



## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.



# National Cooperative Development Corporation

TOPIC (Training of Personnel in Cooperatives) Institute

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## Process Document for TOPIC Institute

Document ID : NCDC/PD(TOPIC)-20

Revision No. : 01

Prepared By:

Chief Director (TOPIC)

Reviewed By:

QMS Documentation Committee

Approved By:

Managing Director (MD)



**PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON****DOC. NUMBER.****NCDC/PD(TOPIC)-20****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	08.09.2014	Chief Director (TOPIC)	--	Initial	MR
00	01	01.08.2016	Chief Director (TOPIC)	--	Title of document, Input & Output included, process controls and risk management incorporated as per the requirement of ISO 9001:2015	QMS Documentation Committee

**2) DOCUMENT AVAILABILITY**

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Chief Director (TOPIC)
SOFT COPY	<a href="http://ncdc.in/Internal_files/Page399.htm">http://ncdc.in/Internal_files/Page399.htm</a>

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

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## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

### INDEX

1) Division Structure.....	4
2) Responsibilities & Authorities.....	4
3) Abbreviations.....	4
4) Purpose.....	6
5) Scope.....	6
6) Process Details.....	6
7) Process Measurements.....	21
8) Risk & Opportunities Identified.....	22
9) Process Controls.....	22
10) Details of Documented Information retained.....	23
11) Details of Documented Information maintained.....	24
12) References.....	25

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 3 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

### 1) DIVISION STRUCTURE



Ref. # Annexure-1

### 2) RESPONSIBILITIES & AUTHORITIES

Ref. # Annexure-2

### 3) ABBREVIATIONS

AC	Air Conditioner
A/C	Accounts
AD	Assistant Director
AMC	Annual Maintenance Contract
ATP	Annual Training Plan
AV	Audio-Visual
BOM	Board of Management
CD	Chief Director
CICTAB	Centre for International Cooperation and Training in Agriculture Banking
CL	Casual Leave
CVC	Central Vigilance Commission
DAC	Deptt. of Agriculture & Cooperation
DCBM	Diploma in Cooperative Business Management
DVD	Digital Versatile Disk
DMD	Dy. Managing Director
EPABX	Electronic Private Automatic Branch Exchange

<b>Prepared By:</b>	<b>Reviewed By:</b>	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 4 of 25



# PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

FDP	Faculty Development Programme
GA	General Administration
GFR	General Financial Rules
HDC	Higher Diploma Course in Cooperation
HO	Head Office
HOD	Head of Division
ICM	Institute of Cooperative Management
IIMA	Indian Institute of Management, Ahmadabad
IIMI	Indian Institute of Management, Indore
JTC	Junior Cooperative Training Centre
LCD	Liquid Crystal Display
MD	Managing Director
NCCT	National Council for Cooperative Training
NCDC	National Cooperative Development Corporation
OTA	Overtime Allowance
PO	Programme Officer
POA	Programme of Activities
RD	Regional Director
RH	Restricted Holiday
RTGS	Real Time Gross Settlement
SPA	Senior Personal Assistant
SPS	Senior Personal Secretary

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 5 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

TA	Tour Advance
TDS	Tax Deducted at Source
TOLIC	Town Official Language Implementation Committee
TOPIC	Training of Personnel in Cooperatives
VAMNICOM	Vaikunth Mehta National Institute of Cooperative Management

#### 4) PURPOSE/ OBJECTIVES

To develop professional competencies of personnel of NCDC and the assisted cooperatives to enable them to achieve organizational objectives through training and developmental interventions including training related research, consultancy and other associated activities.

#### 5) SCOPE

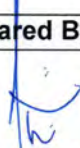

Conceptualizing, Designing and Facilitating project and job related trainings for NCDC assisted projects, its own personnel and others based on felt needs/requests from cooperatives/other agencies, related Consultancy & Research and Implementation of Promotional & Developmental Schemes in furtherance of the mandate of the Corporation. The scope also includes managing all related support services.

#### 6) PROCESS DETAILS:

##### 6.1 Preparation of Annual Training Plan and Programme of Activities

Process Input	Source
Training requirements information	<ul style="list-style-type: none"><li>• HODs/RDs and HRD</li><li>• Collaborative agencies</li><li>• Interested parties</li></ul>

**6.1.1** Invite suggestions from Head Office and Regional Directorates of Corporation on the perceived and identified areas of training required in the assisted cooperatives/projects and of other cooperatives/support agencies. For in service personnel training requirements are obtained from HRD Division. This process is completed by mid February every year.

Prepared By:	Reviewed By:	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 6 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

- 6.1.2** Chalk out the list of the proposed in campus and off campus training programmes for diverse categories of personnel by allotting names/title of each training programme, defining the target group and identifying/firming up suitable slots.
- 6.1.3** Examine such suggestions (**refer clause 6.1.1**), requests from the cooperatives/agencies and also consider the feedback of past trainees/projects to work out the Annual Training Plan.
- 6.1.4** Obtain the approval and circulate the approved Annual Training Plan to all Head of Divisions/Regional Directorates and the involved stakeholders, besides uploading the same in the website of the Corporation.
- 6.1.5** Allocate the training programmes amongst the Programme Directors who would be responsible for mounting, implementation, delivery and evaluation of the individually allotted training programmes and submitting the reports thereof.
- 6.1.6** Work out targets for Programme of Activities including Promotional and Developmental programmes and compiling the achievements thereof, for informing the Plan & Coordination Division so as to seek approval of the total Programme of Activities of the Corporation.

Process Output



ATP and POA

### 6.2 Training

Process Input	Source
Training needs/requirements, training designs, Inputs of resource persons, Study materials, Logistic arrangements.	HODs/RDs and HRD, previous course cum evaluation reports, sanction letters of projects, faculty discussions, specific requirements of interested parties, research papers of experts, Internet based information and government schemes etc.

#### 6.2.1 Training Needs Assessment/Analysis

- Work out the training needs by reviewing the sanctioned projects, the operational environment, role and job analysis of the target group/organization, to the extent possible.
- Prioritize training needs with reference to importance, relevance and in consultation with the target group/management/organization.

Prepared By:	Reviewed By:	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 7 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

- iii. Firm up the types/categories of training programmes for in-house/field personnel and assimilate these into Annual Training Plan.

### 6.2.2 Mounting of Training Programmes

- i. As per the approved Training Plan, announce the programme about two months in advance for in-house personnel and about three months for cooperatives/project related personnel before the start of the actual training programme. Follow up for the nominations and once received confirm the same.
- ii. Based on the assessment of training needs, the feedback received and faculty's perception, define training programme's objectives
- iii. Visualize the programme design, work out specific session objectives and develop the course curriculum comprising of in class learning and practical orientation.
- iv. Identify faculty for sessions as per course design simultaneously capitalizing on the resources of Head Office.
- v. Inform guest faculty (from corporate office of NCDC and other institutions) in advance about the participants' profile, organizational situations and the expectations from them to meet out the training gap in the proposed sessions.
- vi. Identify in consultation with the Regional Directorates the societies/projects if to be visited during the programme and arrange logistics thereof.
- vii. Obtain approval for the cost involved in each training programme, issue relevant sanction orders and delegate responsibilities for accounts settlement.
- viii. Prepare training material incorporating the reference materials obtained from the guest speakers and arrange the requisite number of printed copies for circulation amongst trainees.
- ix. Ensure physical dimensions of training programme covering factors like:
  - a. Display of title of Training Programme and the name plates of the participants.
  - b. Seating arrangements, lighting and ventilation, work orderliness of training equipments with LCD, computer, space for syndicate work etc.
  - c. Provision for stationary, training material, facility of photocopies etc.
  - d. Provision of library facilities – availability and issue of text books, reference material, magazine etc.
  - e. Provision of transportation, lodging and boarding facilities of trainees and guest faculty.

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 8 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

- f. Arranging to receive training fee from the participants and payment of honorarium and conveyance to the faculty.
- g. Recreation and gymnasium facilities for the residential trainees.

### 6.2.3 Implementation of Training Programmes

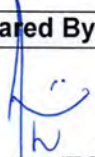

- i. Commence the training programme with registration of the participants and filling up of Pre-Course Questionnaires as per specimen (Annexure – V), setting of learning climate, inauguration followed by the business sessions and conclude with obtaining action commitment, evaluation of the programme and valediction.
- ii. Brief the guest faculty on profile of the participants on the basis of information available and circulate Pre-Course Questionnaires amongst the faculty for customizing session delivery.
- iii. Maintain attendance record of the participants during the course of the training programme.

### 6.2.4 Training Delivery

- i. Preparation of need based PPTs or other inputs including handouts for in-class use to accomplish learning objectives
- ii. Presentation of learning sessions, interaction with trainees and managing group behaviour in the learning process.
- iii. Maintain continuous communication with participants to obtain informal feedback on learning and arrangements to take up suitable action.

### 6.2.5 Evaluation of Training Programme

- i. Pre course, interim and post course feedback eliciting reaction, learning received and outcome on all the major aspects/parameters of training programme.
- ii. Obtain continuous inputs on approach, receivability of contents and learning through participative methodology of training.
- iii. Prepare the course-cum-evaluation report on completion of the course and submit it to management and draw meaningful suggestions for incorporating in the subsequent programmes.
- iv. Sending the relevant observations/suggestions to the concerned HODs for information and action.

