



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016



National Cooperative Development Corporation

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




Phone: 011-26962478, 26960796, 26962379, 26569246

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

Process Document for Storage Division

Document ID : NCDC/PD(Stg.)-10

Revision No. : 01

| Prepared By: | Reviewed By: | Approved By: |
|---|--|---|
|  Chief Director (Storage) |  QMS Documentation Committee |  Managing Director (MD) |



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

DOCUMENT CONTROL PAGE

1) REVISION HISTORY

| Revision No. | | RELEASE DATE | AUTHOR | SECTION / PAGE NO. CHANGED | DETAILS OF CHANGES | REVIEWED BY |
|--------------|----|--------------|--------------------------|----------------------------|---|-----------------------------|
| FROM | TO | | | | | |
| -- | 00 | | Chief Director (Storage) | -- | Initial document | |
| 00 | 01 | 01.08.2016 | Chief Director (Storage) | -- | 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 |
| 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 document 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 19 |
| Chief Director (Storage) | QMS Documentation Committee | |



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

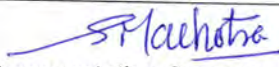
INDEX

| | |
|--|----|
| 1) DIVISION STRUCTURE..... | 4 |
| 2) RESPONSIBILITIES & AUTHORITIES..... | 4 |
| 3) ABBREVIATIONS..... | 4 |
| 4) PURPOSE | 5 |
| 5) SCOPE..... | 5 |
| 6) PROCESS | 6 |
| 7) PROCESS MEASUREMENTS..... | 14 |
| 8) RISK AND OPPORTUNITIES IDENTIFIED | 16 |
| 9) PROCESS CONTROLS..... | 16 |
| 10) DOCUMENTED INFORMATION RETAINED..... | 17 |
| 11) DOCUMENTED INFORMATION MAINTAINED..... | 18 |
| 12) REFERENCES..... | 19 |

Prepared By:


Chief Director (Storage)

Reviewed By:


QMS Documentation Committee

Page 3 of 19

**PROCESS DOCUMENT FOR STORAGE DIVISION****DOC. NUMBER****NCDC/PD(Stg.)-10****DATE OF ISSUE****01-08-2016****1) DIVISION STRUCTURE**


Annexure-I may be referred.

2) RESPONSIBILITIES & AUTHORITIES

Annexure-II may be referred.

3) ABBREVIATIONS

| | |
|----------|---|
| AMI | Agricultural Marketing Infrastructure |
| BOM | Board of Management |
| CSS | Corporation Sponsored Scheme |
| CWC | Central Warehousing Corporation |
| DMI | Directorate of Marketing and Inspection |
| DAC & FW | Department of Agriculture, Cooperation & Farmers Welfare |
| DSC | Divisional Screening Committee |
| FCI | Food Corporation of India |
| FI | Financial Institution |
| ICDP | Integrated Cooperative Development Project |
| ISAM | Integrated Scheme for Agricultural Marketing |
| ISC | Internal Screening Committee |
| GOI | Government of India |
| LAMPS | Large Sized Multi Purpose Cooperative Society |
| NABARD | National Bank for Agriculture and Rural Development |
| NAFED | National Agricultural Cooperative Marketing Federation of India |
| NHB | National Horticulture Board |
| NCDC | National Cooperative Development Corporation |

Prepared By:
Chief Director (Storage)**Reviewed By:**
QMS Documentation Committee

Page 4 of 19



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

| | |
|------|--|
| PACS | Primary Agricultural Cooperative Society |
| P&C | Planning and Coordination |
| PIO | Public Information Officer |
| PSC | Pre Screening Committee |
| ISAC | Integrated Scheme for Agricultural Cooperation. |
| RO | Regional Office |
| RTI | Right to Information |
| SRDB | Sanction Release Data Base |
| WDRA | Warehousing Development and Regulatory Authority |

4) PURPOSE

To provide needful and timely financial assistance and advice to State Govt. / Cooperatives for construction & repair/ renovation of godowns in cooperative sector and business development of Cooperatives.

5) SCOPE

To identify and sanction financial assistance for construction/renovation of godowns and business development of Cooperatives through State Government/ directly.

| Scheme | Purpose |
|---|--|
| Central Sector Integrated Scheme on Agriculture Marketing (ISAM) (Term loan & Subsidy) | Construction & repair/ renovation of godowns |
| Central Sector Integrated Scheme on Agriculture Cooperation (ISAC) (Term loan & Subsidy) | Construction & repair/ renovation of godowns |
| Corporation Sponsored Scheme (CSS) (Term loan only) | Construction & repair/ renovation of godowns |
| Margin Money (Term loan & Subsidy) and working Capital Assistance (loan) | Business Development. |

Prepared By:

Reviewed By:

Chief Director (Storage)

QMS Documentation Committee

Page 5 of 19



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

6) PROCESS

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 |

6.1.1) Yearly targets are prepared by the Division in the form of POA in consultation with RDs/Societies/State Govt. The same are sent to P&C Division. P&C Division in consultation with Finance Division & based on overall targets set by the Corporation, finalizes the POA for the division.

| | |
|----------------|--|
| Process Output | Finalised Programme Outlay along with physical & financial targets |
|----------------|--|


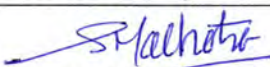
6.2) Generation of proposals

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

6.2.1) The schemes of the Storage 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) On receipt of the proposal from State Government/Cooperative Society, it is diarized in the Division.

| | |
|----------------|---------------------|
| Process Output | Receipt of proposal |
|----------------|---------------------|

| | | |
|---|---|--------------|
| Prepared By: | Reviewed By: | Page 6 of 19 |
|  Chief Director (Storage) |  QMS Documentation Committee | |



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016



6.3) Examination of Proposal

| Process Input | Source |
|---------------------|--|
| Receipt of proposal | Cooperative Societies/State Government |

6.3.1) General Information

- 6.3.1.1 Proposal is from Registered Cooperative Society.
- 6.3.1.2 The proposal is in the prescribed format (Loan application Form) of the Corporation.
- 6.3.1.3 All the columns are filled in with the requisite information.
- 6.3.1.4 Last 3 year's Trading, Profit and Loss Accounts and Balance Sheet at the close of last 3 years are enclosed with the proposal.
- 6.3.1.5 The accounts are audited as per statutory requirement.
- 6.3.1.6 The Board of Management is elected or nominated.
- 6.3.1.7 Period for which assistance is sought.
- 6.3.1.8 Past performance of the Society in repayment of loans and interest thereon to NCDC/Banks / Other Financial institutions.
- 6.3.1.9 In case of assistance through State Govt., Specific Recommendation of the Govt. for the assistance sought indicating concurrence of Finance Department.
- 6.3.1.10 In case of Direct Funding, Society meets the norms of direct funding as contained in the NCDC's Schematic pattern of assistance. Relaxation in direct funding norms may be considered on merits on case to case basis.
- 6.3.1.11 In case of Direct Funding, Society has not defaulted in repayment to any FI/Banks/NCDC. In case defaulted, details thereof.
- 6.3.1.12 In case of Direct Funding, security proposed to be provided by the society for securing financial assistance.
- 6.3.1.13 In case of Direct Funding, outstanding Balance against the previous assistance and adequacy of total security available there against (including security provided earlier).
- 6.3.1.14 In case of shortfall, additional security will be called for.
- 6.3.1.15 In case the proposal is not received in prescribed format or there is any deficiency of necessary information, clarification is obtained through letters/over telephone/e-mail/fax etc. to facilitate early receipt of information and examination of the proposal.
- 6.3.1.16 Proposals, only after receipt of all the relevant information, are entered in the SRDB (Sanction Release Data Base) System existing in the Corporation.

| Process Output | Entry of proposal in SRDB system |
|----------------|----------------------------------|
|----------------|----------------------------------|

| Prepared By: | Reviewed By: | |
|---|---|--------------|
|  Chief Director (Storage) |  QMS Documentation Committee | Page 7 of 19 |



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

6.3.2 Scheme related information:

6.3.2.1 Construction/Renovation of godowns.

6.3.2.1 Justification for construction of proposed godown

6.3.2.2 The society has acquired/has sufficient land for construction of proposed godown.

6.3.2.3 The society has obtained permission of local Authorities for construction of godown.

6.3.2.4 Site plan & Drawings of the godown clearly indicating length, breadth and height of the godown are furnished.

6.3.2.5 Detailed estimate of the godown based on CPWD/PWD schedule of rates prepared by reputed Architect / Engineer has been furnished.

6.3.2.6 Arrangement for society's contribution.

6.3.2.7 The location of proposed godown is outside the limits of Municipal Corporation Area (in case of assistance under AMI).

6.3.2.8 Economic viability of the project

6.3.3 Margin Money/Working Capital

6.3.3.1 Sources from where the working capital / Margin Money requirement was met during last 3 years.

6.3.3.2 Commodity wise Business Turnover of the society over last three years.

6.3.3.3 Targets and business turnover of the society for next two years.

6.3.3.4 Whether targets set by the society are achievable, keeping in the view previous year's achievements.

6.3.3.5 Commodity wise likely rotations in a financial year OR

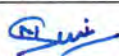

Commodity wise Closing stock in terms of quantity & value at the end of each month over last three years and estimated figures for next two years.

6.3.3.6 Assessment of Working capital/ Margin money required for achieving the set targets.

6.4 Sanction Process

| Process Input | Source |
|----------------------------------|---|
| Entry of proposal in SRDB system | Proposal details from Cooperative Societies / State Governments |

6.4.1 Proposal Number is generated in SRDB system and print out of the same is kept in the file.

| Prepared By: | Reviewed By: | Page 8 of 19 |
|---|---|--------------|
|  Chief Director (Storage) |  QMS Documentation Committee | |



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10


DATE OF ISSUE

01-08-2016

- 6.4.2 After preliminary scrutiny, the proposal for sanction of assistance above Rs.80.00 lakh and up to Rs.1.00 crore is placed before DSC. Based on recommendation of DSC, the proposal is sanctioned / further examined. On approval of DSC, sanction letter is prepared and put up for allotment of control number by Finance Division.
- 6.4.3 The proposal for sanction of assistance more than Rs 1.00 crore is placed before PSC (in case of direct funding). Based on recommendation of PSC, the proposal is Desk appraised / Field appraised. The proposal through State Govt., is desk appraised/field appraised (without requirement of consideration by PSC). In case, the proposal is found fit for consideration by the Division, the same is placed before ISC/ CSC (as may be the case) for consideration.
- 6.4.4 For financial assistance more than Rs. 1.00 crore and Upto Rs. 5.00 crore, after approval of ISC/ CSC, sanction letter is prepared and put up for allotment of Control Number by Finance Division.
- 6.4.5 In case the proposal is for assistance more than Rs.5.00 crore, after recommendation of ISC, agenda is prepared for placing the proposal before Board of Management. On approval of BOM, draft sanction letter is prepared for allotment of Control Number by Finance Division.
- 6.4.6 After allotment of Finance Control Number, sanction letter containing details of financial assistance including pattern of assistance, schedule for release of assistance, period of loan, validity of sanction etc., and other terms and conditions is issued.
- 6.4.7 In case of direct funding, formats for legal documents viz. Resolution to be passed by the society for availing sanctioned assistance, loan agreement and other concerned documents are sent along with the sanction letter to the concerned beneficiary.
- 6.4.8 Legal documentation work is done by empanelled Advocates at the concerned Regional Office (RO) or at Head Office (HO) as per convenience of the society. After proper execution, original legal documents are kept in safe custody at RO/HO, as may be the case.
- 6.4.9 The Regional Directors are delegated powers to sanction projects having project cost as per latest HO circular issued by the Finance Division. The projects are required to be approved by Regional Screening Committee, after which sanction letter is issued by RD.

