly	Chief Director

8) RISK AND OPPORTUNITIES IDENTIFIED

Ref.# Risk Register

9) PROCESS CONTROLS

S.No	Process	Process step	Controls established
1	Generation of proposal	Receipt of proposal from State Govts../UTs/ cooperative societies	1. Norms of NCDC assistance. 2. In case Societies are small in size & operations and are not able to formulate viable projects, the same shall be routed through the State Government or with State Government Guarantee
2	Examination of proposal	Operational obligation of the society	Bye-laws established under State Cooperative Society's Act
		Receipt of relevant information for analysis of operational / financial performance	As prescribed in common loan application form (Annexure-V)
3	Sanction	Appraisal of the proposal	Field appraisal only in case of necessity as decided by PSC / Competent Authority
		Constitution of field appraisal team	Approval from Competent Authority

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PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

		Approval of sanction in case of working capital loans	Latest circular on delegation of powers for sanction of Working Capital (WC) loans (Annexure-VII)
		Approval of sanction in case of term loans / margin money loans	Latest circular on delegation of powers for sanction of term loans except WC loans (Annexure-VIII)
4	Release	Fulfilment of terms & conditions of sanction	Sanction Letter
		Security cover against sanctioned assistance (Direct funding)	Latest guidelines for direct funding issued by Finance Division from time to time
		Legal documentation work (Direct funding)	Empanelled Advocates
5	Reporting	Compliance to statutory/regulatory queries	<ul style="list-style-type: none"> • Official Language Act, 1963 • RTI Act, 2005 • Immediate response to queries

10) DETAILS OF DOCUMENTED INFORMATION RETAINED

Sl. No.	Title	Identification	Location	Maintained By	Retention Period in Years	Disposal
1.	Files for which assistance has been sanctioned & released	Title & File No.	Almirah/rack (as per list Annexed)	Sr. Assistant	8 Years after completion of the project or loan repayment whichever is later.	After digitization weeding out
2.	Files for which sanction of assistance has not taken place.	Title & File No.	Almirah/rack (as per list Annexed)	-do-	3 years	After digitization weeding out
3.	Miscellaneous communication	Title & File No.	Almirah/rack (as per list Annexed)	-do-	5 years	After digitization weeding out

Prepared By:

Chief Director (PDLS)

Reviewed By:

QMS Documentation Committee



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

4.	Policy files	Title & File No.	Almirah/ rack (as per list Annexed)	-do-	Permanent	-
5.	Sanction & release register	Register no.	Almirah/ rack (as per list Annexed)	-do-	Permanent	-
6.	File Register	Register No.	Almirah/ rack (as per list Annexed)	-do-	Permanent	-
7.	Attendance Register	Division Name	Almirah/ rack (as per list Annexed)	-do-	3 Years	weeding out
8.	Dispatch Register	-do-	Almirah/ rack (as per list Annexed)	-do-	5 Years	weeding out
9.	Diary Register	Division Name	Almirah/ rack (as per list Annexed)	-do-	5 Years	weeding out
10.	Guard File	Division Name	Almirah/ rack (as per list Annexed)	-do-	10 Years	After digitization weeding out
11.	File movement Register	Division Name	Almirah/ rack (as per list Annexed)	-do-	5 years	weeding out
12.	Attendant Book	Division Name	Almirah/ rack (as per list Annexed)	-do-	3 Years	weeding out
13.	Parliament Ques., VIP references etc.	Title & File No.	Almirah/ rack (as per list Annexed)	-do-	5 Years	After digitization weeding out

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Page 20 of 23



PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

14.	Customer Feedback/complaints Register	Division Name	Almirah/rack (as per list Annexed)	-do-	5 Years	weeding out
15.	RFD	Title & File No.	Almirah/rack (as per list Annexed)	-do-	3 Years	After digitization weeding out
16.	POA	Title & File No.	Almirah/rack (as per list Annexed)	-do-	5 Years	After digitization weeding out
17.	Annual Report	Title & File No.	Almirah/rack (as per list Annexed)	-do-	5 Years	After digitization weeding out
18.	ISO	Title & File No.	Almirah/rack (as per list Annexed)	-do-	5 Years	After digitization weeding out
19	CAPA File	Title & File No.	Almirah/rack (as per list Annexed)	-do-	5 Years	After digitization weeding out

11) DETAILS OF DOCUMENTED INFORMATION MAINTAINED

S. No.	Title	Identification	Location	Prepared by	Approved by	Revision no.
1.	Common Loan application forms	Title	(Almirah No.1 Rack No. 1 & NCDC Website	Finance Division	MD, NCDC	01
2.	Direct Funding Guidelines	No.NCDC :1-1/90-Budt dated 20.11.2002	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	Finance Division	Board of Management	01

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Chief Director (PDLS)

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PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

3.	Operational Guidelines of Scheme for Development/St rengthening of Agricultural Marketing Infrastructure, Grading and Standardisation	Title	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	DAC&FW	MOA&FW	01
4.	Scheme for Development of Poultry, Dairy & Livestock activities	Circular No. (File No. NCDC:3-5/78-Dairy dated 07.05.2007	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	Division	MD, NCDC	01
5.	Interest rates on NCDC loans	Finance circular No. NCDC:1-1/90-Budt. Dated 06.11.2013	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	Finance Division	MD, NCDC	01
6.	Guidelines for Preservation and Weeding of Official Records	Circular No. NCDC/14-13/80-Admn dated 09.04.1980	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	Administr ation Division	MD, NCDC	01
7.	Delegation of Financial Power	Office Order No. NCDC: 15-2/87-Budt.	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)	Finance Division	MD, NCDC	01

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PROCESS DOCUMENT FOR POULTRY, DAIRY & LIVESTOCK DIVISION

DOC. NUMBER

NCDC/PD(PD&LS)-04

DATE OF ISSUE

01-08-2016

12) REFERENCES:

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

Prepared By:

Chief Director (PDLS)

Reviewed By:

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Approved By:

Managing Director (MD)

Annexure to Process Document for PDLs Division

LIST OF ANNEXURES

Annexure No	Title
I	Division Structure
II	Responsibilities and Authorities
III	Checklist for examination of proposal
IV	Periodical Progress Report format
V	Latest Common Loan Application form including check list
VI	Feedback form
VII	Latest circular on delegation of powers for sanction of Working Capital (WC) Loan
VIII	Latest circular on delegation of powers for sanction of term loans except WC loans
IX	Latest circular on delegation of powers of Regional Offices for sanction of projects
X	Latest POA approved by DAC & FW