Prepared By:	Reviewed By:	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 9 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

- v. Obtain post training feedback from HRD Division for the in service personnel and use relevant observation for improving subsequent similar programmes.

Process Output

Course cum evaluation report

### 6.3. Promotional and Developmental Schemes



Process Input	Source
Nominations/Proposals for the schemes	State Govt./RDs/Concerned Institutes

**6.3.1** Award of Fellowships for (a) Faculty Development Programme (FDP) in Management at Indian Institutes of Management (IIMs), Ahmadabad and Indore and (b) for Diploma in Cooperative Business Management (DCBM) at VAMNICOM, Pune (**Annexure-VI**).

- On announcement of the schedule of the programme / course by the respective institutes, invite eligible nominations, receive applications and examine them in terms of prescribed norms and qualifications (**Annexure-VII-1**).
- Seek approval of competent authority for eligible candidatures and the amount of fellowship.
  - Inform and send the original applications of the selected candidates to the Institutes for final selection at their end, under intimation to the selected candidates / their sponsoring institutes.
  - Reimburse fellowship fees to the respective Institutions on receipt of the requisite documents and fulfillment of the prescribed conditions.

**6.3.2** Organization of study visit to good working Marketing/Processing societies (**Annexure-VI**)

- Annual Targets are set in the Programme of Activities of NCDC.
- Circulate at the beginning of the year and midyear, the outline of the scheme amongst Registrar of Cooperative Societies in states/UTs/Regional Directorates with a request to recommend complete proposal for consideration.
- Request Regional Directorates of NCDC to formulate/forward and/or follow up proposals from the State Government.
- Examine the proposal received in terms of the norms and prescribed tenets of the scheme (**Annexure-VII-2**).

Prepared By:	Reviewed By:	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 10 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

- e. Obtain competent approval/sanction for the complete and final proposal.
- f. Issue the **necessary sanctions** for the approved amount and follow-up with the concerned for the organization of the visit.
- g. Obtain the study visit report (as per format to be numbered and attached) for perusal and action, if any.

### 6.3.3 Cash Awards to the meritorious students of Higher Diploma Course (HDC) in Cooperation (Annexure-VI)

- i. Correspond with NCCT from time to time for utilizing this scheme of the Corporation.
- ii. Receive reimbursement claims from NCCT for the cash prizes disbursed to the meritorious students during the financial year by the ICMs.
- iii. Examine the claims in terms of the NCDC Scheme.
- iv. Reimburse the claim to NCCT, as per the eligibility after obtaining the competent approval.



Process Output	Fellowships/Cash Awards used, Study visits undertaken.
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## Administrative Processes and Statutory & Regulatory Compliances

Process Input	Source
NCDC manual on service matters, GFR and HO circulars.	P&A and GA Division

### 6.4 Administration of the Institute

- 6.4.1 Deal with administrative matters in respect of attendance, leave records and issues related to office management/discipline etc. (as per the appropriate NCDC norms and instructions of Head Office)
- 6.4.2 Obtain approval for sanction/extension of leave (Annexure-VIII) of all kinds and issuing sanction order indicating the balance in leave accounts, sanction of overtime allowance as per eligibility etc. and maintaining records thereof.
- 6.4.3 Furnishing Vigilance Report to Head Office on monthly basis (as per CVC guidelines/HO No.NCDC:7-2/98-Admn. dated 27.12.2004).

Prepared By:	Reviewed By:	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 11 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

### 6.5 Implementation of Official Language (Hindi as Rajbhasha)

- 6.5.1 Regular organization of quarterly meetings of Official Language Implementation Committee meetings and circulating the minutes thereof, organizing workshops etc.
- 6.5.2 Observe Hindi week every year by organizing various competitions/workshops ensuring participation of all officers and staff, and sending a synopsis on the same to Hindi Division in HO.
- 6.5.3 Attend the meetings of Town Official Language Committee Meeting (TOLIC), contribute to its Rajbhasha magazine and actively participate in the various events organized by the member institutes under its aegis.
- 6.5.4 Compilation and furnishing of the quarterly/yearly reports to Head Office; TOLIC and Department of Official Language in the Ministry regularly.
- 6.5.5 Prepare questionnaire booklets for inspection by Parliamentary Committees as and when held, comply with Action Points and report to the Office of Parliamentary Committee, Ministry and TOLIC.

### 6.6 Coordination

- 6.6.1 Follow up of Senior Officers/RDs and other review meetings.
- 6.6.2. Compile and furnish Action Taken Report on the discussions/minutes of the review meetings of senior officers at Head Office.
- 6.6.3 Reporting the progress of trainings every month to HO.

### 6.7 Preparation of Budget of TOPIC Institute

- 6.7.1 Meeting of all officers is convened by Chief Director (TOPIC) in first week of January to discuss the office requirements for the last quarter and next year
- 6.7.2 Obtain the tentative rates of items proposed to be purchased
- 6.7.3 Preparation of Institute's administrative budget for next year and revised budget for on-going year by the month of January every year
- 6.7.4 Obtain approval of competent authority in HO
- 6.7.5 Furnishing copy of approved budget estimates to GA division in HO for placing the same along with budget of HO before the BOM and General Council for approval
- 6.7.6 Circulation of copy of the approved budget to all officers of TOPIC for further action

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 12 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

**6.7.7** Conduct checks to ensure that expenditure is; made as per approved budget. In case of deviation, the justification and area of deviation is brought to the notice of competent authority for revised budget provision.

### 6.8 Accounts

- 6.8.1** Preparation of Invoices indicating appropriate head in respect to bills received for payment for supplies/works
- 6.8.2** Preparation of payment voucher / journal voucher through computerized integrated financial package
- 6.8.3** Preparation of cheques for all payments and signing as signatory by two officers
- 6.8.4** Deduction of Income Tax/ Service Tax (if applicable) from payments and informing HO on time to get these deposited with govt.
- 6.8.5** Bank reconciliation on monthly basis
- 6.8.6** Correspondence with the bank for rectification of differences
- 6.8.7** Preparation of Cash Book / Receipt Vouchers through computerized integrated financial package
- 6.8.8** Preparation of Receipt Vouchers of funds received by TOPIC through RTGS, Cheque, Draft, Cash from HO, employees, trainees and cooperative institutions etc.
- 6.8.9** Verification of entries made in the system regarding Receipt /Payment/Journal Vouchers by Director (TOPIC)
- 6.8.10** Deposit of cash/cheque/draft in the bank
- 6.8.11** Preparation of monthly accounts of TOPIC and forwarding to HO by end of first week of next month
- 6.8.12** Distribution of cash payments and cheques to the employees for cartage, newspaper, advance etc against the receipt.
- 6.8.13** Payment of annual insurance premium of office vehicle and office building for renewal of insurance as and when due.
- 6.8.14** Advising the bank to transfer payments of the employees in their respective bank account
- 6.8.15** Depositing vehicle fitness tax with state transport department by the due date every year
- 6.8.16** Compilation of annual accounts of TOPIC and furnishing to HO by first week of April

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 13 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.


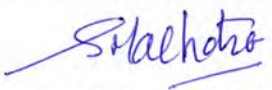
- 6.8.17 Examining TA bills of employees of TOPIC except CD(TOPIC) and settle the bills for payment as per TA rules with approval of competent authority
- 6.8.18 Examining festival advance application of employees in terms of guidelines issued by HO
- 6.8.19 Sanction and disbursement of Festival Advance
- 6.8.20 Receiving the medical claim of employees of TOPIC, making diary entry of each bill through Integrated Financial Accounting System and submitting the bills duly signed by CD(TOPIC) to HO for examination and approval
- 6.8.21 Generating Medical Acquaintance Roll of medical bills received from HO after sanction, then payment voucher is prepared for payment

### 6.9 Procurement & Management of Dead Stock and Store Items

- 6.9.1 Identify the different items required for the next financial year and seek approval in the budget.
- 6.9.2 Obtain approval to commence the process of procurement of various items.
- 6.9.3 Arrange for purchase of the items through appropriate committees as per Office Order No NCDC:7-4/2005-Genl (policy) dated 23/12/2014 (Annexure-IX) within the ambit of appropriate GFR 2005 by Ministry of Finance, Deptt. of Expenditure, Govt. of India as per delegation of powers after due examination of quotations/tenders.
- 6.9.4 Prepare Purchase Order and check for quality and the specifications of the items before release of payment.
- 6.9.5 Keep record of all items in the register and update on the basis of the transactions.
- 6.9.6 Issue the items from the store against the requisition slip.
- 6.9.7 Carry out the inspection to identify obsolete and unserviceable items and to dispose of the condemned items after approval.

### 6.10 Horticulture

- 6.10.1 Maintenance of Plantation & Horticulture works at TOPIC Institute. Arrange to get this work done through a contractor on yearly basis.
- 6.10.2 Payment of bills to the contractor on satisfactory work.

Prepared By:	Reviewed By:	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 14 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE



01-08-2016.