Prepared By:

Reviewed By:


Chief Director (Storage)


QMS Documentation Committee

Page 9 of 19



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

- 6.4.10 If validity of sanction expires due to unavoidable reasons, the same is extended on the request of the beneficiary.

| | |
|----------------|----------------|
| Process Output | Sanction order |
|----------------|----------------|

6.5) Rejection Process/ De-Sanction (wherever applicable)

| Process Input | Source |
|--|---|
| If received proposal does not meet the criteria for sanction of financial assistance/ Non compliance of terms & conditions of sanction | Sanction order and Scheme/Guidelines for providing financial assistance |

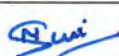
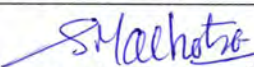
- 6.5.1 If proposal does not qualify for financial assistance from NCDC, it is rejected after approval of the competent authority and decision is communicated to the concerned.
- 6.5.2 Unutilized amount, if any, is de-sanctioned after obtaining due approval of competent authority.
- 6.5.3 If the project does not take off due to any reason, the assistance sanctioned is de-sanctioned after approval of competent authority.
- 6.5.4 After allotment of Finance Control No., de-sanction letter containing details of financial assistance is issued.

| | |
|----------------|-------------------------------|
| Process Output | Desanction / Rejection letter |
|----------------|-------------------------------|

6.6) Reimbursement / Release of sanctioned assistance

| Process Input | Source |
|---|---|
| Legal Documentation (Direct funding) & Proposal for release | Cooperative Societies / State Governments |

- 6.6.1 Proposal for reimbursement/ release of sanctioned assistance are received from the concerned State Govt./directly from society, as the case may be and the same are examined in the Division.

| | | |
|---|--|---------------|
| Prepared By: | Reviewed By: | Page 10 of 19 |
|  Chief Director (Storage) |  QMS Documentation Committee | |



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016


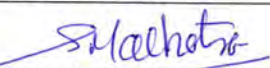
- 6.6.2 Draft letter for reimbursement/release of eligible assistance to the State Govt./ society as the case may be, is prepared and put up to the Finance Division for approval and allotment of Finance Control number by Budget Cell. After approval of the letter for reimbursement/ release of assistance and allotment of Finance Control number, the fair letter is prepared and ink-signed copy of the same is submitted to the Finance Division along with required number of copies for release of assistance.
- 6.6.3 In case the proposal is for assistance above the prescribed ceiling limit of Regional Office, the Regional Directors send copies of the Deeds / documents executed by the beneficiary to the Division in HO 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 (Value of assets to be mortgaged to NCDC as security against the loan should have adequate security margin as prescribed in latest guidelines for direct funding) and the request of the society for release of assistance before submission of draft release letter for approval and allotment of Control number to Finance Division.
- 6.6.4 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.
- 6.6.5 Registers containing details of sanction/release of assistance are also maintained in the Division.

| | |
|----------------|----------------|
| Process Output | Release letter |
|----------------|----------------|

6.7) Monitoring of sanctioned Projects

| Process Input | Source |
|---|---------------------------------|
| Terms & conditions of sanction/ release | Sanction order / Release letter |

- 6.7.1 By Field visits to the societies implementing the sanctioned projects, as and when required by Regional Directorate/ Head office

| | | |
|---|---|---------------|
| Prepared By: | Reviewed By: | Page 11 of 19 |
|  Chief Director (Storage) |  QMS Documentation Committee | |



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

- 6.7.2 In case of infrastructure project, at the time of release of final installment based on progress of work and details of expenditure incurred as certified by engineer and CA respectively.

| | |
|----------------|-----------------------------|
| Process Output | Periodical Progress Reports |
|----------------|-----------------------------|

6.8) Return of original documents

| Process Input | Source |
|---|-----------------------|
| Receipt of request after repayment of entire loan | Cooperative Societies |



- 6.8.1 In case of direct funding, after repayment of entire loan assistance and interest thereon, the beneficiary societies request for return of original document viz. FDR/Original title deed of property pledged/mortgaged to the Corporation. After confirmation of repayment of loan and upto date interest thereon from Finance Division, the original documents are returned to the beneficiary society.

| | |
|----------------|--|
| Process Output | Return of original documents to the beneficiary society. |
|----------------|--|

6.9) Reporting

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

- 6.9.1 Reports in the prescribed proforma are furnished to the Govt. of India /DMI/other concerned agencies.
- 6.9.2 Information as and when required by Plan and Coordination, Finance Division and other Divisions of the Corporation is furnished.

| | | |
|---|---|---------------|
| Prepared By: | Reviewed By: | |
|  Chief Director (Storage) |  QMS Documentation Committee | Page 12 of 19 |



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

- | | |
|-------|--|
| 6.9.3 | After close of the financial year, Annual Report of the Division is prepared and sent to P&C Division. |
| 6.9.4 | Providing inputs to DAC & FW, Ministry of Agriculture & Farmers Welfare for inclusion/modification of inputs relating to policy level changes pertaining to programmes regarding the Division. |
| 6.9.5 | Preparation of replies to parliament questions, VIP references, RTI and Audit queries as and when received. |
| 6.9.6 | Submission of quarterly Hindi Reports in prescribed format; and |
| 6.9.7 | Compliance to provision of the Official Language Act, 1963 to promote progressive use of Hindi. |

Process Output

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

Prepared By:

Reviewed By:


Chief Director (Storage)


QMS Documentation Committee

Page 13 of 19



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

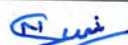
DATE OF ISSUE

01-08-2016

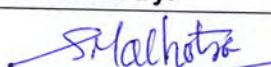
7) PROCESS MEASUREMENTS

| S.No | Processes | Measurable process indicators (Working days) | Monitoring frequency | Frequency monitored by |
|------|--|---|--|------------------------------|
| 1. | Proposals (completed in all respect) for sanction of financial assistance. | <ol style="list-style-type: none"> 1. a) Preparing PSC agenda item (in case of Direct funding) <ul style="list-style-type: none"> • within 21 days after receipts of the proposal complete in all respects. b) Examination on file (in case received through State Government) <ul style="list-style-type: none"> • Within 21 days after receipts of the proposal complete in all respects. 2. Field Appraisal, if required (within 21days of decision in this regard). 3. Prepareing Agenda for DSC/ISC/CSC (within 21 days of decision in this regard). 4. Preparing BOM agenda item (within 7 days after decision of ISC/CSC). 6. Preparing sanction letter (within 7 days of approval of DSC/ ISC/ BOM) 7. Issuance of sanction letter (within 7 days after approval of Finance Division). | <p>Quarterly</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> | Chief Director |

Prepared By:


Chief Director (Storage)

Reviewed By:


QMS Documentation Committee

Page 14 of 19



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

| S.No | Processes | Measurable indicators* | Monitoring frequency | Frequency monitored by |
|------|--|---|----------------------|------------------------|
| 2. | Reimbursement/release of sanctioned assistance | 1.Examination of proposal (within 14 days after receipt of complete information). 2.Issuance of release Letter (within 7 days after approval of Finance Division). | Quarterly | Chief Director |
| 3. | De-sanction | 1. Examination of proposal (within 14 days after receipt of complete information). 2. Issuance of letter (within 7 days after approval of Finance Division). | -do- | -do- |
| 4. | Validity extension of sanction | 1.Putting up of Draft letter extending the validity of the sanction • within 7 days of receipt of the request or while processing release of assistance. 2. Issue of letter extending validity • within 7 days after receipt of approval of the draft validity extension/release letter (as is the case) . | -do- | -do |
| 5. | Monitoring of sanctioned projects | At the time of release of final installment based on progress of work and details of expenditure incurred as certified by engineer and CA (in case of infrastructure projects) | Quarterly | Chief Director |

Prepared By:

[Signature]
Chief Director (Storage)

Reviewed By:

[Signature]
QMS Documentation Committee

Page 15 of 19



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

| | | | | |
|----|---|--|------|-----|
| 6. | Return of original documents of properties & assets, mortgaged/pledged as security for NCDC's financial assistance and issue of No Dues certificate | After repayment of entire released assistance • within 21 days after receipt of request | -do- | -do |
|----|---|--|------|-----|

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 | Schemes of NCDC |
| 2 | Examination of proposal | Operational obligation of the society | Bye-laws established under State Cooperative Societies Act |
| | | Receipt of relevant information for analysis of operational / financial performance | As prescribed in common loan application form (Annexure-XI) |
| 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 |
| | | Approval of sanction | Upto Rs.1 crore in DSC, more than Rs.1 crore upto Rs.5 crore in ISC/CSC(as may be the case) and more than Rs.5 crore by BOM after clearance of ISC/CSC |

Prepared By:

[Signature]
Chief Director (Storage)

Reviewed By:

[Signature]
QMS Documentation Committee

Page 16 of 19



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

| | | | |
|---|-----------|---|---|
| 4 | Release | 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, 1963RTI ActImmediate response to queries |

10) DOCUMENTED INFORMATION RETAINED

| S. No | Title | Identification | Location | Maintained By | Retention Period in Years | Disposition |
|-------|------------------------------|----------------------|---------------------|---------------|--|------------------------------|
| 1 | File Register | By Title | Rack | Jr. Assistant | 5 years | As per weeding out procedure |
| 2 | Diary Register | -Do- | Rack | -do- | 3 years | -Do- |
| 3 | Dispatch Register | -Do- | Rack | -do- | 3 years | -Do- |
| 4 | Files for States / Proposals | As per file register | Almirah-I, II & III | PO | 10 years or till repayment of loan whichever is later. | -Do- |
| 5 | Files for Schemes | As per file register | Almirah-I | PO | 10 years or till repayment of loan whichever is later. | -Do- |
| 6 | Process Measurement Register | By Title | Almirah-I | Jr. Assistant | 1 year | -Do- |

Prepared By:


Chief Director (Storage)

Reviewed By:


QMS Documentation Committee

Page 17 of 19



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

| | | | | | | |
|----|--------------------------------|----------|------------|-----------------------------|------------|------|
| 7 | Weeding/ Recording Register | By Title | Almirah-IV | Jr. Assistant | Permamnent | -Do- |
| 8 | Hindi Record | By Title | Almirah-I | Jr. Assistant | 1 year | Do- |
| 9 | Peon Book | -Do- | Rack | Jr. Assistant | 5 year | -Do- |
| 10 | Attendance Register | -Do- | Rack | PS to Dir(I) & Dir. (II) | 3 year | Do- |
| 11 | File Movement Register | By Title | Rack | PS to CD | 1 year | -Do- |

11) DOCUMENTED INFORMATION MAINTAINED

| S.N. | Title | Identification | Location | Prepare d by | Approved by | Revision no. |
|------|---|-------------------------|---|----------------------------|------------------------|-----------------|
| 1 | Common Loan Application Form | Circular | <ul style="list-style-type: none"> On NCDC website www.ncdc.in Almirah-I | Finance/ PR Division | Board of Management | 00 |
| 2 | Scheme | Circulars/ Pamphlets | <ul style="list-style-type: none"> On NCDC website www.ncdc.in Almirah-I | Division | Board of Management | 00 |
| 3 | Schematic Pattern of assistance | Circulars/ Pamphlets | <ul style="list-style-type: none"> On NCDC website www.ncdc.in Almirah-I | PR Division | Board of Management | 00 |
| 4 | Guidelines/ Circulars | Circulars/ Pamphlets | <ul style="list-style-type: none"> Almirah-I | Division | Board of Management | 00 |
| 5 | Guidelines for Direct Funding documentation | Booklet | <ul style="list-style-type: none"> NCDC website www.ncdc.in | Finance Division | Board of Management | 00 |
| 6 | Guidelines – AMI sub Scheme of ISAM | Booklet | <ul style="list-style-type: none"> Almirah-I | DMI | DMI, DAC | 00 |
| 7 | Guidelines -ISAC | Booklet | <ul style="list-style-type: none"> Almirah-I | DAC | DAC | 00 |
| 8 | Scheme Circular | Circular | <ul style="list-style-type: none"> Almirah-I | Division | Division | 00 |

Prepared By:

[Signature]
Chief Director (Storage)

Reviewed By:

[Signature]
QMS Documentation Committee

Page 18 of 19



PROCESS DOCUMENT FOR STORAGE DIVISION

DOC. NUMBER

NCDC/PD(Stg.)-10

DATE OF ISSUE

01-08-2016

| | | | | | | |
|----|--|--|--|------|----------|----|
| 9 | Format for Monthly Progress Report (DMI-DAC) | F.No.NCDC 36-1/2014-Stg.& No.NCDC 48-2/2014-Stg. | • Almirah-I | DMI | DMI, DAC | 00 |
| 10 | WDRA application forms/ Guidelines | WDRA Policy file(No.NCDC:48-1/2010-Stg.) | • On WDRA website. www.wdra.nic.in • Almirah-IV | WDRA | WDRA | 00 |

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; and
- Schemes/ Guidelines issued by concerned Ministries/GOI from time to time.
- NCDC's schemes/ Schematic pattern of assistance;
- NCDC's latest circular on delegation of financial and administrative powers.

