



राष्ट्रीय सहकारी विकास निगम
NCDC

Assisting Cooperatives. Always!

सहकारिताओं की सहायता में सदैव तत्पर!

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Work Manual

General Administration Division

(Updated August 2021)

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1. Function of the Division:

To manage overall General Administration of the Corporation facilitating services to the employees for efficient management and smooth functioning of NCDC as well as maintaining Estate and Assets of the Corporation. The scope of work includes:

- 1.1 Preparation of Annual Administrative Budget which includes revised budget estimate for current financial year and budget estimate for the next financial year in respect of Head Office, LINAC and all Regional Directorates.
- 1.2 Examining proposals of Regional Offices pertaining to GA, and giving necessary advice and conveying sanction of competent authority for the proposals.
- 1.3 Approving the proposal of RDs under different heads for which Regional Directors are not empowered.
- 1.4 Procurement and issuance of dead stock items, stationery items, petty items, Computer hardware, computer consumable, printed stationery items, meeting various printing requirement and procurement of goods related to civil and electrical works etc.
- 1.5 Procurement & AMC of various IT hardware & software as per requirement of MIS division.
- 1.6 Initiation, planning & execution of Civil, Electrical & interior decoration work of NCDC Head Office building, NCDC's Flats, LINAC-Gurugram and regional offices and provision of required services.
- 1.7 Day to day civil & electrical maintenance works of NCDC Head Office building and NCDC's Flats.
- 1.8 Maintenance of office equipments of NCDC HO.
- 1.9 Maintaining up keep & cleanliness of the NCDC HO Building & flats.
- 1.10 Maintenance and arrangement of office staff cars and scooters.
- 1.11 Disposal of obsolete unserviceable items
- 1.12 Making security arrangements to the NCDC HO building.
- 1.13 Making arrangements for official meetings/workshops/conferences/celebrations and visits of various delegations.

- 1.14 Printing of Yearly dairies, booklets, brochures, Annual reports & annual accounts of the corporation.
- 1.15 Printing of visiting cards, letter heads and other stationery item as required.
- 1.16 Handling matters of general administration pertaining to regional offices.
- 1.17 Handling matters pertaining to Staff Club, office telecommunication system.
- 1.18 Reimbursement of conveyance, Phone/Mobile bills, news papers and briefcase to eligible officers.
- 1.19 Receipt and issue/ dispatch of letters.

2. Processes

2.1 Process: - Purchase of Goods & Services

Procurement and distribution of dead stock items, stationery items, petty items, computer consumables, printed stationery items and procurement of goods/services related to civil and electrical maintenance works etc.

2.1 (a) Input	Source
1. Requirement received	Demand from user divisions
2. Dead Stock physical verification report	Committee for stock verification GA Division
3. Division's assessment	

2.1.1 **Procurement of Goods & Services through GeM (Government e-Marketplace):** Procurement of Goods and Services which are available on GeM are mandatory to be procured through GeM, as per following procedure:

- (i) Purchase upto the value of Rs. 25,000/- only on each occasion may be made through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) Purchase costing above Rs. 25,000/- and upto Rs. 5,00,000/- on each occasion may be made through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used.
- (iii) Purchase costing above Rs. 5,00,000/- on each occasion may be made through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.(Excluding Procurement of Automobiles where this limit is Rupees 30 lakh)

2.1.2 **Procurement of Goods & Services outside GeM:** Procurement of Goods and Services which are not available on GeM are to be procured by adopting following procedure:

- (i) Purchase upto the value of Rs. 25,000/- only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent officer in the format that "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."
- (ii) Purchase costing above Rs. 25,000/- and upto Rs. 2,50,000/- on each occasion may be made on the recommendations of a Purchase Committee consisting of three members of an appropriate level as approved by competent authority. The committee will survey the

market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate that "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, and it is not debarred by Department of Commerce or Ministry/ Department concerned."