### 6.11 Upkeep and Cleanliness

- 6.11.1 Arrange upkeep and cleanliness of different locations comprising of office block, training block, hostel, recreation hall, mess and kitchen, all hostels and inner roads through a contractor.
- 6.11.2 Appoint the contractor through tender process and legal documentation within the framework of GFR-2005 by constituting an appropriate committee and following delegation of powers.
- 6.11.3 Prepare cleaning schedule for each location in the campus.
- 6.11.4 Monitor upkeep and cleanliness of each location as per the schedule.
- 6.11.5 Check attendance schedule and payment of bills on satisfactory services.

### 6.12. Maintenance of building and equipments including Audio Visual Aids

- 6.12.1 Prepare detailed list of items—civil, electrical, mechanical, telephone, ACs and draw time schedule for checking the items for proper functioning
- 6.12.2 Cleaning of water tanks annually.
- 6.12.3 Pest control of the Institute :
  - a) General Pest Control-Every two months
  - b) Rodent Pest Control-Once in three month
  - c) Anti-termite-Once in four month
- 6.12.4 Service of ACs before start of summer season.
- 6.12.5 Checking and cleaning of EPABX board and other telephone instruments on monthly basis by Multi Task Staff and outsourced manpower
- 6.12.6 For supply of clean drinking water, the two water purifier machines installed in office and hostel are regularly checked under AMC
- 6.12.7 Checking of DG set by Electrician posted in TOPIC on monthly basis
- 6.12.8 Service of DG set after working for 250 hrs. (as per user manual) from authorized workshop
- 6.12.9 Service of office vehicle after running of every 10,000 Kms (as per user manual) and minor repair/replacement of accessories from authorized workshop.
- 6.12.8a Staff car driver maintains the Log Book which is duly checked by concerned officer.
- 6.12.8b Sanction of advance to driver for filling the petrol in staff vehicles.
- 6.12.8c Entry for petrol purchase is made in the register.
- 6.12.8d Adjustment of advance payment on the basis of bills and records in the register

Prepared By:	Reviewed By:	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 15 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

- 6.12.8e** For trainees and guest faculty, if required, vehicle is hired from Taxi Stand.
- 6.12.9** Maintain register to keep record of diesel purchased and consumed. Maintain sufficient stock of diesel to provide continuous power in the event of electricity cut.
- 6.12.10** Checking of electric panels / electric points by the electrician posted in TOPIC on monthly basis
- 6.12.11** Arrange repair/renovation/white wash of building as per requirement
- 6.12.12** Cleaning of sewage pipes and special attention before onset of monsoon so that sewer water does not back flow in office compound
- 6.12.13** Checking of drain pipes at the roof of the building to avoid collection of water and its seepage in the building
- 6.12.14** Maintain complaint register, also indicating time taken in attending the complaint.
- 6.12.15** Feedback from officials concerned about quality of work done
- 6.12.16** Obtain signatures of concerned officials if items have been fixed / replaced. Old items are deposited in store
- 6.12.17** Make stock entry of all items purchased for maintenance work
- 6.12.18** Arrange for maintenance of equipments like LCD, computers and system peripherals, photocopier and other AV aids and related bill payments.
- 6.12.19** Take monthly reading of electricity consumed in campus flats through sub meters installed, calculate the amount on the basis of rates approved by competent authority and inform to HO to deduct the amount from salary of concerned officials on a six monthly basis.

### 6.13 Security and Safety

- 6.13.1** Arrange for round the clock security of campus through outsourced contractor by HO.
- 6.13.2** Prepare system of security at the gate and in the building like visitors in-register, vehicle/material in-coming register, out-going gate pass etc. and ensure its implementation.
- 6.13.3** Conduct checks to see the effectiveness of security arrangements.
- 6.13.4** Arrange fire extinguishers of required type at different locations and train the personnel on its use. A fire mock drill is conducted annually.
- 6.13.5** Plan and get the fire extinguishers checked and refilled on or before the due date.
- 6.13.6** Maintain the first-aid box in the office and replenish the required items regularly.

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 16 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

**6.13.7** Payment of bills of the security contractor on approved terms and conditions, and satisfactory services.

### 6.14 Hospitality and Catering Services

(Delegation of Power by Office Order No. NCDC: 2-1/82-Admn. dated 3.9.2010 and No NCDC:7-4/2005-Genl (policy) dated 23/12/2014 related to constitution of purchase committee)

- 6.14.1** Arrange hospitality and catering services for the residential and day trainee participants through a private contractor.
- 6.14.2** Appoint the contractor by tender process after due approval of the document, terms and conditions and completion of legal documentation, within the laid out provisions of the relevant GFR through committee and delegation of powers.
- 6.14.3** Prepare the menu for different meals, tea and snacks etc. for the day in advance for each programme and fix up the service timing for different meals/services.
- 6.14.4** Check for quality of food and hygienic condition in the dining hall as well as kitchen.
- 6.14.5** Arrange for check in of the trainee participants in hostel, their allotment of rooms and check out on conclusion of the training programme.
- 6.14.6** Maintain a suggestion box in the hostel and act upon the suggestions received.
- 6.14.7** Get feedback during the programme and at the end of the programme from the trainees to ensure that quality standards are maintained.
- 6.14.8** Officer In charge and Programme Director to keep a watch on quality of services and ensure corrective action for shortfall, if any.
- 6.14.9** Payment of bills raised by the contractor on verification and statutory deduction etc.

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 17 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

### 6.15 Library


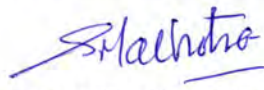
- 6.15.1 Procurement of the selected books, DVDs/CDs on identified subject, as recommended by the Internal Faculty Committee from the vendors for the amount not exceeding the allocated budget.
- 6.15.2 Subscribe to the selected magazines, newspapers and journals of relevance to the institute and as per the approval and also receive the reports, publications, training material, and complimentary copies from other organizations for reference purposes.
- 6.15.3 Maintain record of the books etc. and issue of books, magazines etc. for use of trainees/officers/staff of the institute.
- 6.15.4 Appropriate display of the books, newspapers, magazines, journals etc. on the shelves, tables etc.
- 6.15.5 Conduct physical verification of library dead stock (books) from time to time

### 6.16 Procedure for stock entry & for making payment

- 6.16.1 On receipt of goods in the store, the goods are entered in the stock register of the store
- 6.16.2 After making necessary entries of the goods in the stock register, the S.No , page no of the stock register and nomenclature of good, is mentioned on the bills by the store keeper duly verified by the concerned officer
- 6.16.3 Approval of the competent authority is obtained to pass for payment of bills for the goods received in the store.
- 6.16.4 An invoice/ sanction order duly signed by Competent Authority is forwarded to the concerned official for making payment.

### 6.17 Reimbursement of Telephone expenses

- 6.17.1 As per office order for payment of telephone bills (Annexure - X) in respect of residential telephone/mobile/broad band are reimbursed to officials of the Corporation.
- 6.17.2 On receipt of claims from officials, the approval of the competent authority is obtained.
- 6.17.3 Claim along with approval is forwarded to the concerned official for payment.

Prepared By:	Reviewed By:	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 18 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

### 6.18 Reception Desk for visitors

6.18.1 A visitors register is maintained at gate

6.18.2 Every visitor is required to make entry in the register

### 6.19. Reimbursement of Cartage

6.19.1. Reimbursement of cartage for carrying tools, files/official documents by the officers/staff of the Corporation outside TOPIC Head Office is made on hiring of Truck/Tempo/Taxi/ Scooter/Cycle rickshaw etc.

6.19.2 The concerned official claims the reimbursement through contingent voucher.

### 6.20 Reimbursement of Newspaper

6.20.1 Reimbursement of newspapers to the eligible officials on submission of their claims as per the office order (Annexure – XI) is made on quarterly basis.

### 6.21 Physical verification of dead stock items, petty/stationery items & disposal of obsolete dead stock, petty, stationery & other misc. items

6.21.1 Physical verification of dead stock items, petty/stationery items & disposal of obsolete dead stock, petty, stationery & other misc. items available in TOPIC, is done annually by duly constituted Committees. After calculating the depreciated value of the dead stock items as on date, approval of MD is obtained for disposal of obsolete/unserviceable dead stock, petty/stationery items and other misc. items

6.21.2 After obtaining the approval of MD, NCDC the quotations/bids are invited including terms & conditions, formats for quoting the rates from the firms in line and also publishing the quotation on NCDC's website and on Central Portal of Government of India.

6.21.3 After receiving quotations by the closing date, a meeting of the committee for disposal of obsolete/unserviceable items is convened.

6.21.4 Based on the recommendations of the committee and after obtaining the approval of competent authority, the firms are asked to submit the amount of the bid awarded and in turn are allowed to lift the material for disposal on receipt of payment as per the terms & conditions of the bid document.

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 19 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

### 6.22 Reimbursement of expenses in respect of purchase of briefcase by the eligible officer

**6.22.1** As per the policy, reimbursement of the expenditure incurred for purchase of a briefcase as per their eligibility once in three years and also to the officer(s) going abroad for official work carrying the official documents etc. as per the (Annexure – XII).