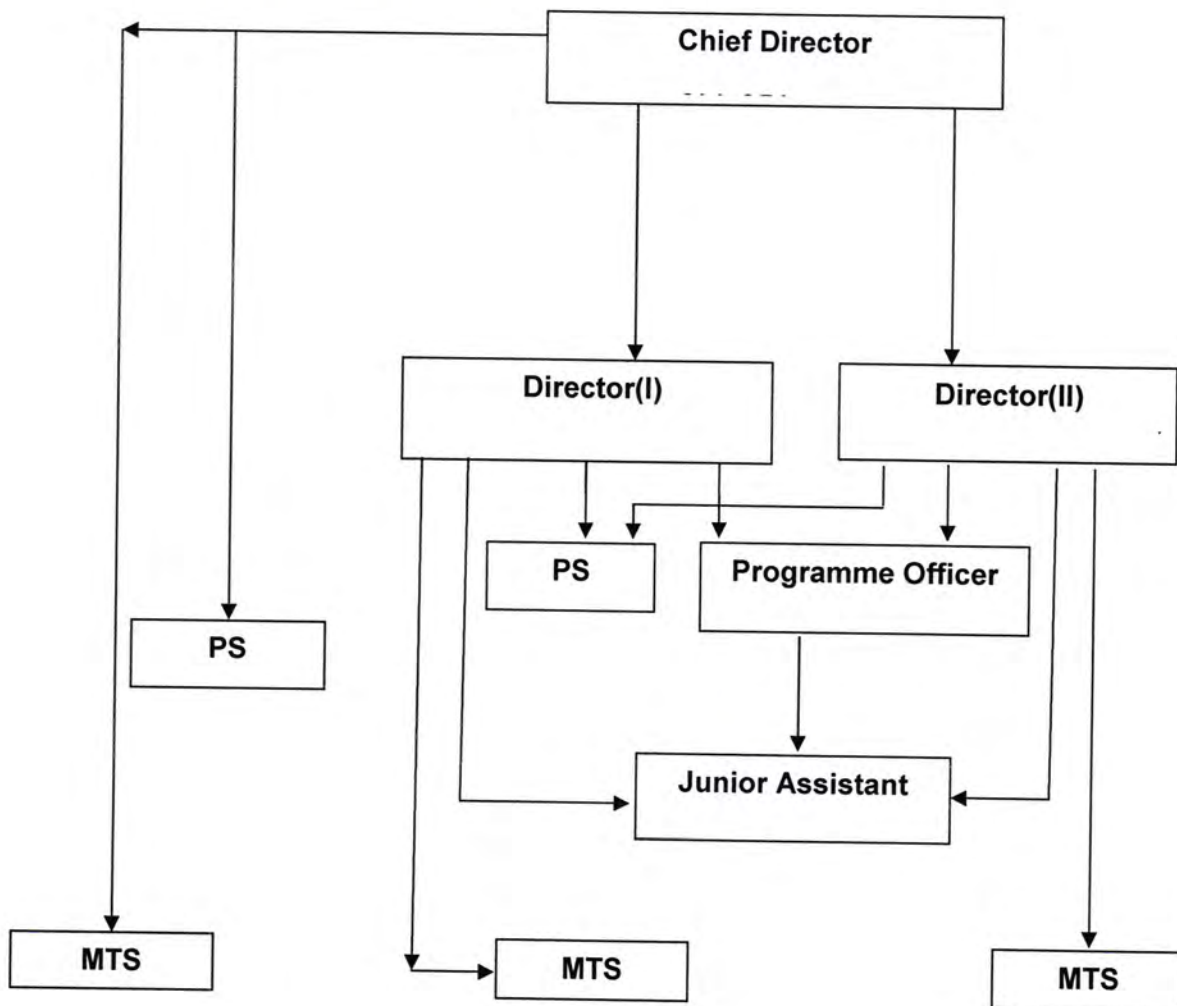
| Prepared By: | Reviewed By: | Approved By: | |
|------------------------------|---------------------------------|----------------------------|---------------|
| Chief Director (Storage) | QMS Documentation Committee | Managing Director (MD) | Page 19 of 19 |

ANNEXURES TO NCDC/PD(Stg.)-10

LIST OF ANNEXURES

| Annexure No | Title |
|-------------|---|
| I | Division Structure |
| II | Responsibilities and Authorities |
| III & IV | Latest Scheme Circulars |
| V | CSISAC scheme Circular |
| VI | Monthly Progress Reports to DMI DAC & FW. |

1. DIVISION STRUCTURE (STORAGE DIVISION) (As on 01.08.2016)



2. RESPONSIBILITIES & AUTHORITIES

| Designation | Responsibilities | Authorities |
|--------------------|--|--|
| Chief Director | <ul style="list-style-type: none">• Overall management of entire functions of the Division.• Coordination with all concerned relating to activities of the Division.• Forwarding through proper channel the requests to the competent authority for approvals beyond delegated powers.• Planning and Policy Matters• Act as designated PIO under RTI Act. 2005 for the Division.• Handling customer enquires complaints and feedback.• Replies to Parliament Questions, VIP References and Audit queries.• Attending meetings of DMI DAC, WDRA etc. regarding Division's programmes/activities.• Issue of WDRA Accreditation Certificate for warehouses. | <ul style="list-style-type: none">(i) Allocate work among officers & staff of the Division.(ii) Sanction/recommend leave of officers & staff.(iii) Nodal officer of NCDC for Accreditation of warehouses . |
| Director(I) | <ul style="list-style-type: none">• In respect of States allotted:-<ul style="list-style-type: none">➤ All schemes/works relating to Storage programmes.➤ Attending VIP references / Parliament questions / Audit queries.➤ Processing & providing timely reply to the information sought under RTI Act 2005.• Attending to work related to WDRA.• Monitoring punctuality, discipline of Storage Division.• Preparation of Annual Report/ Programme of Activities of the Division.• Attending any other work assigned from time to time | <ul style="list-style-type: none">• Sanction/recommend leave of officers & staff.• To examine the issues pertaining to the work assigned and recommend suitable course of action to the reporting officer. |
| Director (II) | <ul style="list-style-type: none">• In respect of States allotted:-<ul style="list-style-type: none">➤ All schemes/works relating to Storage programmes➤ Attending VIP references / Parliament questions / | <ul style="list-style-type: none">• To examine the issues pertaining to the work assigned and recommend |

| | | |
|-------------------|---|---|
| | <p>Audit queries.</p> <ul style="list-style-type: none"> ➤ Processing & providing timely reply to the information sought under RTI Act 2005. <ul style="list-style-type: none"> • Attending to work related to ISO. • Preparation of important policy circulars. • Attending any other work assigned from time to time. | suitable course of action to the reporting officer. |
| PS | <ul style="list-style-type: none"> • Assisting Dir(I) and Dir(II) • Taking dictation, typing letters and arranging schedule of activities of the reporting officer. • Make, receive telephone calls. • Maintain file movement register. • Attending official guests. • Attending any other work assigned from time to time. | <ul style="list-style-type: none"> • Need based support to the officer as assigned from time to time. |
| Programme Officer | <ul style="list-style-type: none"> • Implementation and monitoring of Storage programme • Processing & providing timely reply to the information sought under RTI Act 2005. • Attending VIP references / Parliament questions / Audit queries. • Preparation of Annual Report/ Programme of Activities of the Division. • All matters relating to AMI & CSISAC Scheme. • Preparation of sanction/release/ de-sanction letters. • Preparation of Important Policy Circulars. • Correspondence with DMI/DAC/WDRA/ Other Ministries. • Reconciliation of spillover position, as compilation of statement of sanction/release in respect of all matters relating to SRDB • Preparation/submission of various monthly, periodic report (viz. Hindi, RFD, DAC grant requisition, DMI etc.) • Attending to work relating to WDRA. • Attending any other work assigned from time to time. | <ul style="list-style-type: none"> • To examine the issues pertaining to the work assigned and recommend suitable course of action to the reporting officer. |

| | | |
|------------------|--|--|
| Junior Assistant | <ul style="list-style-type: none"> • Opening new files, registers etc. • Maintenance of records of proposals received/pending. • Making entries and taking out statements from SRDB system. • Handling/maintaining files, registers, book, agenda, records etc. • Attend diary, dispatch work of the Division. • Attending any other work assigned from time to time. | <ul style="list-style-type: none"> • Need based support to the officer as assigned from time to time. |
| MTS | <ul style="list-style-type: none"> • Moving files from one officer to another. • Carrying out Photocopy and making sets of documents. • Delivery of approved information to other Divisions. • Distribution of circulars and other documents to concerned Divisions. • Delivery of dak in R&I section. • Attending bells of superiors and serving of tea/coffee/water to officials and visitors. • Attending any other work assigned from time to time. | <ul style="list-style-type: none"> • Need base access to files and records. |

Golden Jubilee Year

राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(STORAGE DIVISION)

+++++



Tel. Direct: 011- 26515164 / 26515347
PABX: 011-26567475 / 26563105.
Fax : 011- 26602568 / 26516032
Email hasan@ncdc.in

4 - Siri Institutional Area, Hauz Khas,
New Delhi 110016.
Website: <http://ncdc.in>

No.NCDC:36-1/2001-Stg.

Dated:15.07.2013

To

The Secretaries In charge of Cooperation,
All States/U.T's

Sub: Schemes being implemented by NCDC for Construction, Renovation &
Repair of Storage Godowns and Business Development.

Sir,

As you are aware, National Co-operative Development Corporation (NCDC) is assisting all types of cooperative societies including primaries for construction of godowns and repair/renovation/expansion of existing rural godowns under the following schemes

- a. Gramin Bhandaran Yojana
- b. Restructured Central Sector Scheme
- c. Corporation Sponsored Scheme

1. Gramin Bhandaran Yojana (GBY)

This scheme introduced by the Govt. of India, Ministry of Agriculture, Department of Agriculture & Co-operation is a Capital Investment Subsidy Scheme for construction / renovation / expansion of rural godowns

As per revision of the scheme effective from 8.7.2013, construction of 'Silos' has been included as eligible category for assistance prescribed under the scheme subject to the following conditions:-

- (a) Eligible cost norms for computing subsidy for silos may be kept same as for the other godowns to ensure that same capacity is created by use of same amount of subsidy.
- (b) The overall ceiling for capacity creation and subsidy for silos shall be kept at 25% of yearly budget of the scheme in order to restrict funds and make available for godowns.

NCDC is one of the implementing agencies to provide funds to the cooperative societies. Under GBY, 33.33% subsidy is available for North Eastern, Hilly areas, Women & SC/ST Cooperatives and 25% subsidy is available for other areas. Term loan assistance is provided by NCDC under the Corporation Sponsored Scheme.

1.1 Pattern of Funding under GBY

- A. For cooperatives located in the States/Areas other than North East / Hilly Areas and projects not belonging to women farmers/ SC /ST / their SHGs Cooperatives.

| From NCDC to State Government | | From State Government to society | | Direct Funding | |
|-------------------------------|-----|----------------------------------|-----|----------------|-----|
| Term Loan | 65% | Term Loan | 50% | Loan | 50% |
| Subsidy | 25% | Share capital | 15% | Subsidy | 25% |
| | | Subsidy | 25% | Society share | 25% |
| | | Society share | 10% | | |

- B. For cooperatives located in North East States / Hilly Areas / and projects belonging to Women farmers / SC/ ST /their SHGs cooperatives.

| From NCDC to State Government | | From State Government to society | | Direct Funding | |
|-------------------------------|--------|----------------------------------|--------|----------------|--------|
| Term Loan | 56.67% | Term Loan | 50.00% | Loan | 46.67% |
| Subsidy | 33.33% | Share capital | 06.67% | Subsidy | 33.33% |
| | | Subsidy | 33.33% | Society share | 20.00% |
| | | Society share | 10.00% | | |

NB1: Subsidy subject to availability from Govt. of India; otherwise, equivalent loan from NCDC will be provided.

NB2: Hilly areas – Height of more than 1000m above Mean Sea Level.

1.2 The required term loan is funded by NCDC from its own resources. The minimum period of term loan is 5 year.

1.3 Capital cost of the project for the purpose of subsidy under the scheme has been revised w.e.f 20.10.2011 as under:

- a) **For godowns upto 1000 MT capacity** : Project cost as appraised by NCDC or actual cost or Rs.3500 per MT of storage capacity, whichever is lower.
- b) **For godowns exceeding 1000 MT capacity**: Project cost as appraised by NCDC or actual cost or Rs.3000 per MT of storage capacity, whichever is lower. For NE region/hilly areas, normative cost will be Rs.4000 per MT or as appraised by NCDC, whichever is lower.

In case of cooperatives, there is no restriction on subsidy admissible with regard to the capacity of the godown.

c) **For repair & renovation of godowns by cooperatives with assistance from NCDC:**

Project cost as appraised by NCDC or actual cost or Rs.750 per MT of storage capacity, whichever is lower.

1.4 **Size:** Subsidy under this scheme shall be limited to the minimum capacity of 25 MT for North Eastern States and Hilly areas and 50 MT for all other areas.

1.5 No maximum ceiling on subsidy in the case of projects of rural godowns of cooperatives assisted by NCDC

1.6 **Other conditions:**

- a) Godown locations to be outside the limits of Municipal Corporation area.
- b) Rural godown shall conform to technical specifications relating to implementation of the negotiable Warehouse Receipt System (NWRS) vis-a-vis norms set out for accreditation /registration of godowns by the Warehousing Development & Regulatory Authority (WDRA).
- c) Godowns built under the Scheme shall be structurally sound on account of engineering considerations and functionally suitable to store agricultural produce. To ensure scientific construction and operation of rural godowns, entrepreneurs will be required to obtain license from State Warehousing Corporations to operate such godowns under State Warehousing Act.
- d) Assistance under the Scheme will be available on capital cost of construction of godown only, including allied facilities like consumer coop., agri-clinics, weighing, grading, packaging, quality certification, warehousing etc. to meet various requirements of farmers.

- e) Farmers keeping their produce in godowns will be eligible to avail pledge loan on hypothecation of their produce. Terms and conditions governing pledge loans viz. margin, rate of interest, period of pledge, amount etc. will be as per guidelines issued by RBI/ NABARD and as per normal banking practices followed by financial institutions.

- f) Capacity of godowns shall be calculated @ 0.4 MT per cu.mtr.

Note: The detailed operational guidelines of Gramin Bhandam Yojana are given on the website agmarknet.nic.in.