- (iii) Purchase costing above Rs. 2,50,000/- and upto Rs. 25,00,000/- on each occasion may be made through Limited Tender Enquiry. A list of approved suppliers should be maintained for inviting responsive bids or alternatively tenders be invited from a list of suppliers. The bidding document should be sent directly by speed post/registered post/courier/ email to firms for supply of goods/ services in question. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to obtain more responsive bids on competitive basis. Further, limited tender enquiries should be published on Central Public Procurement Portal (CPPP) and on NCDC's website.
 - (iv) Procurement of goods/services of estimated value of Rs. 25,00,000/- and above on each occasion may be made by invitation to tenders by advertisement. Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on NCDC's website. It is to enable prospective bidders to make use of the document by downloading from the web site. The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded. In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders. Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later.
- 2.1.3 Based upon the requirement assessed, approval of the competent authority for procurement of goods/services containing estimated cost, specifications & quantity etc is sought.
- 2.1.3.1 After approval of the competent authority as per powers delegated vide office order no. NCDC: 2-1/2004-Admin, dt. 17.08.2011 (attached at Annexure- II), the goods are purchased as per the office order no 7-4/2005-Genl (Policy) dated 03.06.2019 (attached at Annexure-I) and as per relevant GFR rules (references).
 - 2.1.3.2 As per the approved estimated cost for purchase of goods/services/execution of works, a advisory-cum-standing Purchase /Tender Committees to be constituted (as per Annexure-I above)

- 2.1.3.3 As per above norms, for procurements of goods/ services costing more than Rs. 2,50,000/-, limited tender enquiry/ open tenders are invited as per the following procedure:-
- 2.1.3.3.1 Writing out the draft tender/quotation letter as per the relevant rules & requirements.
 - 2.1.3.3.2 The draft quotation letter/tender document is placed before Advisory-cum-Standing Purchase /Tender Committees for consideration.
 - 2.1.3.3.3 After the recommendation of the Advisory-cum-Standing Purchase /Tender Committees, the draft tender/quotation is put up to the competent authority for approval for inviting tenders/ quotations from the firms in the line.
 - 2.1.3.3.4 The tender document should be published on NCDC's website and also on Central Public Procurement Portal of GOI.
 - 2.1.3.3.5 After the tenders are received, technical evaluation statement is prepared and placed along with tenders before the Advisory-cum-Standing Purchase /Tender Committees for evaluation and consideration.
 - 2.1.3.3.6 On the recommendations of the Advisory-cum-Standing Purchase/Tender Committees, firms eligible in technical evaluation are intimated via letter/ email for attending the meeting for opening of price bids on the schedule date & time in the presence of the Advisory-cum-Standing Purchase/Tender Committees.
 - 2.1.3.3.7 On the schedule date & time price bids are opened by the Advisory -cum-Standing Purchase/Tender Committees in the presence of bidders/ their representatives.
 - 2.1.3.3.8 A comparative statement of rates quoted by the eligible firms is prepared and marking out the L-1 firm. The said statement is placed before the Advisory-cum-Standing Purchase/ Tender Committee for evaluation and consideration.
 - 2.1.3.3.9 On the recommendations of the Advisory -cum-Standing Purchase/ Tender Committees, approval of the Competent Authority is obtained for award of work.

2.1.4 Receipt of goods and verification of stock

- 2.1.4.1 As per the requirement of Letter of Authorization (LOA), performance/ security deposit as applicable is obtained from firm and is sent to finance division for deposit in NCDC account and an agreement on the stamp paper of requisite value is executed, if required.

- 2.1.4.2 On receipt of goods/ materials from a supplier, the concerned officer or store in-charge will first verify that quality of goods are as per purchase order and quantity, specification as mentioned in the contract agreement. All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct and there is no damage or deficiency in the materials.
- 2.1.4.3 Details of the goods so received should thereafter be entered in the appropriate stock register. The incharge of stores should certify that he has actually received the material and recorded it in the appropriate heads of stock registers which in turn then duly verified by the officer not below the rank of Assistant Director, then bill is forwarded to the concerned officer for further necessary action.
- 2.1.4.4 In case expenditure/ bill is within the approved limits as already approved by competent authority on file at the time of award of job and satisfactory supply of goods/ services, the bill may be signed/ passed for payment by designated officer, otherwise approval of competent authority is obtained for the excess expenditure incurred.
- 2.1.4.5 After signing/ passed for payment of bills, the expenditure is recorded in the appropriate heads of expenditure register, and then invoice forwarding the bills to finance is signed by Deputy Director/ Assistant Director.

2.1.5 Evaluation of performance of external supplier

2.1.5.1 All goods and services are being procured/hired through GeM or survey/tender process following due procedure from L1 firm. However, in case of AMC services for extension of contract, the performance is evaluated based upon the following:

- a. Quality and quantity of goods supplied as per specification laid in the Quotation letter/ Tender document.
 - b. Time taken in supply in accordance with that mentioned in the Quotation letter/ Tender document.
 - c. The services are regularly being monitored by concerned officer/engineer incharge.
 - d. For the externally provided products/services, evaluation of external providers shall be done based on the feedback of users.
 - e. Regular feedback from the employee (users) is also obtained and analyzed for improvement.(Annexure-III)
- 2.1.5.2 Firm/ supplier with grade poor are not considered for future supplies.