### 6.23 Purchase of livery items

**6.23.1** Before the commencement of summer/winter season, list of eligible MTS for livery is prepared as per HO advice

**6.23.2** Purchase of summer/winter livery items is made as per specifications and rates finalized in H.O.

**6.23.3** On receipt of livery items, entry is made in the Stock Register in the store

**6.23.4** The livery items issued to eligible MTS by taking signature of individuals in the issue Register

### 6.24 Procedure for collection and distribution of dak

#### 6.24.1 Incoming letters/dak/parcels etc.

- a. All letters/dak addressed to TOPIC is received by SPA to Chief Director (TOPIC) or directly to CD(TOPIC) through DDFS.
- b. The letters/dak is endorsed/marked to the concerned officer for action.

#### 6.24.2 Outgoing letters/dak etc.

- a. The letters meant for dispatch are forwarded to the concerned Assistant
- b. The official makes entry in the register and puts reference number on the letters/dak etc. (whether ordinary/Speed Post/Registered Post) and forwards the dak H.O. for dispatch

### 6.25. Reply of Audit

**6.25.1.** Furnishing of documents/information required by internal/statutory auditors in respect of audit para sent by Finance Division.

Process Output

Smooth functioning of institute and compliances of Statutory and Regulatory requirements.

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 20 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

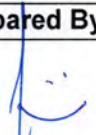

DATE OF ISSUE

01-08-2016.

### 7) Process Measurements

S.N o	Process	Measurable indicators	Monitoring frequency	Officers Responsible for Implementing the programme
7.1	Preparation of Annual Training Plan and Programme of Activities	By the last quarter of the year	Each month of last quarter	CD and Director
7.2	Review of implementation of ATP and POA	a. Number of trainings completed b. Activities under P&D	a. Quarterly b. Half yearly	CD and Director
7.3	Implementation of complete training program	As per timelines indicated in process details	Monthly	Program Director
7.4	Hospitality and catering services	Responses on quality of services by trainees	Intermittently and at end of the course	Director
7.5	Upkeep and cleanliness	Quality of services indicated by the users	daily and on complaints	Director
7.6	Safety and security	a. Punctuality of guards b. Upkeep of safety equipments	a. Daily b. As per timelines in the process details	Director
7.7	Establishment	a. Completion of work b. Submission of reports	As per timelines	Director
7.8	Accounts	a. Payments b. Submission of reports	As per timelines	Director

\* Details of programmes along with duration – Annexure-II

Prepared By:	Reviewed By:	
 Chief Director (TOPIC)	 QMS Documentation Committee	Page 21 of 25





# PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

## 8) Risk & Opportunities Identified

Ref. # Risk Register

## 9) Process Controls

S.no	Process	Process step	Controls established
1	Preparation of annual training plan	6.1	<ul style="list-style-type: none"> <li>Timely issue of letters for seeking training requirements.</li> <li>Follow-up for timely receipt of information from the concerned.</li> <li>Approval of competent authority.</li> </ul>
2	Training	6.2, 6.2.3 & 6.2.4	<ul style="list-style-type: none"> <li>Timely announcement of the training program.</li> <li>Ensure adequate nomination through follow-up.</li> <li>Suitable Guest faculty is identified and informed.</li> <li>Ensure physical arrangements in place.</li> <li>Ensuring regular participation throughout the program</li> </ul>
3	Evaluation of training program	6.2.5	<ul style="list-style-type: none"> <li>Submission of course-cum evaluation report.</li> <li>Ensure follow up with the concerned divisions for sectoral training programs and HRD for internal trainings.</li> </ul>
4	Promotion and Development schemes	<ul style="list-style-type: none"> <li>6.3.1, 6.3.2</li> <li>6.3.3</li> </ul>	<ul style="list-style-type: none"> <li>Allocate targets to RDs on rotational basis.</li> <li>Ensure regular follow up with NCCT for timely submission of cash award reimbursement proposals</li> </ul>
5	Administrative processes and statutory & regulatory compliances	6.4 to 6.25	<ul style="list-style-type: none"> <li>Timely compliance of statutory &amp; regulatory requirements.</li> <li>Constant and regular supervision of all externally provided services and timely payments to the same.</li> <li>Timely and effective closure of complaints.</li> </ul>

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 22 of 25





# PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

## 10) Details of Documented Information retained

S. No.	Title	Identification	Location	Maintained By	Retention Period in Years	Disposition
10.1	Policy File	By title	Almirah-4 In Staff Hall	PS	Permanent	---
10.2	Training Statistics	By title	CD(PA)	PS	Permanent	---
10.3	Training Programmes and P&D Schemes (repeated every year)	By title	Almirah-4 In Staff Hall	PS	7 years	After digitization Weeding out
10.4	Other Training Programmes	By title	Almirah-3 & 4	PS	15 years	After digitization Weeding out
10.5	Inventory of furniture and other assets	By title	Almirah of Jr. Asstt.	Jr. Asstt.	15 years	After digitization Weeding out
10.6	Administrative establishment and office management records	By title	Almirah-5 In Staff Hall	Sr. Asstt	15 years	After digitization Weeding out
10.7	Personal Records in respect of leave attendance, medical etc.	By Employee Name	-do-	Sr. Asstt	Permanent	---
10.8	Housekeeping, catering, related	By title	Almirah-5 In Staff Hall	Sr. Asstt	10 years	After digitization Weeding out
10.9	Horticulture related	By title	Almirah of DD (TOPIC)	DD (TOPIC)	10 years	
10.10	Budget/Accounts Expenditure	By title	Almirah of Sr. A/Cs Asstt.	Sr. Asstt (A/Cs)	Sent to H.O. (monthly/ annual)	---
10.11	Audit	By title	-do-	Director	Permanent	---
10.12	Maintenance of office equipments and vehicle	By title	Almirah in Staff Hall	DD/PO	Till disposition	After digitization Weeding out

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 23 of 25





# PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20

DATE OF ISSUE

01-08-2016.

10.13	Books	By title	Almirahs in Library	Jr. Asstt	Permanent	---
10.14	Magazines/CDs/DVDs/journals	By title	-do-	Jr. Asstt	15 years	After digitization Weeding out
10.15	Newspaper for office library	By title	-do-	Jr. Asstt	2 years	After digitization Weeding out
10.16	Implementation of Hindi as official language	By title	Almirah-5 In Staff Hall	Sr. Asstt	15 years	After digitization Weeding out

## 11) Details of Documented Information maintained

S. No.	Title	Identification	Location	Prepared by	Approved by	Revision no.
1.	Office Order 2-1/82-Admn. Dated 27.7.1994 for Admn/ Financial Powers	Annexure-III	TOPIC	Admn. Division HO	MD	00
2	Office Order 2-1/82-Admn. Dated 3.9.2010 for Admn/Financial Powers	Annexure-IV	TOPIC	Admn. Division HO	MD	00
3.	Pre course Questionnaire (a specimen)	Annexure -V	TOPIC	TOPIC		00
4.	Checklist for examining proposals pertaining to Promotional & Developmental Schemes	Annexure-VII-1 , VII-2 & VII-3	TOPIC	TOPIC	CD	00
5.	Application of CL/RH	Annexure – VIII	TOPIC	TOPIC		00
6.	Office Order 7-4/2005-Gen(Policy) dated 23.12.2014, on constitution of Tender-cum-Purchase Committee	Annexure-IX	TOPIC	GA Division HO	MD	00

Prepared By:

Reviewed By:

Chief Director (TOPIC)

QMS Documentation Committee

Page 24 of 25





## PROCESS DOCUMENT FOR TOPIC INSTITUTE, GURGAON

DOC. NUMBER.

NCDC/PD(TOPIC)-20




DATE OF ISSUE

01-08-2016.

7.	Office Order 10-1/2015-GA dated 14.12.2015 on Telephone Facility	Annexure-X	TOPIC	Genl. Admn. Division	MD	00
8.	Office Order 9-2/98-Admn. dated 28.7.2014 on Newspaper facility.	Annexure -XI	TOPIC	Admn. Division	MD	00
9.	Office Order 8-4/2010-Genl. dated 29.1.2014 on Facility of Brief Case	Annexure -XII	TOPIC	Genl Admn. Division	MD	00

### 12) References:

- i. Promotional and Developmental Schemes – Key features (Annexure-VI)
- ii. GFR 2005, Deptt. of Expenditure, Ministry of Finance

<b>Prepared By:</b>	<b>Revised By:</b>	<b>Approved By:</b>	Page 25 of 25
 Chief Director (TOPIC)	 Documentation Committee	 Managing Director (MD)	