2. Restructured Central Sector Scheme (RCSS) & Corporation Sponsored Scheme

RCSS was introduced by the Govt. of India, Ministry of Agriculture, Department of Agriculture and Cooperation. Under this scheme subsidy of 20% & 25% is available in cooperatively under developed states /UT's and cooperatively least developed states/UT's respectively. Term loan assistance is provided by NCDC under Corporation Sponsored Scheme.

Pattern of funding under the Corporation Sponsored and Restructured Central Sector Scheme:

a) For Infrastructure / Storage

| Developed States/UT's | | | Under Developed States/UTs* | | | Least Developed States/UTs** | | |
|--------------------------|-----------------------------|----------------|-----------------------------|---------------------------------|-----------------------|------------------------------|---------------------------------|----------------------|
| From NCDC to State Govt. | From State Govt. to society | Direct Funding | From NCDC to State Govt. | From State Govt. to society | Direct Funding | From NCDC to State Govt. | From Govt. to Society | Direct Funding |
| Loan-90% | Loan-50% SC. -40% | Loan-65% | Loan-70% Sub-20% # | Loan-50% SC-20% Sub-20% # | Loan-50% Sub-20% # | Loan-70% Sub-25% # | Loan-50% SC-20% Sub-25% # | Loan -50% Sub-25% |
| Members' contribution | 10% | 35% | | 10% | 30% | | 5% | 25% |

NB: The State Govts./U.Ts. may provide additional subsidy from their own resources if they so desire, over and above the subsidy being provided by the Central Government under the scheme, for construction of godowns by cooperatives, with the condition that the societies/PACS contribution to the project shall be land on which the godown would be constructed and any escalation in the cost of the project approved thereof shall be borne by the society.

b) Business Development

Under the schemes of business development being implemented by the Corporation the societies may avail margin money/ working capital assistance for expansion of their business as per the following pattern of assistance

| Activity | Developed States | | | * Under Developed States | | | ** Least developed States | | |
|-----------------|------------------------------------|------------------------|----------------|--------------------------|--|----------------------|---------------------------|--|----------------------|
| | NCDC to State Govt. | State Govt. to society | Direct Funding | NCDC to State Govt. | State Govt. to society | Direct Funding | NCDC to State Govt. | State Govt. to society | Direct Funding |
| Margin money | Loan for availing bank credit 100% | Loan or share capital | Loan 100% | Loan 80% Sub# 20% | Loan or Share capital 80% Sub # 20% | Loan 80% Sub# 20% | Loan 75% Sub# 25% | Loan or Share capital 75% Sub # 25% | Loan 75% Sub# 25% |
| Working capital | Loan as per requirement 100% | Loan 100% | Loan | Loan as per requirement | Loan | Loan | Loan | Loan | Loan |

Subsidy subject to availability from Govt. of India, otherwise , equivalent loan from NCDC

* Cooperatively Under Developed States :

Andhra Pradesh, Chhatisgarh, Goa, Himachal Pradesh, Madhya Pradesh, Orissa, Rajasthan, Uttar Pradesh, Uttarakhand, West Bengal, Union territories of A&N Island, Lakshdweep,

** Cooperatively Least Developed States:

Arunachal Pradesh, Assam, Bihar, Jharkhand, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura.

3. Direct Funding

NCDC, besides providing assistance to cooperatives through State governments also extends financial assistance directly to the cooperatives fulfilling the norms of direct funding of NCDC as under:

- The society should be in operation for not less than three years.
- The society should have positive net-worth, not less than 100% of paid up share capital i.e. there should be no erosion in the paid up share capital.
- The society should not have any cash losses during last three years and there should be net profit in at least two of previous three years.
- The debt equity ratio will normally be 65:35, depending on economic viability of the project.

- v) Value of assets to be mortgaged to NCDC as security against the loans should have adequate security margin, normally not less than 1.5 times. Shortfall in the security may be made good by way of guarantee of a scheduled bank or an FDR endorsed in favour of NCDC).
- vi) Working capital loans to cooperative societies/ federations may be secured by hypothecation of stocks/ debtors/ other assets, keeping a minimum margin of 20%. If considered necessary, NCDC may ask for additional security of first or second charge on the fixed assets.
- vii) If considered necessary, the society may be asked to open an Escrow account with a scheduled bank/ state coop. bank/ distt. coop. bank in which part of sale proceeds will be deposited for servicing NCDC loan. In case Escrow account is opened with a distt. coop. bank, its financial position may be ascertained.
- viii) Audit of accounts should be completed upto previous year with 6 months of close of the financial year. In cases where audit is undertaken by Government auditors and it is not complete, in such cases accounts audited by Chartered Accountant's firm will be submitted.
- ix) The society seeking NCDC assistance, or any other society on which directors of this society have been directors, should not have any major default in repayment of loans to NCDC/banks/financial institutions.
- x) NCDC, at its discretion, may ask for additional securities by way of one or more of the following:
 - o Government guarantee
 - o Guarantee of a scheduled bank
 - o Personal guarantee of the Directors and collateral security
- xi) **Processing and Legal Fee**

In case of direct funded projects the cooperative will pay @ 0.5% of the sanctioned amount subject to a maximum of Rs.3.00 lakh along with service tax and education cess applicable at the time of payment. The society shall also meet the legal expenses incurred for execution of legal security documents.

4. Such cooperatives which do not meet the norms of direct funding may also be assisted for creation of additional storage capacity and/or for repair/renovation of existing storage capacities through financially sound District Central Cooperative Banks on the guarantee of the State Govt. Cooperative Banks. In case the District Central Cooperative bank is financially weak, the Co-operatives can be assisted through the State Co-operative bank.

5. In view of the encouraging outcome of the schemes (GBY & RCSS) in the past, GOI has approved its continuation for the current financial year 2013-2014. It is, therefore, requested to advise cooperatives to formulate suitable proposals and forward to NCDC for availing the benefits available under the scheme.

A copy of the common loan application form is attached with the circular. The same is also available on NCDC website: www.ncdc.in.

Yours faithfully

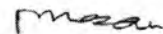


(Badrul Hasan)
Executive Director

Enc: AS above

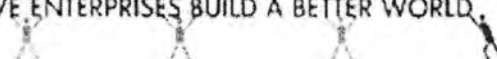
Copy to:

1. The Registrar of Cooperative Societies, All States/U Ts
2. Director of Agriculture, All States/U.Ts
3. All Chief Directors in the Corporation including TOPIC Institute for information
4. All Regional Directors, NCDC with the request to bring to notice of all Concerned Cooperatives.



(Badrul Hasan)
Executive Director

COOPERATIVE ENTERPRISES BUILD A BETTER WORLD.



राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(STORAGE DIVISION)

+++++

Tel. Direct: 011- 26515347
Fax : 011- 26602568 / 26516032
Email : hasan@ncdc.in

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

No.NCDC:36-1/2001-Stg.(2)

Dated: 12.05.2015

To

All Regional Directors,
National Cooperative Development Corporation

Sub: Sanction of financial assistance including subsidy for new projects under Agricultural Marketing Infrastructure (AMI) sub-Scheme of Integrated Scheme of Agricultural Marketing (ISAM) of GOI, for Construction, Renovation & Repair of Storage Godowns - NE Region and for SC/ST societies- Regarding

Sir,

As you are aware, Ministry of Agriculture, Deptt. of Agril. & Cooperation, Govt. of India vide its letter No.G.20015/1/2014-MII dated 6th August, 2014 has stopped the sanction of subsidy for the time being for new projects under Agricultural Marketing Infrastructure (AMI) sub scheme of ISAM, erstwhile Gramin Bhandaran Yojana (GBY) and Development/ Strengthening of Agricultural Marketing Infrastructure, Grading, Standardization (AMIGS) w.e.f. 5.8.2014. However, DAC vide letter No G-20015/1/2014-MII dated 24th Sept., 2014 informed that the above instructions will not apply to projects of Scheduled Castes/Scheduled Tribes and for projects in the North Eastern Region (NER). Accordingly, subsidy for SC/ST projects & projects in NER may be sanctioned after following the extant guidelines of ISAM. The pattern of funding for the said projects is as under:

A. Pattern of Funding under AMI – Storage Infrastructure

For cooperatives located in North East States/ Projects belonging to SC/ST

| From NCDC to State Govt. | | From State Govt. to Society | | Direct Funding | |
|--------------------------|--------|-----------------------------|--------|----------------|--------|
| Term Loan (min) | 16.67% | Term Loan (min.) | 16.67% | Loan | |
| (Max) | 56.67% | (Max) | 50.00% | | 46.67% |
| Subsidy | 33.33% | Share Capital | 06.67% | Subsidy | |
| | | Subsidy | 33.33% | | 33.33% |
| | | Society share(Min) | 10.00% | Society share | |
| | | | | 20.00% | |
| | | | | (Min) | |

NB: Subsidy subject to availability from Govt. of India, other wise, equivalent loan from NCDC will be provided.

रा.स.वि.नि

गण्डारण विभाग

सं.सं.सं. २३९
१२/०५/२०१५

B Subsidy Pattern:

Capital cost of the project for the purpose of subsidy will be calculated on the project cost as appraised by NCDC or actual cost of eligible components as certified by a Chartered Accountant whichever is lower subject to the subsidy ceiling is given below:

| Category | | Rate of subsidy (on capital cost) | Subsidy Ceiling | | |
|----------|--|-----------------------------------|------------------------|--|-------------------------------|
| | | | Upto 1000 MT in Rs./MT | More than 1000 MT and upto 30000 MT in Rs/MT | Maximum ceiling (Rs. In lakh) |
| A. | North Eastern States | 33.33% | 1333.20 | 1333.20 | 0 |
| B. | In other Areas | | | | |
| 1. | For Scheduled Caste (SC) / Scheduled Tribe (ST)** cooperatives | 33.33% | 1166.55 | 1000.00 | 0 |

** SC/ST cooperatives to be certified by the concerned officer of the State Government

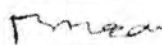
C. Renovation of Godowns

For renovation of storage projects by cooperatives financed by NCDC and Cooperative banks, subsidy will be 25% of the project cost as appraised by NCDC or actual cost whichever is lower subject to subsidy ceiling of Rs.187.50 per MT of storage capacity.

For sanction of financial assistance and subsidy for the projects including creation of storage capacity in the North Eastern Region and for SC and ST projects, operational guidelines 2014 of Integrated Scheme for Agricultural Marketing (ISAM) and norms of NCDC for direct funding to the societies may be followed.

To boost the storage capacity in the North Eastern Region and also to promote the development of SC and ST societies, you are requested to formulate suitable proposals for sanction of financial assistance and subsidy for construction of godown(s) in your region of jurisdiction. You may also approach the State Government for creation of storage projects for availing the benefits under the scheme.

Yours faithfully,


(Badrul Hasan)
Executive Director



**NATIONAL COOPERATIVE
DEVELOPMENT CORPORATION**

4 - Siri Institutional Area,
Hauz Khas, New Delhi 110016,
Tel.No. 26510314
Fax : 011-26962370
E.mail. mdncdc@ncdc.in

No. NCDC: 3-1/2012-P&C

Dated: 17.09.2014

From:

Vasudha Mishra, I.A.S.,
Managing Director

To,

The Secretaries to Government,
Cooperation Department
Animal Husbandry, Dairy & Fisheries Department,
Tribal Welfare/SC/ST Department,
Industries Department,
(All States & Union Territories)

Sub: Introduction of CENTRAL SECTOR INTEGRATED SCHEME ON
AGRICULTURAL COOPERATION (CSISAC) for financial assistance to
Cooperative Societies by NCDC during the remaining period of the
12th Five Year Plan (2013-2017) – reg

Madam/Sir,

The Government of India in the Ministry of Agriculture, Department of
Agriculture & Cooperation (DAC) has approved the CENTRAL SECTOR
INTEGRATED SCHEME ON AGRICULTURAL COOPERATION (CSISAC) for
financial assistance to Cooperative Societies by NCDC during the remaining
period of the 12th Five Year Plan (2013-2017). The DAC has issued detailed
guidelines specifying the Components, coverage, eligible sectors and
organisations, quantum of subsidy, Plan and Year-wise outlay etc. under the
Scheme which is enclosed at Annexure-A for ready reference.

2. The Scheme has three Components covering several activities, target
groups and also addresses the aspects containing regional disparities.
Accordingly, NCDC has developed a comprehensive Operational Guideline for
Implementation which is enclosed at Annexure-B to this letter for your ready
reference. It may be noted that the assistance from DAC under the CSISAC
Scheme is towards meeting the subsidy component specified under the Scheme,
while the loan component (both Term Loan & Investment Loan) is to be provided
by NCDC from its own resources. The conditions contained in the Guidelines

Pl. retain as copy each
policy file.

24.09

DD (MI)

DD (SA)

AD (CS)

Sangol

In Branch

1/1/2014

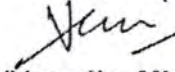
issued by DAC now supersede instructions earlier circulated in respect of Restructured Central Sector Scheme as implemented by NCDC through the 10th & 11th Five Year Plans, upto 03.07.2014 while on 04.07.2014 the new CSISAC scheme has been introduced by the DAC for implementation during the remaining part of 12th Five Year Plan.