Process Output	Goods and services procured.
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2.2 Process:- Initiation, planning & execution of Civil, Electrical & interior decoration works of NCDC Head Office (H.O.) building, NCDC's flats, LINAC Training Institute, Gurugram and regional offices

Input	Source
1) Requirement raised by staff/Division 2) Future requirements 3) Regular monitoring and supervision 4) Complaints/ requirements from individuals/ divisions	Staff and Division of the corporation

Process detail: The following procedure is to be adopted for execution of works (Civil, electrical or other such works):-

- a. Limited tenders will be called for works costing less than Rs. 5.00 Lakhs.
- b. Open tenders will be called for works costing Rs. 5.00 Lakhs to Rs.30.00 Lakhs.
- c. Works costing more than Rs.30.00 Lakhs may be accomplished by assigning the same to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc. in accordance with rule 133 of GFR 2017.

- 2.2.1 Appointment of a consultant/Architect services (if need be)**
- 2.2.1.1 Approval of the Competent Authority in principle is obtained for engaging a consultant / architect for the planning /designing as per the norms (if need be), expenditure on work to be done.
 - 2.2.1.2 A draft tender document containing eligibility criteria, terms and conditions and format for quoting the rates is prepared as per the GFR rules.
 - 2.2.1.3 The draft tender document is placed before the Advisory-cum-Standing Purchase/Tender Committee.
 - 2.2.1.4 After recommendation of the committee on the draft tender document, approval of the competent authority is obtained for inviting tenders for appointment of the consultant/architect.
 - 2.2.1.5 After the recommendation of the Advisory-cum- Standing Purchase/Tender Committees, the draft tender/ quotation is put up to the competent authority for approval for inviting tenders/ quotations from the reputed firms in the line.
 - 2.2.1.6 The tender document should be published on NCDC's website and also on Central Public Procurement Portal of GOI.
 - 2.2.1.7 After the tenders are received, technical evaluation of all the bids is done as per the eligibility criteria and the evaluation statement is prepared and placed before the Advisory-cum-Standing Purchase/ Tender Committees for evaluation & consideration.
 - 2.2.1.8 On the recommendations of the Advisory-cum-Standing Purchase/Tender Committees, firms eligible in technical

evaluation are intimated via letter/ email for attending the meeting for opening of price bids on the schedule date & time in the presence of the Advisory-cum-Standing Purchase/Tender Committees.

- 2.2.1.9 On the schedule date & time price bids are opened by the Advisory-cum-Standing Purchase/Tender Committees in the presence of bidders/ their Representatives.
- 2.2.1.10 A comparative statement of rates quoted by the eligible firms is prepared and marking out of the L-1 firm. The said statement is placed before the Advisory-cum- Standing Purchase/Tender Committees for consideration.
- 2.2.1.11 On the recommendations of the Advisory-cum- Standing Purchase/Tender Committees, approval of the Competent Authority is obtained for award of consultancy/architectural job.

Process Output	Award of work
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2.2.2 Procedure for inviting tenders and award of work (for civil, interior decoration, electrical & other related works)

Input	Source
1) Requirement raised by Staff/Division	Staff and Division of the corporation
2) Future requirements	
3) Cost estimations	

- 2.2.2.1 Approval of the competent authority is obtained for the preliminary drawings (if prepared), cost estimates, specifications formulated by the consultant/architect (if appointed) or in house.
- 2.2.2.2 The consultant/ architect (if appointed) or the concerned engineer prepares the draft tender document based upon the preliminary drawings, schedule of quantities, CPWD specifications/ as required, terms and conditions as per the GFR and CPWD manual (latest) and advisory committee, submits to the concerned officer of the corporation for placing it before the Advisory-cum-Standing Purchase/Tender Committee.
- 2.2.2.3 Approval of the competent authority is obtained for inviting tenders for the works to be executed on the basis of drawings, specifications, terms and conditions, schedule of quantities and cost estimates prepared.
- 2.2.2.4 The tenders are invited and award of the work is done as per the procedure mentioned above.
- 2.2.2.5 On the recommendations of the Advisory-cum- Standing Purchase/Tender Committees, approval of the Competent Authority is obtained for award of work.