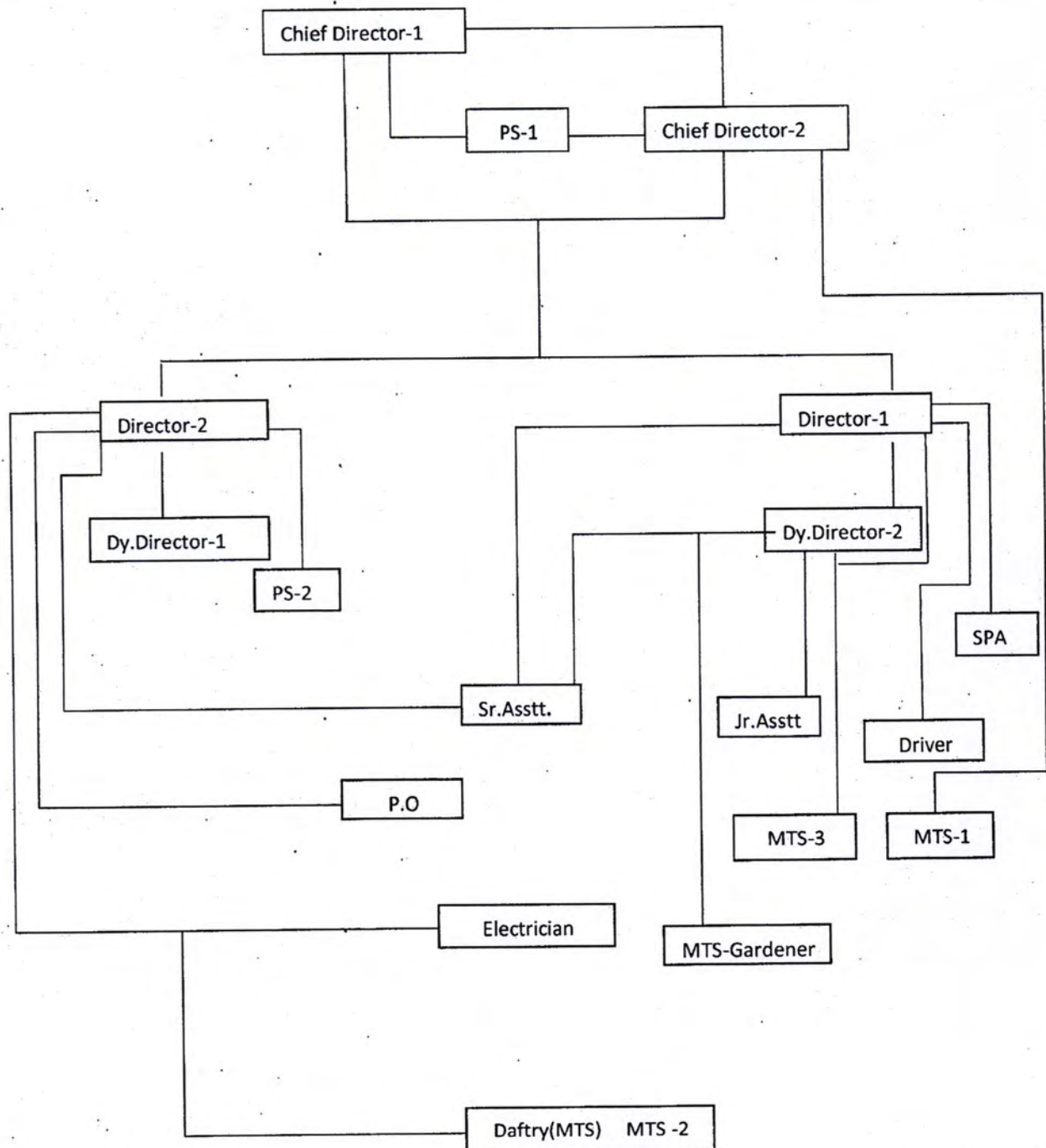
## ANNEXURES TO NCDC/PD(TOPIC)-20

### LIST OF ANNEXURES

Annexure No.	Title
I	Organisational Chart
II	Office Order 2-1/82-Admn. Dated 27.7.1994 for Admn/ Financial Powers
III	Office Order 2-1/82-Admn. Dated 3.9.2010for Admn/Financial Powers
IV	Pre course Questionnaire (a specimen)
V	Checklist for examining proposals pertaining to Promotional & Developmental Schemes
VI	Application of CL/RH
VII	Office Order 7-4/2005-Gen(Policy) dated 23.12.2014, on constitution of Tender-cum-Purchase Committee
VIII	Office Order 10-1/2015-GA dated 14.12.2015 on Telephone Facility
IX	Office Order 9-2/98-Admn. dated 28.7.2014 on Newspaper facility.
X	Office Order 8-4/2010-Genl. dated 29.1.2014 on Facility of Brief Case
XI	Office Order 2-1/82-Admn. Dated 27.7.1994 for Admn/ Financial Powers
XII	Office Order2-1/82-Admn. Dated 3.9.2010 for Admn/Financial Powers



**TOPIC DIVISION STRUCTURE**





**Annexure-II****2. RESPONSIBILITIES & AUTHORITIES**

<b>Designation</b>	<b>Responsibilities</b>	<b>Authorities</b>
Chief Director 1	<ul style="list-style-type: none"><li>- Planning and policy matters</li><li>- Overall management of the entire functioning of the Institute viz. training, administration, establishment, ISO related work, RTI, audit, accounts, Parliament Questions, VIP references, boarding lodging, housekeeping, transportation, library, procurement and maintenance of equipments etc.</li><li>- Implementing all the training related consultancy and research activities</li><li>- Ensuring accomplishment of approved ATP and POA.</li><li>- Forwarding request to Dy. MD for approvals beyond delegated powers.</li><li>- Coordinating and liasioning with HO/other organization for the activities of the Institute as required.</li></ul>	<ul style="list-style-type: none"><li>- To accord approvals for expenditure, leave and administrative matters within defined financial and administrative delegation of powers vide NCDC:2-1/82-Admn dated 27.7.1994 (Annexure-III) and NCDC: 2-1/82-Admn. Dated 3/9/2010 (Annexure-IV) respectively.</li><li>- To allocate work/responsibilities amongst the officers and staff of the Institute.</li></ul>
Chief Director 2	<ul style="list-style-type: none"><li>- International and special training programs.</li><li>- Guiding the training related consultancy and research activities</li><li>- Promotional and Development schemes.</li><li>- Preparation of ATP and POA.</li><li>- Purchase of dead stock items</li></ul> <p>Coordinating and liasioning with HO/other organization for the activities of the Institute as required.</p> <ul style="list-style-type: none"><li>- Administration</li><li>- Any other work assigned from time to time</li></ul>	<ul style="list-style-type: none"><li>- To examine the issues pertaining to the assigned responsibilities, recommend /suggest the course of action to the HOD and coordinate/execute the responsibilities as per approval.</li><li>- To allocate work/responsibilities amongst the officers and staff.</li></ul>
Director -1	<ul style="list-style-type: none"><li>- Developing and implementing training related activities viz. programme design, coordination, facilitation of sessions, preparation of training materials, evaluation and report preparation etc.</li><li>- Purchase and procurement of all equipments / stationery / petty items and their issue.</li><li>- Promotional and Developmental Schemes</li><li>- Promotion/Implementation of Official Language (Hindi)</li><li>- Horticulture</li><li>- Library related work</li><li>- Procurement of liveries</li><li>- Any other work assigned from time to time</li></ul>	<ul style="list-style-type: none"><li>- To examine the issues pertaining to the assigned responsibilities, recommend /suggest the course of action to the reporting authority and coordinate/execute the responsibilities as per approval.</li></ul>

Director – 2	<ul style="list-style-type: none"> <li>- Developing and implementing training related activities viz. programme design, coordination, facilitation of sessions, preparation of training materials, evaluation and report preparation etc.</li> <li>- ISO related work</li> <li>- Preparation of Work Plan and Programme of Activities</li> <li>- Follow up of Sr. Officers / RDs and other review meetings and work related to HO</li> <li>- Boarding and lodging arrangements</li> <li>- Periodical Reports</li> <li>- Finance, Accounts, Budget and related statements / report to HO</li> <li>- Medical Bill</li> <li>- Repair and maintenance of building, facilities and equipments</li> <li>- Any other work assigned from time to time</li> </ul>	<ul style="list-style-type: none"> <li>- To examine the issues pertaining to the assigned responsibilities, recommend /suggest the course of action to the reporting authority and coordinate/execute the responsibilities as per approval.</li> </ul>
Dy. Director - 1	<ul style="list-style-type: none"> <li>- Developing and implementing training related activities viz. programme design, coordination, facilitation of sessions, preparation of training materials, evaluation and report preparation etc. as also to act as training associate to Programme Director for other training programmes</li> <li>- Administration / Establishment</li> <li>- Security</li> <li>- Regular Housekeeping / Cleanliness</li> <li>- Imprest Account, Maintenance of Accounts.</li> <li>- Maintenance of Cash Book and disbursement statement.</li> <li>- Reconciliation of monthly and annual statement of accounts.</li> <li>- Disbursement of salary, medical and advances etc.</li> <li>- Expenses control statement.</li> <li>- Reconciliation of Administrative expenses with HO's ledger.</li> <li>- Control of cheques (issues) book etc.</li> <li>- T.A. advance and settlement of bills</li> <li>- LTC advance / festival advance</li> <li>- Any other work given from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>- To examine the issues pertaining to the assigned responsibilities, recommend /suggest the course of action to the reporting authority and coordinate/execute the</li> </ul>
Dy. Director – 2	<ul style="list-style-type: none"> <li>- Developing and Implementing training related activities viz. programme design, coordination, facilitation of sessions, preparation of training materials, evaluation and report preparation etc. as also to act as training associate to Programme Director for other training programmes.</li> <li>- Repair &amp; maintenance of fax machine, computers and audio visual aids.</li> <li>- Maintenance of office vehicles &amp; hiring of transport etc.</li> <li>- Telephone bills of office &amp; officers.</li> <li>- Promotion / Implementation of Official Language (Hindi).</li> <li>- Horticulture</li> <li>- Preparation of Work Plan and Programmes of Activities etc.</li> <li>- Issue of Invoices.</li> <li>- Any other work given from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>- To examine the issues pertaining to the assigned responsibilities, recommend /suggest the course of action to the reporting authority and coordinate/execute the responsibilities as per approval.</li> </ul>
Programme Officer	<ul style="list-style-type: none"> <li>- To act as training associate to the Programme Directors for the and other training</li> </ul>	<ul style="list-style-type: none"> <li>- To examine the issues pertaining to the assigned responsibilities,</li> </ul>