3. It is requested that the Scheme may be brought to the notice of all the cooperative societies and others concerned, in your State and the cooperative societies may be impressed upon to prefer their proposals to NCDC for financial assistance. Cooperatively Developed States may please note that subsidy assistance under the scheme which was not earlier available to them under the Components I is now permitted @15% for projects/ programmes related to weaker sections subject to conditions detailed in the Guidelines. Further, Societies organised as Women Cooperatives and Labour Cooperatives under the provision of State Act, shall also be considered as Weaker Section Cooperatives for the purpose of subsidy assistance under CSISAC.

4. For any further clarification about the CSISAC Scheme, guidelines for preparation of Detailed Project Reports (DPR) and formulation of proposals, the Head Office at New Delhi and / or the concerned Regional Office of NCDC in your region may kindly be contacted for necessary assistance in facilitating generation of proposals, to derive optimal benefits from the Scheme for promotion and development of cooperative sector in your State. List of NCDC's Regional Offices and their contact addresses are enclosed at Annexure-C which are also available on the website: www.ncdc.in.

5 Hindi version of this circular follows.

Yours faithfully,


(Vasudha Mishra)
Managing Director

Encl: As above.

Copy to:

1. Chief Director (Cooperation), Department of Agriculture and Cooperation, Ministry of Agriculture, Government of India, Krishi Bhawan, New Delhi
2. Registrar of Cooperative Societies (All States/UTs)
3. Directors/Commissioner of Fisheries (All States/UTs)
4. Directorate of Animal Husbandry & Veterinary Services (All States/UTs)
5. Director Handloom, Handicraft, Textile & Khadi, (All States/UTs)
6. Managing Director, Scheduled Caste and Scheduled Tribe Federations (All States/UTs)

7. Managing Director, State Cooperative Dairy Federation (All States/UTs)
8. Managing Director, State Cooperative Consumer Federation (All States/UTs)
9. Managing Director, State Apex Marketing Federation (All States/UTs)
10. Chief Executive Officer, National Level Cooperative Organisation
11. Managing Director, State Labour & Construction Cooperative Federation (All States/UTs)
12. All Chief Director, NCDC Head Office including TOPIC; Advisers (SCU/KPV/GKG) and Directors (MIS/PR), NCDC, Head Office
13. All Regional Director, NCDC
14. Guard File

ANNEXURE - A

No. L-12013/1/2014-I&P
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation

R.No.333, Krishi Bhawan,
New Delhi-110001
Dated 4th July 2014

To

The Managing Director
NCDC,
Hauz Khas,
New Delhi- 110016

Subject :- Guidelines for implementation of the component of Assistance to NCDC Programme for Development of Co-operatives under the Central Sector Integrated Scheme on Agricultural Co-operation reg.

Madam,

I am directed to refer to this Deptt.'s letter of even number dated 21st March 2014 and yours DO letter no. NCDC 3-1/2012-P&C dated 18.06.2014 on the subject mentioned above and to enclose a copy of revised guidelines for implementation of the component of 'Assistance to NCDC Programmes for Development of Co-operatives' under the Central Sector Integrated Scheme on Agricultural Co-operation during the remaining period of 12th Five Year Plan (2013-17) for further necessary action.

This issues with the approval of Secretary (A&C)

Encl : As Above

Yours faithfully

Sd/-

(Dr. A.K. Mishra)
Chief Director (Cooperation)

Page1/14

GUIDELINES FOR IMPLEMENTATION OF THE COMPONENT OF ASSISTANCE TO NCDC PROGRAMMES FOR DEVELOPMENT OF COOPERATIVES UNDER CENTRAL SECTOR INTEGRATED SCHEME ON AGRICULTURAL COOPERATION (CSISAC) DURING THE REMAINING PERIOD OF 12TH FIVE YEAR PLAN (2013-17)

1. Objectives:

The Central Sector Integrated Scheme on Agricultural Cooperation (CSISAC) is the result of merger of two erstwhile schemes of 11th Five Year Plan viz, Restructured Central Sector Scheme for Assistance to National Cooperative Development Corporation (NCDC) Programmes for Development of Cooperatives and Central Sector Scheme for Education & Training. The main objectives of the scheme are to provide financial assistance for improving the economic conditions of cooperatives, remove regional imbalances and to speed up cooperative development in agricultural and allied sectors, help cotton growers to fetch remunerative price for their produce through value addition besides ensuring supply of quality yarn at reasonable rates to the decentralized weavers, overall development of selected districts in the country through cooperative efforts in agriculture and allied sectors and to assist National Level Cooperative Federation/ Multi State Cooperative Societies (MSCS) in the agriculture and allied sector to undertake promotional and skill development activities.

2. Components of the Scheme:

Financial assistance will be provided for the following components under the Scheme (CSISAC) under the component of Assistance to NCDC Programmes for Development of Cooperatives:

- i) Marketing, Processing, Storage, Consumer, Weaker Section Programmes of Cooperatives, Computerization of Primary Agricultural Cooperative Credit Societies (PACS), District Central Cooperative Banks (DCBs), State Cooperative Banks (SCBs) and Technical & Promotional (T&P) Cell Scheme for strengthening Management of State Cooperative Federations [subsidy on tapering basis].

Financial assistance will be provided under this component for improving the economic conditions of cooperatives, remove regional imbalances and to speed up cooperative development in agricultural marketing, processing, storage, computerization and weaker section programmes. The government will provide assistance to NCDC for financing the activities under agro and allied sector for processing, marketing, storage and input supply, development of weaker sections cooperatives such as tribal cooperatives, dairy, poultry, livestock, fisheries, handloom, coir, jute, sericulture cooperatives etc., T&P Cell and computerization of cooperatives.

- ii) Assistance for cotton development including ginning and pressing and establishment of new and modernization/ expansion/rehabilitation of existing cooperative spinning mills.

The basis objective of the scheme is to help cotton growers to fetch remunerative price for their produce through value addition besides ensuring supply of quality yarn and reasonable rates to the decentralized Weavers. Under this component, financial assistance will be provided to the cooperative spinning mills for share capital participation, modernization/ expansion of existing mills, rehabilitation of sick cooperative spinning mills, margin money assistance to cooperative spinning mills and State Cotton Federations, besides for setting up of new and modernization of existing cotton ginning and pressing units.

iii) Integrated Cooperative Development Projects in selected districts (ICDP):

This scheme aims to promote overall development of selected districts in the country through cooperative efforts in agriculture and allied sectors including fisheries, poultry, handloom and rural industries etc.; strengthen cooperative network; promote business development plans by forging effective linkage with credit and other institutional structure in the area; develop PACS as multi-purpose entities and modernization of management of Cooperatives.

The component-wise details of physical and financial targets approved for 12th five year plan are given at Annexure-I and details of components are given at Annexure-II.

3. Coverage /Area of operation:

The scheme is approved for its implementation in all parts of the country covering all States and Union Territories (UTs).

4. Eligible Sectors for NCDC's assistance under the scheme:

Agricultural Marketing, Processing, Storage, Computerization and weaker sections' Programmes, and input supply, Plantation/horticultural crops, SC & ST cooperatives, tribal cooperatives, hill area cooperatives, dairy, poultry, livestock, fisheries, handloom coir, jute, cash crops, sericulture, computerization of cooperatives including PACS, DCCB and State Cooperative Banks, Spinning Mills, modernization/expansion of existing mills, rehabilitation of sick Cooperative Spinning Mills, Margin money assistance to cooperative spinning mills.

5. Eligible Organizations for seeking assistance from NCDC under the scheme:

Financial assistance will be provided to cooperative societies as per eligible sectors in para- 4 above.

Societies should not be less than three years older, having positive balance net worth for last three years and having rich experience in the field for which project is proposed under the scheme. In the case of government sponsored projects for cooperatives, this condition could be relaxed on case to case basis by Managing Director, NCDC.

6. Pattern of Assistance to NCDC under the scheme:

Component - I

Assistance for Marketing, processing (Small & medium sized processing units including Fruit & Vegetable units, Oilseed, Foodgrains, Plantation Crops, Cottage & Village Industries and Small Scale Industrial units, Handicrafts, Cane bamboo units etc.), Storage, Consumer, Weaker Sections' programmes (Fisheries, Dairy, Poultry, Live Stock, Coir, Jute, Sericulture, Handloom and Women Cooperatives).

Computerization of cooperatives (PACS, DCBs & SCBs), Creation of T&P Cell Scheme (subsidy on tapering basis) for strengthening of management of State Cooperative Federations.

Pattern of Assistance

A. The Assistance/ grants-in-aid under the scheme will be released by Government of India to NCDC and the loan part will be managed by NCDC from its own resources. The details of pattern of assistance/ grant-in-aid under the scheme will be as per details given below:

- (I) **25% Subsidy** for Organizations / projects located in Cooperatively Least Developed States.
- (II) **20% subsidy** for Organizations / projects located in Cooperatively under Developed States.
- (III) **15% subsidy** for Organizations / projects located in Cooperatively Developed States subject to the following restrictions:
 - i) Cap of Rs. 5 crores per project/ per proposal;
 - ii) For financing proposals of weaker sections only for activities as identified by NCDC i.e. (a) Fisheries, (b) Tribal/SC & ST/ Hill Area Cooperatives, (c) Dairy, (d) Poultry, (e) Handloom, (f) Coir, Jute & Tobacco, (g) Sericulture, (h) Women Cooperatives and (i) Labour Cooperatives; and
 - iii) Only 20% of the total subsidy available under the plan/ scheme shall be provided for schemes/projects in Cooperatively Developed States.

Component – II

Establishment of New and modernization of existing Ginning and Pressing units;

Rehabilitation of sick Cooperative Spinning Mills (Assistance for package to be evolved in consultation with concerned State Govt).

Establishment of new and expansion / modernization of existing cooperative spinning mills.

Pattern of Assistance

15% subsidy for the above activities in all states.

Component – III

Integrated cooperative development project in selected districts

- (a) All activities under the purview of NCDC may be covered keeping in view the needs and potential in the participating districts.
- (b) * Special focus on training and development of manpower in cooperatives.
- (c) * Managerial assistance applicable to project implementing agency (PIA)/ project implementation team (PIT) and monitoring.
- (d) * Incentives for the cooperative personnel.
- (e) Dovetailing the subsidies available from any Department / Ministry / agencies for passing on to cooperatives.

** In case of special category states, 100% subsidy under the scheme while in other states shared equally between central grant and State Government. Total subsidy component in a project would not exceed 30% of the total project cost. Pattern of assistance for ICDP is enclosed as Annexure – III.*

B. Following may also be ensured while implementing the subsidy linked schemes:

- (I) For balanced distribution of subsidy linked assistance to all sectors / societies, repetition of grants / subsidy to a particular society for a particular project is not allowed.

However, in case of projects wherein enhancement is due to reasons beyond control of the society, viz.; natural calamities, policy decisions, etc. the issue may be examined on case to case basis on merits by BOM, NCDC and if required interim enhancement in the project cost before completion of approved project may be allowed.

- (II) The applicable assistance / subsidy across different interventions / components under the scheme would be the same as in the case of other ongoing schemes of the DAC or comparable schemes of other departments / ministries;
- (III) The Grants-in-aid / subsidy shall not be utilized for payment of salary / remuneration to the staff except in respect of ICD Projects, T&P Cell and salary under pre-operative cost of the infrastructure projects.

7. Procedure for submission of applications/ project proposals for financial assistance from NCDC under the scheme:

- (i) Rules/ Procedures shall be framed by the NCDC under intimation to the Administrative Ministry for assistance from NCDC.

8. Release of Grant:

Subsidy / grants-in-aid shall be released on request of NCDC, in prescribed format / proposal form. The release will be considered on submission of the utilization certificate of the grants-in-aid released during the previous financial year; detailed physical and financial progress report indicating the approved activities for which the grant was utilized; details of unspent balances, if any, and details of programmes / activities proposed to be undertaken during the financial year. Audited statement of accounts may submitted as soon as available.

9. Documents Required:

NCDC may prescribe the requirements of documents to be obtained from the agency as per the nature and size of the project(s).

10. Implementation and monitoring of the projects sanctioned:

Annual Action Plan / Programme of activities and other financial statements / documents for the scheme will be prepared by NCDC and submitted to DAC. The implementing agencies shall develop a mechanism to verify the projects at every stage to assess the performance.

For effective and smooth implementation of the projects under the scheme regular monitoring is required. Therefore, in addition to the existing system of project appraisal and monitoring of NCDC i.e. Central and Divisional Screening Committees, Board of Management, General Council, etc., NCDC shall also develop a system of requiring its implementing agencies to supervise all the projects funded by NCDC and send regular returns on physical and financial progress to DAC in the prescribed format (Appendix- I). The compilation of these returns may be reviewed in the Cooperation Division, DAC on a quarterly basis. In addition, NCDC may also undertake monitoring of some representative

projects selected on the basis of random sampling and also conduct evaluation of its schemes from time to time.