2.2.3 Procedure for execution of work

- 2.2.3.1 As per the requirement of LOA, performance/ security deposit as applicable is obtained from firm and is sent to finance division for deposit in NCDC account and an agreement on the stamp paper of requisite value is executed, if required.
- 2.2.3.2 The work is executed as per the site requirement, specifications and schedule of quantities mentioned in the tender document.
- 2.2.3.3 The actual measurement of the work executed at the site is done jointly by the contractor and the concerned engineer and mode of measurement of various items of civil works mentioned in the CPWD specifications.
- 2.2.3.4 Based on the measurements an abstract of cost for the work done is recorded in the measurement book by the designated engineer of NCDC.
- 2.2.3.5 On the basis of abstract of cost, running bill is prepared by the contractor and submitted to the designated engineer.
- 2.2.3.6 After necessary checking of bills/ measurement books & test checking of measurements as per the procedure mentioned in the CPWD manual, the same are forwarded by designated engineer to divisional head for further checking.

2.2.4 Procedure for making payment to the contractor

- 2.2.4.1 The running or final Bill, Measurement books are submitted to the Finance Division for checking of the same as per the tender document.
- 2.2.4.2 The Finance Division after checking & making necessary corrections, if any, sends the bill & measurement books back to the GA Division.
- 2.2.4.3 In case expenditure/ running bill/ final bill is within the approved limits as already approved by competent authority on file at the time of award of work, the bill is passed for payment by designated officer for the work executed at site by the contractor otherwise approval of competent authority is obtained for the excess expenditure incurred as per site requirement.
- 2.2.4.4 After signing/ passed for payment of bills, the expenditure is recorded in the appropriate heads of expenditure register, and then invoice forwarding the bills to finance is signed by Deputy Director/ Assistant Director.

Process Output	Completion of the required work
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2.3 PROCESS: Civil & electrical maintenance works of NCDC Head Office (H.O.) building, NCDC's flats and LINAC Training Institute, Gurugram and its related purchases.

Input	Source
1) Regular monitoring and supervision	GA Staff and
2) Requirement/ complaint raised for repair	Division of the
3) Assessment of future requirements	Corporation

Process detail:

2.3.1 Procedure for award of work

- 2.3.1.1 Based upon the requirement, initial planning including methodology to be adopted for execution of work is done.
- 2.3.1.2 Approval of the Competent Authority in principle is obtained for initiation of the work.
- 2.3.1.3 Procedure is adopted for inviting quotation and award of work.
- 2.3.1.4 On the recommendations of the Advisory-cum-Standing Purchase/Tender Committees, approval of the Competent Authority (as per delegation of powers) is obtained for award of work.

2.3.2 Procedure for execution of work

- 2.3.2.1 On award of work, an agreement on the stamp paper of requisite value is executed, if required.
- 2.3.2.2 The work is executed as per the site requirement, specifications and schedule of quantities mentioned in the tender document.
- 2.3.2.3 The measurement of the work is done jointly by the contractor and the concerned engineer designated by the corporation and mode of measurement of various items of civil works mentioned in the CPWD specifications.
- 2.3.2.4 Based on the measurements an abstract of cost for the work done is made in the measurement book by the designated engineer of NCDC.
- 2.3.2.5 On the basis of abstract of cost, running bill is prepared by the contractor and submitted to the designated engineer.
- 2.3.2.6 After necessary checking of bills/measurement books & test checking of measurements as per the procedure mentioned in the CPWD manual, the same are forwarded by designated engineer to divisional head for further checking.

2.3.3 Procedure for making payment to the contractor

- 2.3.3.1 The running or final Bill, Measurement books are submitted to the Finance Division for checking of the same as per the tender document/quotation letter.
- 2.3.3.2 The Finance Division after checking & making necessary corrections, if any, sends the bill & measurement books back to the GA Division.
- 2.3.3.3 In case expenditure / running bill / final bill is within the approved limits as already approved by competent authority on file at the time of award of work, the bill is passed for payment by designated officer for the work executed at site by the contractor otherwise approval of competent authority NCDC is obtained for the excess expenditure incurred as per site requirement.

2.3.3.4 After signing/ passed for payment of bills, the expenditure is recorded in the appropriate heads of expenditure register, and then invoice forwarding the bills to finance is signed by Deputy Director/ Assistant Director.