	<ul style="list-style-type: none"> <li>programmes related work allocated to them.</li> <li>- Follow up of HO meetings and annual and periodical reports.</li> <li>- ISO related work</li> <li>- Periodical reports</li> <li>- Repair &amp; maintenance of building facilities and equipments</li> <li>- Any other work given from time to time.</li> </ul>	<p>recommend /suggest the course of action to the reporting authority and coordinate/execute the responsibilities as per approval.</p>
Private Secretary-1	<p>Responsible for providing stenographic (English &amp; Hindi) and secretarial assistance, maintaining dak receipt register and personal files/ papers, attend fax machine, Maintenance of records of training programmes and trained Personnel and carry out other miscellaneous work assigned by the concerned officers.</p>	<ul style="list-style-type: none"> <li>- Need based access and custody to the assigned files/records etc.</li> </ul>
Private Secretary-2	<p>Providing secretarial services, entry of letters for dispatch in the register and their forwarding to HO and any other work assigned/need based support to the officer(s).</p>	<ul style="list-style-type: none"> <li>- Need based access and custody to the assigned files/records etc.</li> </ul>
Sr. Assistant	<ul style="list-style-type: none"> <li>- Attendance and Leave records and issues related to office management / establishment / administration including contingencies</li> <li>- Parliamentary questions / VIP References / RTI</li> <li>- Provide boarding and lodging services</li> <li>- Assist in supervision of security arrangements, checking the attendance, processing and payment of bills etc.</li> <li>- Procurement of machinery, office equipments and other dead stock</li> <li>- Procurement of stores related items</li> <li>- Any other work assigned from time to time</li> </ul>	<ul style="list-style-type: none"> <li>- To examine the issues pertaining to the assigned responsibilities, recommend /suggest the course of action to the reporting authority and coordinate/execute the responsibilities as per approval.</li> </ul>
Sr. Personal Assistant	<ul style="list-style-type: none"> <li>- Providing secretarial services, maintaining personal files/papers and carry out other miscellaneous assigned work.</li> </ul>	<ul style="list-style-type: none"> <li>- Need based access and custody to the assigned files/records etc.</li> </ul>
Jr.. Assistant	<ul style="list-style-type: none"> <li>- Stores – Management</li> <li>- Issues of liveries</li> <li>- Overtime allowance to staff</li> <li>- Preparation of invoices etc.</li> <li>- Work related to library including procurement, indexing / inventory, maintenance and issue of books, journals, magazines and newspapers</li> <li>- Any other work given from time to time</li> </ul>	<ul style="list-style-type: none"> <li>- To examine the issues pertaining to the assigned responsibilities, recommend /suggest the course of action to the reporting authority and coordinate/execute the responsibilities as per approval.</li> </ul>
Electrician	<ul style="list-style-type: none"> <li>- Repair and maintenance of teaching equipments, electrical fittings and installations in the office, training halls, hostel and residential blocks.</li> <li>- Maintaining records of diesel utilization register for DG Set and other electrical consumables</li> <li>- Maintenance of electrical and plumbing fittings/installation</li> <li>- Recording of meter readings in the residential flats on regular basis</li> <li>- Maintenance of all machines/ equipments in the campus like main electrical installation, Acs, tubewell, DG Sets, fax machines, computers, electrical fans/lights, desert coolers, water tanks, cables, water coolers, fridge, exhaust fans, water purifier equipments, fire fighting equipments etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Need based access to the AV aids, electrical, plumbing and safety related machinery/ equipment /gadgets/installation,/ fittings for their inspection/ repair/servicing etc.</li> </ul>

Driver	<ul style="list-style-type: none"> <li>- Driving, maintenance and upkeep of the office vehicle</li> <li>- Maintaining fuel consumption records and log book etc. up to date, and timely submission for inspection</li> <li>- Updating of van records and compliance with other requirements of –Transport Authorities</li> </ul>	<ul style="list-style-type: none"> <li>- Access to the office vehicle for driving, its maintenance and safe custody of related documents</li> </ul>
Daftry-MTS	Operation and maintenance of photocopier machine. Maintenance of records for these jobs Making sets, binding and distribution of training materials/handouts. Preparation of name plates custody and maintenance of record files	<ul style="list-style-type: none"> <li>- Custody of photocopy machine and papers/prepared training booklets etc.</li> </ul>
MTS	To ensure cleaning of rooms, furniture, fixtures, upkeep of files, making sets and binding of training materials, providing drinking water, attending bell, switch off the lights, fans, ACs etc. carrying papers/files, bank and outside related work and other jobs/responsibilities assigned by concerned officers/staff.	<ul style="list-style-type: none"> <li>- Need based access to the files/records, to circulate circulars/dak and to carry cheques to the bank and carry cash on behalf of the officers</li> </ul>
MTS - Gardener	<ul style="list-style-type: none"> <li>- Maintenance and upkeep of grass, lawns and plants in all the lawns/garden in the campus including residential block, gate, terrace etc.</li> <li>- Regular watering of plants and applying fertilizer, pesticides etc.</li> <li>- Implanting grass, plants and arranging plants in pots (indoor and outdoor)</li> <li>- Any other work assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate and execute assigned work with the support of 4 outsourced gardeners and keep custody of garden related equipment</li> </ul>



NO.NCDC:2-1/82-Admn.

Dated:27.7.1994

OFFICE ORDER

In exercise of the powers vested under Regulation 25 read with Regulation 24 of the NCDC General Regulation 1975, I hereby redelegate the following Administrative/Financial Powers to Chief Director(TOPIC) to the extent specified below with immediate effect and until further orders:-

S.No.	Nature of Power	Extent of Delegation
1.	Stationery & Printing of Stationery	Full
2.	Purchase of Books & Publication	Full
3.	Postage & Telegram	Full
4.	Telephone Charges	Full
5.	Electricity & Water Charges	Full
6.	Other Contingencies	Full
7.	Sanction of tour advance	In respect of his subordinates & self after the tour is approved by the competent authority.
8.	Sanction of Festival Advance	Full
9.	Entertainment	Full powers as per approved rates and approved ceiling for entitled officers, for official meetings.
10.	Serving lunch/dinner in official meetings	For not more than 5 persons at a time within the approved rates subject to the condition that such lunch/dinner should not exceed 5 times during the year.
11.	Sanction of LTC Advance	In respect of all employees subject to permission for availing LTC granted by competent authority.
12.	Sanction of Earned Leave, Half Pay Leave, Commuted Leave & Leave without pay.	Upto one month for Group B,C & D employees and upto 15 days for Group A employees, under his charge.

RASHTRIYA SAHAKARI VIKAS NIGAM  
(NATIONAL COOPERATIVE DEVELOPMENT CORPORATION)  
(Administration Division)

No.NCDC:2-1/82-Admin.

Dated: 3.09.2010

OFFICE ORDER

In supersession to the previous orders, in exercise of the powers vested under Regulation 25 read with Regulation 24 of NCDC General Regulations 1975, I re-delegate the following administrative/financial powers in respect of Topic Training Centre, Gurgaon as specified below until further orders:-

S. No.	Nature of Power	Extent of Delegation
1.	Postage & Telegram	CD(TOPIC)-Full
2.	Telephone Charges	CD(TOPIC)-Full
3.	Electricity & Water Charges	CD(TOPIC)-Full
4.	<b>Stationery &amp; Printing of Stationery</b>	
	(a) Upto Rs 25,000 on each occasion	CD(TOPIC)
	(b) Full Powers	DMD/ED
5.	<b>Purchase of Books &amp; Periodicals</b>	
	(a) Upto Rs 5,000 on each occasion	CD(TOPIC)
	(b) Full Powers	DMD/ED
6.	<b>Other Contingencies, repairs etc. subject to ceiling in annual budget.</b>	
	(a) Upto Rs 25,000 on each occasion	CD(TOPIC)
	(b) Full Powers	DMD/ED
7.	<b>Purchase of dead Stock items except Staff Car and AC</b>	
	(a) Upto Rs 15,000 on each occasion	CD(TOPIC)
	(b) Full Powers	DMD/ED
8.	<b>Approval of tour programme of</b>	
	(a) Group B, C & D officials	DMD/ED
	(b) Group A officers	MD
9.	Sanction of Tour Advance subject to approval of tour programme by competent authority	CD(TOPIC)
10.	Settlement of TA Bills	CD(TOPIC) #
11.	Sanction of Festival Advance	CD(TOPIC)
12.	Assistance for staff welfare activities subject to annual ceiling of Rs.10,000/-	CD(TOPIC)
13.	<b>Entertainment</b>	
	(a) Upto budgetary ceiling	CD(TOPIC)
	(b) Exceeding budgetary ceiling	DMD/ED
14.	Issue of liveries to entitled staff	CD(TOPIC)

# TA bill of CD(TOPIC) to be settled at H.O. as at present.

The above re-delegation will be subject to the following conditions:-

- availability of budget allocation under respective Heads;
- the general and/or specific guidelines/instructions applicable to and issued by the competent authority in these matters from time to time; and



: 2 :

- iii) the terms and conditions, scales, etc. laid down in the relevant, statutory or other rules, regulations, schemes etc., wherever applicable.