Further, NCDC would prepare a clear template for monitoring of the scheme for its effective and smooth implementation and submit the same to DAC. DAC shall also carry out inspection of subsidy linked projects on sample basis, from time to time.

11. States specific focus:

States in North-East of India may be given due consideration while implementing the scheme and not less than 10% Grant-in-aid should be utilized for these States.

12. Sector specific focus:

24% of total grants-in-aid under the scheme should be utilized for SC/ST societies (16% for SC and 8% for ST).

Besides the above, NCDC would ensure adequate coverage of societies belonging to women and other weaker segments of society under their grant-in-aid scheme to ensure that benefits of implementation are inclusive and accrued to the intended beneficiaries in accordance with Government guidelines and policies.

13. Convergence with other schemes of DAC / other Ministries / Departments

NCDC and other implementing agencies / MSCS / National Federations should make efforts for convergence of scheme with the other schemes of DAC and other Departments / Ministries / Organizations / Agencies etc. to avoid any over lapping / duplication of subsidy linked assistance. Panchayati Raj Institutions shall also be appropriately consulted for ensuring that local / Panchayati level requirements are adequately addressed.

14. Review and Reporting

The progress of implementation of the scheme / projects / societies would be reviewed by the implementing agencies from time to time. Further, the implementation of the scheme would be reviewed in DAC on quarterly basis. Therefore, the progress of implementation of the projects by the societies would be maintained by the implementing agencies / NCDC / Societies in prescribed format attached (Appendix-I) and made available to DAC as and when required.

15. Evaluation

The evaluation of the performance of the scheme would be carried out towards the end of 12th Plan or as advised by DAC.

16. General Issues

- i. There should not be any post-facto approval of grants for the projects / societies.
- ii. The projects should be completed in stipulated / approved time limit, no extension should be given in general.

NOTE:

- (i) If any relaxation in the implementation of these Guidelines is considered necessary, the same may be done with the approval of the Ministry.
- (ii) Guidelines in respect component (iv) i.e. Assistance to Multi-State Cooperative Societies (MSCS) / National Level Cooperative Federations, which will be implemented directly by DAC, shall be issued separately.

...

Annexure-I

The component wise and year wise projections of financial outlays and physical targets approved for 12th five year plan in respect of the component of Assistance to NCDC Programmes for Development of Cooperatives (subsidy & loan both) under the Central Sector Integrated Scheme on Agricultural Cooperation.

(Rs. in crore)

| FINANCIAL PROJECTIONS (RS. IN CRORE) | | | | PHYSICAL TARGETS (NEW SANCTIONS) |
|---|--------|--------------------|--------|----------------------------------|
| YEAR | LOAN | SUBSIDY | TOTAL | |
| 2012-13 | | | | |
| i. Assistance for marketing, processing, storage etc. for Cooperative Development | 107.44 | 54.11 | 161.55 | 5097* |
| ii. Assistance for Cotton Development, G& P Programmes and Establishment of New & Modernization / Expansion / Rehabilitation of Existing Cooperative Spinning Mills | 20.05 | 3.00 | 23.05 | 7 |
| iii. Integrated Cooperative Development Projects (ICDP) in selected districts | 267.27 | 11.89 | 279.16 | 16 |
| Total | 394.76 | 69.00 | 463.76 | 5120 |
| 2013-14 | | | | |
| i. Assistance for marketing, processing, storage etc. for Cooperative Development | 248.95 | 99.35 (62.50) | 348.30 | 160 |
| ii. Assistance for Cotton Development, G& P Programmes and Establishment of New & Modernization / Expansion / Rehabilitation of Existing Cooperative Spinning Mills | 133.20 | 28.80 (7.00) | 162.00 | 9 |
| iii. Integrated Cooperative Development Projects (ICDP) in selected districts | 124.00 | 16.00 (12.50) | 140.00 | 19 |
| Total | 506.15 | 144.15 (82.00) | 650.30 | 188 |
| 2014-15 | | | | |
| i. Assistance for marketing, processing, storage etc. for Cooperative Development | 342.21 | 132.84 (70.50) | 475.05 | 160 |
| ii. Assistance for Cotton Development, G& P Programmes and Establishment of New & Modernization / Expansion / Rehabilitation of Existing Cooperative Spinning Mills | 195.59 | 42.73 (18.00) | 238.32 | 8 |
| iii. Integrated Cooperative Development Projects (ICDP) in selected districts | 76.25 | 17.37 (12.50) | 93.62 | 19 |
| Total | 614.05 | 192.94 (101.00) | 806.99 | 187 |

Annexure-I (Contd.)

| YEAR | LOAN | SUBSIDY | TOTAL | Physical Target |
|---|----------------|---------------|----------------|-----------------|
| 2015-16 | | | | |
| i. Assistance for marketing, processing, storage etc. for Cooperative Development | 342.20 | 132.85 | 475.05 | 160 |
| ii. Assistance for Cotton Development, G& P Programmes and Establishment of New & Modernization / Expansion / Rehabilitation of Existing Cooperative Spinning Mills | 195.58 | 42.73 | 238.31 | 8 |
| iii. Integrated Cooperative Development Projects (ICDP) in selected districts | 76.24 | 17.37 | 93.61 | 18 |
| Total | 614.02 | 192.94 | 806.97 | 186 |
| 2016-17 | | | | |
| i. Assistance for marketing, processing, storage etc. for Cooperative Development | 342.20 | 132.85 | 475.05 | 160 |
| ii. Assistance for Cotton Development, G& P Programmes and Establishment of New & Modernization / Expansion / Rehabilitation of Existing Cooperative Spinning Mills | 195.58 | 42.74 | 238.32 | 8 |
| iii. Integrated Cooperative Development Projects (ICDP) in selected districts | 76.24 | 17.37 | 93.61 | 18 |
| Total | 614.02 | 192.96 | 806.98 | 186 |
| 2012-13 to 2016-17 | | | | |
| i. Assistance for marketing, processing, storage etc. for Cooperative Development | 1383.00 | 552.00 | 1935.00 | 5737 |
| ii. Assistance for Cotton Development, G& P Programmes and Establishment of New & Modernization / Expansion / Rehabilitation of Existing Cooperative Spinning Mills | 740.00 | 160.00 | 900.00 | 40 |
| iii. Integrated Cooperative Development Projects (ICDP) in selected districts | 620.00 | 80.00 | 700.00 | 90 |
| Grand Total | 2743.00 | 792.00 | 3535.00 | 5867 |

* includes 5015 societies sanctioned margin money @Rs.2 lakh / society. Total assistance sanctioned is Rs.100.30 crores, however amount sanctioned per society is meager.

While the loan component will be provided by NCDG from its own resources / market borrowings, the subsidy would be provided by the Department of Agriculture and Cooperation, Ministry of Agriculture. Apart from this outlay of Rs. 22500 crores has been proposed during 12th Five Year Plan under the Cooperation Sponsored Scheme for which the funds will be arranged by NCDG from its sources.

Note : Figures in brackets indicate funds allotment under RE (2013-14) and Annual Plan/BE (2014-15).

Annexure – II
Details of components, activities and pattern of subsidy in 12th Five Year Plan

| S.No. | Component | Activities / Cooperatives | Pattern of subsidy assistance |
|-------|--|--|--|
| 1. | Assistance for Marketing, Processing, Storage etc. programmes in Cooperatively Under and Least Developed States. | Assistance for Marketing, Processing*, Storage, Cold Storage, Consumer, Weaker Section** programmes. Computerization of cooperatives (PACS, DCBs & SCBs)*. Creation of T&P Cell Scheme (subsidy on tapering basis) for strengthening of management of State Cooperative Federations. (Margin Money, Term Loan, Investment Loan & subsidy) | A. Cooperative Least Developed States : 25% B. Cooperatively Under Developed States : 20% |
| | Assistance for Marketing, Processing, Storage etc. programmes in Cooperatively Developed States | Fisheries, Tribal, SC/ST, Hill Area Cooperatives, Dairy, Poultry, Handloom, Coir, Jute, Tobacco, Sericulture, Women Cooperatives, Labour Cooperatives. (Margin Money, Term Loan, Investment Loan & subsidy) | Cooperatively Developed States : 15% |
| 2. | Assistance for Cotton development including Ginning & Pressing units, Establishment of new and modernisation / expansion / rehabilitation of existing Cooperative Spinning Mills | <ul style="list-style-type: none"> Establishment of New and modernization of existing Ginning and Pressing units; Rehabilitation of sick Cooperative Spinning Mills. (Assistance for package to be evolved in consultation with concerned State Govt). Establishment of new and expansion /modernization of existing cooperative spinning mills. (Margin Money, Term Loan, Investment Loan & Subsidy) | All states, All Components : 15% |

| S. No. | Component | Activities / Cooperatives | Pattern of subsidy assistance |
|--------|--|---|--|
| 3. | Integrated Cooperative Development Projects in selected districts. | For all activities under the purview of NCDC in participating district with special focus on training and development of manpower in cooperatives. (Margin Money, Term Loan, Investment Loan & Subsidy towards managerial assistance for Project Implementing agency (PIA)/ Project Implementation Team (PIT) to meet the cost of PIAP/PT, monitoring, incentives and subsidy dovetailed for beneficiary cooperatives. | <p>1. Manpower Development & Training</p> <p>2. Managerial assistance (applicable to PIA and Monitoring Cell also) and Incentives</p> <p>3. For sub-projects of cooperatives in ICDC, the pattern applicable in case of normal NCDC Schemes for the given State / Activity Category shall be applied. The subsidy assistance available from any Deptt / Ministry / Agencies shall be dovetailed for passing on to the cooperatives.</p> <p>Special category States 100% while for other States 50% (balance to be contributed by State Govt. from their own resources)</p> <p>Total subsidy (1, 2 & 3) in the project restricted to 30% of the project cost.</p> |

- Small & medium sized processing units include Fruit & Vegetable units, Oilseed, Foodgrains, Plantation Crops, Cottage & Village Industries and Small Scale Industrial units, Handicrafts, Cane bamboo units etc.
- ** Weaker section programmes / activities which are:-
Fisheries, Dairy, Poultry, Live Stock, Collr, Jute, Sericulture, Handloom, Tribal / SCs and STs / Hill area, Tobacco, Labour and Women Cooperatives

Note: Inter-component transfers of funds may be permitted with approval of DAC.

**PATTERN OF ASSISTANCE IN RESPECT OF INTEGRATED COOPERATIVE DEVELOPMENT PROJECTS IN
SELECTED DISTRICTS (ICDP)**

| Sl. No. | Activity | From NCDC to State Government | | From State Government to Society | | | |
|---------|--|-------------------------------|------|----------------------------------|------|---------------|-------|
| | | Loan | Sub. | Total | Loan | Share Capital | Total |
| (i) | Manpower Development & Training | - | @50% | @50% | - | - | 100% |
| (ii) | Managerial assistance (applicable to PIA Monitoring Cell and also) incentive | - | @50% | @50% | - | - | 100% |
| (iii) | For sub-projects of cooperatives in ICDP, the pattern applicable in case of normal NCDC Schemes for the given State/activity/category shall be applied with the modification that 100% of the assistance shall be provided to the State Govt. for passing on to the cooperatives. The subsidy assistance available from any Deptt./Ministries/agencies shall be dovetailed for passing on to the cooperatives. | | | | | | |

The total subsidy component in a project would not exceed 30% of the total project cost.

@ In the case of states classified as 'Special Category States', 100 per cent subsidy shall be given out of the scheme to State Government under items No. (i) and (ii) above.

APPENDIX-1

Central Sector Integrated Scheme on Agricultural Cooperation Monthly Progress Report for the Month of _____

| DETAILS OF PROJECT | | | | | | | | | | | | | | | | |
|--|-----------------|------------------|---------------------------------------|--------------------|---------------------|-----------------------|------|---------------|---------------------|--------------------------------------|------|-------|---|---------------------|---------|----|
| Name of Society, Address, Regn. No. & date | Name of project | Project Location | Type of society SC/ST, Women, General | Purpose /objective | Total cost proposed | Total cost sanctioned | | | Completion schedule | Cumulative sanctions / disbursements | | | Category / component under which sanctioned | Monitoring schedule | Remarks | |
| | | | | | | Loan | Sub. | Society share | | Loan | Sub. | total | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

ANNEXURE-B

National Cooperative Development Corporation

....

Sub: Operational Guidelines for Implementation of Central Sector Integrated Scheme on Agricultural Cooperation of the Department of Agriculture and Cooperation (DAC) by NCDC

Under the for Central Sector Integrated Scheme on Agricultural Cooperation (CSISAC), NCDC shall provide financial assistance in the form of loan (both Term Loan and Investment Loan) and subsidy to the cooperative societies for their development.