  
( Govindan Nair )  
Managing Director

Copy to:

1. Chief Director(Topic), NCDC, *Govindan*
2. Executive Director, NCDC, New Delhi.
3. Director(A/cs), NCDC, New Delhi.
4. Director(Genl. Admn.), NCDC, New Delhi
5. Guard file.

Training Programme  
on  
"Consultancy and Guidance to Primary Agricultural Cooperative Societies"  
for the Development Officers of ICDPs

(1.2.2016 - 29.2.2016)

**PRE-COURSE QUESTIONNAIRE**

(Please be free and frank in filling this proforma. Correct information will help us in making the training programme more useful and effective)

**A. Personal Information:**

1. Name of the participant and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Date of Birth and Age: \_\_\_\_\_
3. Educational Qualifications: \_\_\_\_\_  
\_\_\_\_\_
4. Professional Qualifications: \_\_\_\_\_  
\_\_\_\_\_
5. Training Courses Attended, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Service Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Sponsoring Organisation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Hobbies, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Job related information:**

1. List important duties/jobs you are expected to perform as Development Officer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2. List your

(a) **Strengths:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) **Lesser Strength:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In providing consultancy & guidance to PACS for its proper development what competence in terms of knowledge, skills and attitude, do you need to be developed? Indicate items as many as you can.

**Knowledge**  
-----

**Skills**  
-----

**Attitude**  
-----

4. What kinds of modern management skills do you like to learn in this training programme for improving management practices of cooperatives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:**

**Name :**

### **Promotional and Development Schemes : Key Features**

- I. **Fellowship for Faculty Development Programme (FDP) in Management at Indian Institutes of Management (IIMs), Ahmedabad & Indore (approx. 4 months and 2 months respectively)**
  - Six Fellowships out of which two are reserved for SC/ST category.
  - Senior/middle level Faculty members of VAMNICOM; ICMs under NCCT; Agricultural Cooperative Staff Training Institutes; Heads of JTCs of State Cooperative Unions, and NCDC officers above the level of Programme Officers are eligible.
  - Candidates should have Post-graduate level teaching experience or industrial/research experience of at least 2 years. Preference is given to participants aged less than 45 years at IIMA.
  
2. **Fellowship for Diploma in Cooperative Business Management (DCBM) (36 weeks residential course) at Vaikunth Mehta National Institute of Coop. Management (VAMNICOM), Pune**
  - Four fellowships out of which two are reserved for SC/ST candidates.
  - Fellowships are awarded to the middle level managers/executives working in the following Cooperative Organizations.
    - ❖ All state and district level cooperative federations covering sugar factories, spinning mills, poultry, fishery and dairy cooperatives.
    - ❖ All agricultural cooperative marketing and processing societies including cold storages, sugar mills, spinning mills and all other cooperatives covered by the programmes under the purview of NCDC.
  - Candidates should preferably be below 45 years of age (relaxable in deserving cases), with good knowledge of english and holding at least a bachelor degree with minimum of three years experience in managerial capacity in co-operative organizations/Government Departments.
  - Fellowships are open to NCDC's own officials of the levels of Assistants, Programme Officers and Assistant Directors.
  
3. **Awards to the meritorious students of Higher Diploma Course (HDC) in Cooperation (18 Weeks)**
  - NCDC awards cash prizes to meritorious students attending the HDC in Cooperation conducted by the network of the ICMs under aegis of NCCT, New Delhi.
  - Amount of the cash prizes are Rs.3000/- Rs.2000/- and Rs.1000/- for the first, second and third position holders respectively.
  - Awarded to the candidates securing a minimum of 60% marks and subject to the capacity utilization of the Course to the extent of at least 66%.
  
4. **Organization of Study Visit to good working Marketing/Processing societies**
  - Study visit may comprise of upto 15 officials/non-officials of cooperatives to good working cooperative societies within the country. All cooperatives covered under NCDC mandate are eligible under study visit scheme.
  - Duration of visit is normally upto 5 days (excluding journey period).
  - NCDC defrays first class/AC 3 tier sleeper return rail fare to the members from the headquarters of their society to the destination(s).
  - NCDC meets boarding and lodging cost of the participants upto a maximum of Rs. 1000/- per day per participant during the field visit. For journey period, boarding charges @ Rs.500/- per person per day are provided. Incidental charges @50 per person per day is also admissible.



**CHECK LIST FOR EXAMINING PROPOSALS PERTAINING TO  
PROMOTIONAL AND DEVELOPMENTAL SCHEMES**

**NCDC Scheme of Award of Fellowship**

Parameters	✓ (tick mark)
• Nominations were received within the stipulated date	
• The applications have been forwarded through proper channel	
• The candidatures have been duly recommended by the competent authority	
• The applications are complete in all respects in terms of filling up of all the pages and enclosures of photo and other relevant documents	
• The category (Gen./SC/ST) to which the prospective candidates belong has been checked	
• The candidates meet the eligibility norms of : <ul style="list-style-type: none"> <li>○ Age</li> <li>○ Educational qualifications</li> <li>○ Experience               <ul style="list-style-type: none"> <li>- Teaching</li> <li>- Non-teaching</li> </ul> </li> </ul>	
• The applications satisfy all the desired criteria and can be put up for approval	

**CHECK LIST FOR EXAMINING PROPOSALS PERTAINING TO  
PROMOTIONAL AND DEVELOPMENTAL SCHEMES**

Organization of study visit to good working Marketing/Processing Societies

Parameters	☐ (Tick Mark)
• The study visit proposal is in the prescribed format	
• The proposal is recommended by the respective State Govt./concerned Regional Director of NCDC	
• The proposal has been forwarded by the concerned Regional Directorate of NCDC with his comments/observations	
• Beneficiary societies are cooperatively lesser developed so as to justify the visit to similar successful cooperatives elsewhere	
• The proposed team comprises of around 10 - 15 members from different societies	
• The study team is a mix of key officials and non officials of the cooperatives	
• The duration of the field visit is up to five days excluding the journey time	
• Field visit itinerary has been drawn up judiciously to cover one to two societies a day preferably located in a cluster to facilitate logistics	
• The financial estimates are reasonable and confirming to the tenets of the scheme viz; <ul style="list-style-type: none"> <li>○ Is the train travel by the prescribed class (ordinary first class/AC III tier)?</li> <li>○ Is the lodging &amp; boarding estimate within the stipulated rates of 1000/- per person per day during field visit and boarding charges alone @ Rs.500/- per person per day during journey days?</li> <li>○ Local field visit estimates reasonable commensurate with the travel distance in kms.</li> </ul>	
• The societies proposed to be visited are successful in the identified areas and worth of emulation	



**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
(TOPIC Institute, Gurgaon)**

\*\*\*\*

**Main criteria for the NCDC cash Award to the meritorious trainees of the Higher Diploma Course in Cooperation.**

1. National Cooperative Development Corporation will award not exceeding 3 prizes carrying respectively cash awards of Rs.3000/-, Rs.2000/- and Rs.1000/- for the first three position holders of Higher Diploma Course in Cooperation every year in each of the Institutes of Cooperative Management under NCCT conducting this course.
2. "Higher Diploma Course in Cooperation" will mean the present course of 36 weeks duration or the course carrying higher or lower duration as decided by the National Council for Cooperative Training.
3. The award will be admissible only to such successful candidate/s securing minimum 60% or more marks in aggregate.
4. Awards will be admissible only when the laid down capacity of the course is utilized upto 66%.
5. The aforesaid awards will be accorded on the basis of proposals submitted by NCCT for their ICMs.

\*\*\*\*\*

## राष्ट्रीय सहकारी विकास निगम

टॉपिक प्रशिक्षण केन्द्र, गुडगाँव

.....

आकस्मिक छुट्टी लेने का प्रार्थना पत्रApplication of Causal Leave

1. नाम  
Name - .....
2. कोड संख्या  
Code No. - .....
3. पद  
Designation - .....
4. छुट्टी लेने की अवधि  
Duration - .....
5. कारण  
Reason - .....

प्रार्थी के हस्ताक्षर  
Signature of Applicant

वर्ष की छुट्टियों की स्थिति:  
Status of Leave Balance

C.L. ....  
R.H. ....