2. The loan component shall be provided from out of NCDC's own funds while the subsidy will be provided from outlay earmarked by Department of Agriculture & Cooperation, Ministry of Agriculture, Government of India under the CSISAC.
3. The scope of the Scheme covers whole of India.
4. For the purpose of NCDC's funding the states are categorised as under :
 - Cooperatively Least Developed States /Union Territories. {Arunachal Pradesh, Assam, Bihar, Jharkhand, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura};
 - Cooperatively Under Developed States/Union Territories. {Andhra Pradesh, Chhattisgarh, Goa, Himachal Pradesh, Madhya Pradesh, Odisha, Rajasthan, Telangana, Uttar Pradesh, Uttarakhand, West Bengal, Andaman & Nicobar Islands (UT) and Lakshadweep (UT)};
 - Cooperatively Developed States/Union Territories. {Gujarat, Haryana, Karnataka, Kerala, Maharashtra, Punjab, Tamilnadu, Chandigarh (UT), Dadra & Nagar Haveli (UT), Daman & Dui (UT), Puducherry (UT), Delhi }
5. There are three components of the CSISAC Scheme as detailed in Annexure -A.

5.1 COMPONENT – I

5.1.1 NCDC provides assistance for activities related to (i) Marketing, (ii) Processing (Small & Medium sized processing units related to agriculture and allied activities), (iii) Storage including Cold Storage and (iv) Consumer business.

5.1.2 **Weaker Section** Programme shall include programmes related to activities mentioned at (i) to (iv) above taken up by (a) Fisheries, (b) Dairy & Livestock, (c) Poultry, (d) Coir, (e) Jute, (f) Sericulture, (g) Handloom & (g) Tobacco Cooperatives. Apart from these programme/activities, Weaker Section benefits will also be extended to Tribal / Scheduled Caste/ Scheduled Tribe/ Hill area, Labour and Women Cooperatives for undertaking the above activities (5.1.1 above).

5.1.3 The pattern of funding under the Component – I is detailed here under:

A. Margin Money for Business Development:

To cover all levels of cooperatives for sectors/activities funded by NCDC

| Developed States/UTs (For Weaker Section Programme only) (For all activities as detailed at Para 5.1.1) | | | Under Developed States/UTs (For all activities as detailed at Para 5.1.1) | | | Least Developed States/UTs (For all activities as detailed at Para 5.1.1) | | |
|---|--------------------|----------------|--|--------------------|----------------|--|--------------------|----------------|
| NCDC to S/Govt. | S/Govt to Society | Direct Funding | NCDC to S/Govt. | S/Govt to Society | Direct Funding | NCDC to S/Govt. | S/Govt to Society | Direct Funding |
| Loan 85% | Loan and/or SC 85% | Loan 85% | Loan 80% | Loan and/or SC 80% | Loan 80% | Loan 75% | Loan and/or SC 75% | Loan 75% |
| Sub. 15% | Sub. 15% | Sub. 15% | Sub. 20% | Sub. 20% | Sub. 20% | Sub. 25% | Sub. 25% | Sub. 25% |

S/Govt. – State Government; Sub - Subsidy; SC - Share Capital
Subsidy subject to availability from Govt. of India otherwise equivalent loan from NCDC

B. Assistance for Infrastructure Creation (Project Facilities), Capital Asset Creation, Establishment of Small & Medium scale Agro & Allied Processing Units, Computerisation etc.

NCDC shall provide assistance for establishment/ renovation/ expansion/ upgradation & modernisation of godowns, storage, & cold storages, worksheds, workshed cum showroom, showroom, warehouse, small & medium scale agro & allied sector processing units including pre/post loom processing/garment & knitting units; creation of infrastructure for marketing; purchase of furniture & fixtures; transport vehicles including refrigerated vans; purchase/ installation of computers/ computerization (including hardware, software, networking, site preparation, manpower, training etc.).

Assistance shall also be provided for supply of agriculture inputs by establishment of bio-fertiliser unit; agro service/custom hiring centers/ service/repair centers/ workshops, agricultural inputs manufacturing and allied units – small/ medium sized insecticides/pesticides formulation units, seed processing units etc.); Consumer business by establishment of diesel, kerosene bunk/warehouse, new/expansion/modernisation of wholesale consumer cooperative stores/ departmental consumer cooperative store/ Consumer Federations; Fisheries Cooperative for purchase of operational inputs such as fishing boats, nets, and engines, development of inland fisheries, seed farms, hatcheries, etc. and Integrated Fisheries Projects (Marine, Inland and Brackish Water); Livestock Cooperative for setting up of slaughter houses; purchase of livestock animals for breeding, rearing, meat, fleece, skin, wool and other by-products.

| Developed States/UTs (For Weaker Section Programme only) (For all activities as detailed at Para 5.1.1) | | | Under Developed States/UTs (For all activities as detailed at Para 5.1.1) | | | Least Developed States/UTs (For all activities as detailed at Para 5.1.1) | | |
|--|-------------------------------|---------------------|--|-------------------------------|---------------------|--|-------------------------------|---------------------|
| NCDC to S/Govt. | S/Govt. to Society# | Direct Funding | NCDC to S/Govt. | S/Govt. to Society | Direct Funding | NCDC to S/Govt. | S/Govt. to Society | Direct Funding |
| Loan 75% Sub 15% | Loan 50% SC 25% Sub 15% | Loan 65% Sub 15% | Loan 70% Sub 20% | Loan 50% SC 20% Sub 20% | Loan 65% Sub 20% | Loan 70% Sub 25% | Loan 50% SC 20% Sub 25% | Loan 65% Sub 25% |
| Members' contribution | 10% | 20% | | 10% | 15% | | 5% | 10% |
| ✓ S/Govt. – State Government; Sub - Subsidy; SC - Share Capital; ✓ Subsidy subject to availability from Govt. of India otherwise equivalent loan from NCDC; ✓ In case of "Computerisation" programme 100% assistance (i.e. as loan / Subsidy/ Share Capital) may be provided through Govt. or directly to the beneficiary in all States; ✓ # Debt equity ratio may vary depending upon viability of the proposed project. | | | | | | | | |

C. Technical and Promotional Cell

- i. All state level cooperative federations (excluding those connected with the weaker sections programmes):

| Under - Developed States | Least – Developed States |
|---|--|
| Subsidy for employment of professionals to be provided for a period of 5 years on a tapering scale. i) 100% in the first 2 years. ii) 80% in the 3 rd & 4 th year. iii) 70% in the 5 th year. | Subsidy for employment of professionals to be provided for a period of 7 years on a tapering scale. i) 100% for the first 5 years. ii) 80% for the subsequent 2 years. |

- ii. All Federations connected with the weaker sections programmes:

| |
|---|
| Subsidy for employment of professionals to be provided for a period of 7 years on a tapering scale. i) 100% for the first 5 years. ii) 80% for the subsequent 2 year. |
|---|

Qualifications and scales of pay and other emoluments for the various experts/professionals would be determined by the concerned federations in consultation with NCDC. Subsidy, if available from the Central Govt., is proposed to be provided only for Pay, HRA, CCA, DA for 5 to 7 years. The assistance will be sanctioned by the Corporation only after careful consideration of the proposal of the institutions and assessing the need for appointment of such experts.

5.2 COMPONENT -II:

5.2.1 NCDC shall provide assistance for establishment of modern and modernisation/expansion of existing ginning & pressing unit organised by cotton growers and their cooperatives with the objective of improving the quality of lint, material handling for improvement in quality of cotton which is used as major raw material for textile unit. NCDC also provides financial assistance for establishment of new/modernisation & expansion of existing cooperative spinning mills organised by

cotton growers and weavers in the country. Under WTO spinning mills are free to use natural and manmade fibers as raw material.

5.2.2 The activities covered and pattern of funding are as under:

| From NCDC to State Govt. | From State Govt. to Society | Direct Funding |
|--|---|---|
| (a) Establishment of New Cooperative Spinning Mills | | |
| Term Loan 50% Investment Loan 25% Subsidy 15% | Term Loan 50% Share Capital 25% Subsidy 15% Members Contribution 10% | Term Loan 60% Subsidy 15% Members Contribution 25% |
| (b) Modernization/Expansion of Existing Spinning Mill | | |
| Term Loan 45% Investment Loan 30% Subsidy 15% | Term Loan 45% Share Capital 30% Subsidy 15% Members Contribution 10% | Term Loan 60% Subsidy 15% Members Contribution 25% |
| (c) Margin Money Assistance for Coop. Spinning Mills & State Coop. Cotton Federation | | |
| Term Loan 85% Subsidy 15% | Term Loan 85% Subsidy 15% | Term Loan 85% Subsidy 15% |
| (d) Establishment of Modern Ginning & Pressing Unit, Modernisation/Expansion of Existing Unit | | |
| Term Loan 50% Investment Loan 25% Subsidy 15% | Term Loan 50% Share Capital 25% Subsidy 15% Members Contribution 10% | Term Loan 50% Subsidy 15% Members Contribution 35 % |
| (e) Rehabilitation of Sick Coop. Spinning Mills | | |
| Investment Loan 75% Subsidy 15% | Investment Loan 75% Subsidy 15% Members Contribution 10% | Not Applicable (State Govt's involvement is mandatory) |

5.3 **COMPONENT - III:**

5.3.1 One of the important schemes of the NCDC is "Integrated Cooperative Development Project (ICDP) Scheme" which was introduced in the year 1985-86 and aims at:

- ✓ Development of Primary Agricultural Credit Societies as multi purpose self-reliant entities;
- ✓ Development of allied sector cooperatives; and
- ✓ Development of viable functional linkages among cooperatives.

5.3.2 Under the Scheme, an area development approach is adopted for development of cooperatives. A Macro Plan is prepared for the whole of selected district, keeping in view the local resources and needs. The Project is implemented by a Project Implementing Agency (PIA) selected by the State Government in consultation with NCDC. Generally the project is implemented by the by the District Central Cooperative Bank. To assist the PIA in project implementation, a project implementation team (PIT) is constituted at the district level to prepare Business Development Plan for the societies, assess the society-wise infrastructural and margin money and provide assistance accordingly. The systems and procedures are

streamlined and viable functional linkages are established to make the operations cost effective.

5.3.3 Gaps in managerial skills are identified and necessary training is provided to personnel in cooperatives. PIT personnel provide on the job training and guidance to the cooperatives. The Scheme also has an incentive component for motivating the paid staff of primary cooperatives to perform better and improve the functioning of the cooperatives.

5.3.4 NCDC funds the ICD Projects through State Govt. The project funding is under two heads - Loan and Subsidy. The loan is for creation of infrastructure and strengthening of share capital / providing margin money for augmenting the business of the societies. Subsidy is provided for project implementation, manpower development and training, monitoring and incentives. Subsidy assistance available from any department / ministries / agencies shall be dovetailed for passing on to the cooperatives.

5.3.5 The activities covered and the pattern of funding are as under:

| SN | Activity | From NCDC to S/Govt. | | | From S/Govt. to Cooperatives | | | |
|--|---|----------------------|-------|-------|------------------------------|--------|------|-------|
| | | Loan | Sub | Total | Loan | S/cap. | Sub. | Total |
| A. Cooperatively Least Developed States | | | | | | | | |
| i) | Infrastructure Creation (Component I & II) | 75% | 25% | 100% | 50% | 25% | 25% | 100% |
| ii) | Margin money to beneficiaries societies | 75% | 25% | 100% | - | 75% | 25% | 100% |
| iii) | Share capital to DCCBs | 100% | - | 100% | - | 100% | - | 100% |
| iv) | Manpower Development & Training | - | 50% @ | 50% @ | - | - | 100% | 100% |
| v) | Managerial assistance to PIA and Monitoring Cell etc. | - | 50% @ | 50% @ | - | - | 100% | 100% |
| B. Cooperatively Under-Developed States | | | | | | | | |
| i) | Infrastructure Creation (Component I & II) | 80% | 20% | 100% | 50% | 30% | 20% | 100% |
| ii) | Margin money to beneficiaries societies | 80% | 20% | 100% | - | 80% | 20% | 100% |
| iii) | Share capital to DCCBs | 100% | - | 100% | - | 100% | - | 100% |
| iv) | Manpower Development & Training | - | 50% @ | 50% @ | - | - | 100% | 100% |
| v) | Managerial assistance to PIA and Monitoring Cell etc. | - | 50% @ | 50% @ | - | - | 100% | 100% |
| C. Cooperatively Developed States | | | | | | | | |
| a) Weaker Section Programme / Activities | | | | | | | | |
| i) | Infrastructure Creation (Component I) | 85% | 15% | 100% | 50% | 35% | 15% | 100% |
| ii) | Margin money to beneficiaries societies | 85% | 15% | 100% | 50% | 35% | 15% | 100% |
| iii) | Share capital to DCCBs | 100% | - | 100% | - | 100% | - | 100% |
| iv) | Manpower Development & Training | - | 50% @ | 50% @ | - | - | 100% | 100% |
| v) | Managerial assistance to PIA and Monitoring Cell etc. | - | 50% @ | 50% @ | - | - | 100% | 100% |
| b) Other than Weaker Section Programme / Activities | | | | | | | | |
| i) | Infrastructure Creation (Component I & II) | 100% | - | 100% | 50% | 50% | - | 100% |
| ii) | Margin money to beneficiaries societies | 100% | - | 100% | 50% | 50% | - | 100% |
| iii) | Share capital to DCCBs | 100% | - | 100% | - | 100% | - | 100% |
| iv) | Manpower Development & Training | - | 50% @ | 50% @ | - | - | 100% | 100% |
| v) | Managerial assistance to PIA and Monitoring Cell etc. | - | 50% @ | 50% @ | - | - | 100% | 100% |
| Note: | | | | | | | | |
| ✓ Total subsidy component under any project shall, however, not exceed 30% of the total project cost. | | | | | | | | |
| ✓ Subsidy assistance available from any department / ministries / agencies shall be dovetailed for passing on to the cooperatives. | | | | | | | | |
| ✓ The subsidy is shared between the NCDC and the State Government on 50:50 basis. | | | | | | | | |
| ✓ In case of special category states indicated as @ in the table above, entire subsidy component is provided by the NCDC. The special category states are all North-Eastern States, Sikkim, Himachal Pradesh, Jammu & Kashmir and Uttarakhand. | | | | | | | | |

6. **NOTES FOR AVAILING NCDC ASSISTANCE:**

6.1 **General Criteria**

- i) Debt-Equity ratio in case of processing units and other infrastructural facilities can be adjusted keeping in view the viability of the projects. Members' contribution could be reduced provided the State Government makes good the members' part of the share.
- ii) In case of projects funded under specific schemes of the Government of India/other Institutions, their pattern of assistance will apply.
- iii) The Schemes of NCDC could be dovetailed with the schemes of Govt. of India/Departments of Government/any other source(s). The pattern of assistance will be adjusted accordingly, with the condition that only one central subsidy shall be available. State Government can however contribute subsidy from their sources, if considered desirable.
- iv) Assistance to cooperatives having area of operations in more than one state could be provided directly subject to suitable security by way of mortgage of assets etc.
- v) Direct funding will be as per the guidelines decided by NCDC from time to time.
- vi) Pattern of assistance indicates the maximum limit of financial assistance that can be provided.
- vii) Programme/Project should meet the Statutory/Obligatory requirements viz. pollution, environment, hygiene etc.
- viii) Cooperatives shall normally have a democratically elected Board, professionally managed and proper arrangements for forward and backward linkages.

6.2 **Norms for Direct Funding**

The details are available in NCDC's website: www.ncdc.in under the heading "Eligibility for Direct Funding" which will be applicable for implementation of programmes under CSISAC.

6.3 **Procedure for availing NCDC's assistance**

Cooperative societies intending to avail NCDC's assistance may contact the Office of Registrar of Cooperative Societies(RCS)/Commissioner in charge of the specific programme / Agriculture & Cooperation Department/ Regional Offices of NCDC. The list of NCDC's Regional Offices, its jurisdiction, contact numbers, email address etc. are available in NCDC's website under the heading "Regional Directorate". The **Common Loan Application Forms** for various activities are also available in NCDC's website under heading "Application Form" which may be utilised.

....

Annexure-C

NCDC FIELD OFFICES

| | | |
|---|---|--|
| BENGALURU K.H.B. Complex, 3 rd Floor, National Games Village, Koramangala, Bengaluru-560 047. Ph.2251474 Fax:2287017 E-mail: RO.Bangalore@ncdc.in (Jurisdiction Karnataka) | BHOPAL A-8, 3 rd Floor, Platinum Plaza, T.T. Nagar, Bhopal-462003 Ph. 0755-2774175 Fax:2763647 E-mail: RO.Bhopal@ncdc.in (Jurisdiction Madhya Pradesh) | BHUBANESWAR Alok Bharati Complex (G.F.), Sahib Nagar, Bhubaneswar-751 007. Ph.0674-2542107 Fax:0674-2545874 E-mail: RO.Bhubaneswar@ncdc.in (Jurisdiction Orissa) |
| CHANDIGARH SCO 82-83, 2 nd floor, Sector -17-C, Chandigarh-160017. Ph.0172-2702007 Fax:0172-27221262 E-mail: RO.Chandigarh@ncdc.in (Jurisdiction Punjab, Haryana, J&K, Chandigarh) | CHENNAI 35, Garment Complex, 2 nd floor, Industrial Estate, Guindy, Chennai-600 032. Ph.22500034 Fax: 22500034 E-mail: RO.Chennai@ncdc.in (Jurisdiction Tamilnadu, Puducherry) | DEHRADUN B-2, Friends Enclave, Shah Nagar, Gorakhpur Post Office, Defense Colony, Dehradun-248001 Ph: 0135-2665125 E-mail: RO.Dehradun@ncdc.in (Jurisdiction Uttarakhand) |
| GANDHINAGAR Plot No. 272-273, Sector-16, Gandhi Nagar-382 016. Ph.079-23222293 Fax:079-23238292 E-mail: RO.Gandhinagar@ncdc.in (Jurisdiction Gujarat, Daman & Diu) | GUWAHATI Bora Service Station Bldg., G.S. Road, Ulubari, Guwahati-781007. Ph.0361-2526327 Fax:0361-2544427 E-mail: RO.Guwahati@ncdc.in (Jurisdiction Assam, Meghalaya Manipur, Tripura, Nagaland, Arunachal Pradesh, Mizoram) | HYDERABAD 5-10-193, HACA Bhavan, 2 nd floor, Opp.Public Gardens, Hyderabad-500 004. Ph. 040-23233760 Fax:040-23240615 E-mail: RO.Hyderabad@ncdc.in (Jurisdiction Andhra Pradesh) |
| JAIPUR 1 st floor, Central Block, Nehru Sahakar Bhawan, Bhawani Singh Road, Jaipur-302001. Ph. 0141-2740327 / 2740320 Fax:0141-2740320 E-mail: RO.Jaipur@ncdc.in (Jurisdiction Rajasthan) | KOLKATA P-161/1, VIP Road, 4 th Floor, Kolkata-700 054. Ph.2355-5538/4943 Fax:(033)2355-5538 E-mail: RO.Kolkata@ncdc.in (Jurisdiction West Bengal, Sikkim and Andaman & Nicobar Island) | LUCKNOW Sahakarita Bhavan, 14, Vidhan Sabha Marg, Lucknow-226001. Ph.0522-2613093 Fax:0522-2211565 E-mail: RO.Lucknow@ncdc.in (Jurisdiction Uttar Pradesh) |
| PUNE 5, B.J.Road, Pune-411 001. Ph. 26127049 Fax: 26128027 E-mail: RO.Pune@ncdc.in (Jurisdiction Maharashtra, Goa, Dadra & Nagar Haveli) | PATNA BLOCK-A, 2 nd Floor, Maurya Lok Complex, Dak Bungalow Road, Patna-800 001. Ph.0612-2221467 Fax:0612-2211604 Email: RO.Patna@ncdc.in (Jurisdiction Bihar) | RAIPUR House No.199 A, 1 st Floor, Main Road, Samta Colony Raipur-492 001 Ph: 0771-2106446 Fax: 0771-2442086 E-mail: RO.Raipur@ncdc.in (Jurisdiction Chhattisgarh) |
| RANCHI M-23 / DS, Hamu Housing Colony, Ranchi-834 012 Ph: 9234171496 Fax:0651-2241494 E-mail: RO.Ranchi@ncdc.in (Jurisdiction Jharkhand) | SHIMLA Kay Kay House Near Tara Hall School, Upper Kaithu, Shimla-171 003 Ph. 2657689 Fax: 2658735 E-mail: RO.Shimla@ncdc.in (Jurisdiction Himachal Pradesh) | THIRUVANANTHAPURAM 5 th floor, "CO-BANK Towers", Thiruvananthapuram-695 033. Ph.0471-2318497 Fax:0471-2311673 E-mail: RO.TVM@ncdc.in (Jurisdiction Kerala, Lakshadweep) |

Annexure VI (a)

Monthly Progress Report Format

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

(STORAGE DIVISION)

Sanctions and Releases during the month.....year...under AMI Scheme

(A) Construction of Godown

(Rs.in lakhs)

| Sl No. | Name of State | No.of godown sanctioned | Capacity (MT) | Subsidy Sanctioned | Subsidy Released |
|---------------------------------|---------------|----------------------------|------------------|-----------------------|---------------------|
| | | | | | |
| | | | | | |
| <u>(B) Renovation of Godown</u> | | | | | |
| | | | | | |
| | | | | | |

Annexure VI (b)

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(STORAGE DIVISION)

Month wise subsidy released upto the monthduring the year..

(Rs. in lakh)

| Sl. No. | During the month | Subsidy released by NCDC | | |
|---------|----------------------------|--------------------------|-------|-------|
| | | Advance | Final | Total |
| | April | | | |
| | May | | | |
| | June | | | |
| | ⋮ | | | |
| | Cummulative upto the month | | | |

Annexure-III

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(STORAGE DIVISION)

Annexure II to letter No.36-1/2014-Stg. dated
Month-wise Progress Report on sanction of godowns, sanction and
release of subsidy under AMI-Storage upto the month..during the year....

(A).Construction of Godowns

| (Rs.in lakhs) | | | | |
|---------------|---------------|----------|------------|----------|
| During month | No.of godowns | Capacity | Subsidy | Subsidy |
| | sanctioned | (MT) | sanctioned | Released |
| | | | | |
| | | | | |
| | | | | |

(B).Repair/Renovation of Godowns

| (Rs.in lakhs) | | | | |
|---------------|---------------|----------|------------|----------|
| During month | No.of godowns | Capacity | Subsidy | Subsidy |
| | sanctioned | (MT) | sanctioned | Released |
| | | | | |
| | | | | |
| | | | | |

(National Cooperative Development Corporation)
(Storage Division)

Progress Report in respect of Agriculture Marketing Infrastructure Scheme

Construction of Godowns

| Name of States | Sanctions and releases from 2001-02 to last day of previous month of the year | | | | Sanctions & releases during the year | | | | Cumulative Sanction & Release as on last day of the month | | | |
|----------------|---|------------------|--------------------|------------------|--------------------------------------|------------------|--------------------|------------------|---|------------------|--------------------|------------------|
| | No. of godowns | Capacity (in MT) | Subsidy sanctioned | Subsidy Released | No. of godowns | Capacity (in MT) | Subsidy sanctioned | Subsidy Released | No. of godowns | Capacity (in MT) | Subsidy sanctioned | Subsidy Released |

(Rs. in lakhs)

Renovation of Godown

| Name of States | Sanctions and releases from 2001-02 to last day of previous month of the year | | | | Sanctions & releases during the year | | | | Cumulative Sanction & Release as on last day of the month | | | |
|----------------|---|------------------|--------------------|------------------|--------------------------------------|------------------|--------------------|------------------|---|------------------|--------------------|------------------|
| | No. of godowns | Capacity (in MT) | Subsidy sanctioned | Subsidy Released | No. of godowns | Capacity (in MT) | Subsidy sanctioned | Subsidy Released | No. of godowns | Capacity (in MT) | Subsidy sanctioned | Subsidy Released |

(Rs. in lakhs)

Annexure VI (e)

(RASHTRIYA SAHAKARI VIKAS NIGAM)
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(STORAGE DIVISION)

STATE WISE - DETAILS OF SUBSIDY RELEASED UNDER
AMI-STORAGE DURING THE YEAR(upto the month)

Agriculture Marketing Infrastructure Scheme- Storage

(Rs. in lakhs)

| Sl. No. | Name of State | Subsidy released by NCDC | | |
|---------|---------------|--------------------------|-------|-------|
| | | Advance | Final | Total |
| | | | | |

RASHTRIYA SAHAKARI VIKAS NIGAM
(NATIONAL COOPERATIVE DEVELOPMENT CORPORATION)
(STORAGE DIVISION)

Annexure-4(i) (f)

MONTHLY PROGRESS REPORT OF SUBSIDY UTILIZATION FOR THE MONTH OF, -YEAR

| Name of Agency | Opening Balance as on first day of financial year | Funds released by DAC during the year | Total upto the month | (Rs.in lakhs) | | | Additional amount requested by NCDC |
|----------------|---|---|----------------------|--|---|-------|-------------------------------------|
| | | | | Subsidy released by NCDC* Upto the month | Balance available with NCDC as on last day of the month | | |
| | | | | | Advance | Final | |
| NCDC | | | | | | | |

Annexure-VI (g)

FORM GPR 19 - A

**FORM OF UTILISATION CERTIFICATE IN RESPECT OF RURAL
GODOWN SCHEME**

| | | |
|-------------------------------------|---|---|
| <p>Letter No. & date</p> | <p>Amount (Rs. In lakhs)</p> | <p>Certified that out of Rs.... lakhs grant in aid sanctioned in favour of NCDC during under the Ministry/Department letter number given in the margin, Rs. lakh has been utilized for the purpose of subsidy for which it was sanctioned and the unspent balance with NCDC is as on last day of the month.</p> |
|-------------------------------------|---|---|

- 1 Certified that during the year, .. no. of godowns have been sanctioned for repair and renovation as on... (last day of the month)
- 2 Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned, have been duly fulfilled/are being fulfilled, and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised -

- | | |
|-------------------------------------|---------------------------------------|
| 1. As per information received from | Govt. /societies and records of NCDC. |
| 2. As per information received from | P Division of NCDC. |

Signature _____
 Designation: Dy Director (Storage)
 Dated: _____