(वरिष्ठ सहायक)  
हस्ताक्षर

संबन्धित अधिकारी

निदेशक (टॉपिक)

निदेशक (टॉपिक)

मुख्य निदेशक (टॉपिक)



**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
(GENL ADMN. DIVISION)**

No.NCDC:7-4/2005-Genl. (Policy)

Dated: 23.12.2014

**OFFICE ORDER**

**Sub: - Procedure for purchase of goods/services and execution of works – Modification in Advisory-cum-Standing Purchase / Tender Committee - Regarding.**

Based on General Financial Rules 2005 by the Ministry of Finance, Department of Expenditure, Govt. Of India, the procedure for purchase of goods / services and execution of works shall remain as under:

**A. For purchase of goods/services**

S.No.	Financial limits	Procedure
1.	Upto Rs.15,000/-	On the basis of certificate of Competent Officer(without inviting quotations or bids) (format of certificate: "I, _____ am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price")
2.	Above Rs.15001 to Rs.1 lakh	On the basis of Certificate or Purchase Committee consisting of three members of appropriate level as decided by Head of Deptt. The Committee will survey the market to ascertain reasonableness of rate, quality and specifications and identify the appropriate supplier. (format of certificate : "Certified that we _____ members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.")
3.	Above Rs.1 lakh to Rs.25 lakh	<b>Limited tender.enquiry</b> A list of approved suppliers should be maintained for inviting responsive bids or alternatively tenders be invited from a list of suppliers and on website and the criteria for selection of the suppliers be laid down
4.	Above Rs.25 lakh	<b>Open tenders.</b> Indian Trade journal and atleast one national daily having wide circulation + website and provide a link with NIC website

**B. For execution of works**

S.No.	Financial limits	Procedure
1.	Upto Rs.5 lakh	<b>Limited tenders</b>
2.	Above Rs.5 lakh	<b>Open tenders</b> Final payment for work shall be made on personal certificate of the officer-in-charge of execution of the work in the prescribed format (Format of certificate: "I _____, Executing officer of (Name of the work), am personally satisfied that the work has been executed as per the specifications laid down in the Contract Agreement and the workmanship is upto the standards followed in the industry.")

**C. Constitution of Committees**

With the approval of Managing Director, the Advisory-cum-Standing Purchase/Tender Committees has been modified as under:

**(A) Advisory-cum-Standing Purchase / Tender Committee's for Head Office**

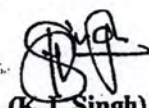
S.No.	Financial limits	Procedure
1.	Above Rs.15001 to Rs.1 lakh	i) Dy. Director (GA) / Asstt. Director (GA) in the absence of Dy. Director (GA) ii) Dy. Director (Ac/s.) / Asstt. Director (Ac/s.) in the absence of Dy. Director (Ac/s) iii) Dy. Director (User Division) / Asstt. Director (User Division)
2.	Above Rs.1 lakh to Rs.5 lakh	i) Chief Director(GA) / Director (GA) OR Dy. Director (GA) in the absence of Chief Director (GA) ii) Chief Director(Finance) / Dir. (Ac/s) OR Dy. Director (Ac/s) in the absence of Chief Director (Finance) iii) Chief Director (Admn.) / Dy. Director (Admn.) in the absence of Chief Director (Admn.) iv) Chief Director (User Division) / Director OR Dy. Director (User Division)
3.	Above Rs.5 lakh	To be nominated by DMD/MD on case to case basis



**B. Advisory-cum-Standing Purchase / Tender Committee's for TOPIC Institute, Gurgaon**

S.No.	Financial limit	Members of Committee
1.	Above Rs.15,000/- to Rs.50,000/-	i) Director (TOPIC) ii) Dy. Director (TOPIC) iii) Asstt. Director (A/c) / Sr. Assistant (A/cs) – from TOPIC
2.	Above Rs.50,000/- to Rs.1.00 lakh	i) Director (TOPIC) ii) Dy. Director (TOPIC) iii) Dy. Director (GA) / Asstt. Director (GA) – from HO iv) Asstt. Director (A/c) / Sr. Asstt. (A/cs) from TOPIC
3.	Above Rs.1.00 lakh to Rs. 5.00 lakh	i) Chief Director (GA) ii) Chief Director (TOPIC) iii) Chief Director (Finance)
4.	Above Rs. 5.00 lakh	To be nominated by Dy. MD/MD

This is in super session of earlier office order no NCDC:7-4/2005-Genl (Policy) dated 31/10/2006.

  
(R.J. Singh)  
Chief Director (GA)

To

1. Chief Director (P&C, PR and Textiles)
2. Chief Director (TOPIC)
3. Chief Director (Finance)
4. Chief Director (P&A)
5. Director (PR)
6. Director (MIS)

CC also to:

1. SPS to Managing Director.
2. SPS to Financial Adviser
3. Notice Board
4. Guard File

Annexure X

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
(GENERAL ADMINISTRATION DIVISION)**

No.NCDC:10-1/2015-GA

Dated: 14/12/2015

**OFFICE ORDER**


**Sub:- Reimbursement of residential / mobile phone bills of the officers / officials of the Corporation – Regarding**

All the Deputy Directors, Assistant Directors & their equivalents (Group A), all Group-B, Group-C officials & their equivalents in Head Office, TOPIC Institute, Gurgaon and all Regional Directorates shall be reimbursed their residential / mobile phone bills, with effect from date of issue of this order, up to the following limits:-

Officer / Official	Maximum limit per month
Deputy Directors, Assistant Directors & their equivalents	Rs 800/- + taxes
PSs to MD	Rs 800/- + taxes
Programme Officer, Sr. Assistant & their equivalents (excluding PS to MD)	Rs 400 + taxes
Junior Assistant, LDC, MTS-Peon & their equivalents	Rs 250 + taxes

All the above officers / officials may inform their residential / mobile phone number in respect of which they will claim reimbursement.

This issues with the approval of the Managing Director

  
(N.K. Suri)  
Chief Director (GA)

To

All Deputy Directors, Assistant Directors & their equivalents  
PSs to MD  
All Programme Officers, Sr. Assistants & their equivalents  
All Junior Assistants, LDCs, MTS-Peons & their equivalents

CC:

All Chief Directors in HO  
Chief Director (TOPIC)  
All Regional Directors  
Director (MIS) / Director (ICDP)  
PS to MD / SPS to DMD / SPS to ED



राष्ट्रीय सहकारी विकास निगम  
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
(Personnel & Administration Division)

No.NCDC:9-2/98-Admn.

Date; 28.07.2014

CIRCULAR

With the approval of the Managing Director it has been decided to extend the facility of one daily newspaper in English or Hindi at the residences of officials of the rank of Senior Assistant and equivalent in Group-B and all employees in Group-C including erstwhile Group-D, on reimbursement basis w.e.f. 01.08.2014. The reimbursement shall, however, be limited to the monthly cost of subscription of 'Economic Times' or actual cost of monthly subscription of newspaper purchased whichever is less.

*K.V. Nagaraja Setty*  
(K.V. Nagaraja Setty)  
Chief Director(P&A)

To,

1. All concerned officials of the level of Senior Assistant and equivalent in Group-B of the Corporation including TOPIC and Regional Offices.
2. All concerned officials in Group-C and erstwhile Group-D of the Corporation including TOPIC and Regional Offices.
3. Chief Director(Finance), NCDC, New Delhi.
4. Chief Director(GA), NCDC, New Delhi.
5. SPS to MD/PA to DMD/SPS to FA/SPA to ED.
6. Notice Board.

## (GENERAL ADMN. DIVISION)

No.NCDC:8-4/2010-Genl.

Dated: 29.1.2014

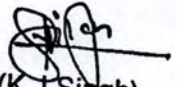
## CIRCULAR

In view of the general increase in the prices, the Competent Authority considered the matter of revision of monetary ceiling limits for purchase/reimbursement of briefcase/office bag/hand bag/ladies purse and approved revised monetary ceiling limits as per the details given below:

Level of Officers/ Officials	Pay scale	Amount in Rs. Revised monetary ceiling limit As per Discretion/ Requirement
Managing Director / Dy. Managing Director/ Financial Advisor / Executive Director Chief Director	PB4 37400-67000 + GP 8700	Rs.5000
Director, RD Equivalent scale	PB3 15600-39100 + GP 7600	Rs.4400
Deputy Director or Equivalent scale	PB3 15600-39100 + GP 6600	Rs.3800
Assistant Director/ SPS or Equivalent scale	PB3 15600-39100 + GP 5400	Rs.3300
Programme Officer/PS with financial upgradation	PB2 9300-34800 + GP 4800	Rs.2650
Programme Officer, PS & Sr.Asstt./SPA with financial upgradation or Equivalent scale	PB2 9300-34800 + GP 4600	Rs.2200

Briefcase/office bag/hand bag/ladies purse may be purchased by the officer/official himself/herself and the bill (in original), be submitted to Genl.Admn. Division for reimbursement as per the prescribed ceiling limits as mentioned above.

The above revised monetary ceiling limits will be with immediate effect.

  
(K.J. Singh)

Chief Director(GA)

1. SPS/SPA to MD
2. SPS to DMD/FA/SPA/SPS to EDs
3. TOPIC Institute, Gurgaon ]
4. All Regional Offices ]

In case of TOPIC Institute/ all Regional offices, the reimbursement claims may be settled as per the said norms and as per the existing practice.

5. All concerned officers/staff
6. Guard File
7. Notice Board