Process Output	Completion of the required work
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2.4 Process: Maintenance of office equipments of NCDC, HO

2.4.1 Process : Annual Maintenance of equipments:-

Input	Source
Need for Preventive maintenance for various installation in the office building viz Lifts, Fire fighting system, AC Plant, Biometric attendance system, Online 10 KVA UPS system, water purifiers & EPABX	Maintenance plan

Process detail: The annual maintenance is done by the external agencies/ firms in the line engaged as per the procedure.

2.4.1.1 Annual maintenance is done as per the terms and conditions, specifications as per the contract agreement and formats as mentioned below.

Formats of log books of said work are annexed as detailed below:

- Fire Alarm system (Annexure-IV)
- Air Conditioning plant (Annexure-V)

2.4.1.2 Procedure for making payment

2.4.1.2.1 The concerned firm submits the bill on monthly/quarterly basis as per terms & conditions of AMC.

2.4.1.2.2 In case expenditure/ running bill/ final bill is within the approved limits as already approved by competent authority on file at the time of award of work, the bill is passed for payment by designated office for the work executed at site by the contractor otherwise approval of competent authority NCDC is obtained for the excess expenditure incurred.

2.4.1.2.3 After signing/ passed for payment of bills, the expenditure is recorded in the appropriate heads of expenditure register, and then invoice forwarding the bills to finance is signed by Deputy Director/ Assistant Director

Process Output	Proper maintenance of equipments
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2.4.2 Process: Maintenance of other office equipments:-

Input	Source
Day to day maintenance of DG Sets(110 KVA and 220 KVA), Window and split AC's & Water Coolers	NCDC office

Process details:

1. The maintenance is done by the external agencies/firms in the line as per the procedure.
2. Formats of log books of said work are annexed as detailed below:
 - DG set (250 KVA/110KVA): Annexure-VI
3. Procedure for making payment: Payment is made as mentioned above.

Process Output	Equipments Maintained
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2.5 Process: Maintaining up keep & cleanliness of the NCDC HO Building & flats

Input	Source
Day to day maintenance of H.O premises and flats	NCDC office

Process details:

- 2.5.1 The work of Up keeping and cleaning of NCDC premises is got done by engaging external agency through Annual Maintenance Contract as per the procedure
- 2.5.2 If the performance of the external agency is found satisfactory throughout the year (being reflected in the daily and weekly check report) then the contract is extended based upon the approval from the Competent Authority.
- 2.5.4 The upkeep and cleanliness of the NCDC, HO bldg. and flats is done as per the scope of work and terms & conditions of the contract agreement.
- 2.5.5 A Weekly Check report of the said work is maintained and suggestions from heads of divisions on all floors are taken on weekly basis.
- 2.5.6 Action is taken based upon the suggestions of heads of Divisions and the problem, if any, is resolved as per schedule annexed. (Format of Daily Check Report annexed at VII and Complaint Register annexed at VIII)
- 2.5.7 A daily check report of the work is maintained, being checked by Contractor's supervisor, In house plumber, and engineer incharge & in turn reported to ED (GA). The deficiency noticed is pointed out and work is initiated immediately.

Process Output	Clean environment in the office
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2.6 Process: Maintenance of office vehicles

Input	Source
Service requirements for Office vehicles	NCDC Office

Process details:

2.6.1. Preventive maintenance

- 2.6.1.1 Services of the staff cars which include change of lubricants, plugs replacements/cleaning, washing, rubbing & polishing etc. are done as per the need/norms of run from authorized workshops/agencies.
- 2.6.1.2 Tyres & tubes of the staff cars & scooters are replaced as required as per the condition of tyres or after running of more than 40,000 k.m. for staff cars and more than 1,000 k.m. in respect of scooters after following due procedure.
- 2.6.1.3 The battery of the staff cars are replaced as required or after 3 years on buyback basis after following due procedure as mentioned above.
- 2.6.1.4 Services of the scooters are done on every norms/need of run from authorized workshops/agencies.

2.6.2 Day to day repair works of vehicles

- 2.6.2.1 A request from staff car driver/scooter rider is received for required major/ minor repair of staff car/scooter.
- 2.6.2.2 All the vehicles are repaired through respective authorized workshops and minor repair / replacement of accessories is done through Govt. authorised /authorized workshop / vendors.
- 2.6.2.3 Approval of the competent authority is obtained in this regard.

2.6.3 Payment of bills

Payment is made as mentioned above.

2.6.4 Insurance of Vehicles/Maintenance of Log Book

- 2.6.4.1 Log Book is maintained by the Staff Car Driver and checked by the designated officer.
- 2.6.4.2 Insurance of all staff cars/scooters renewed on yearly basis on or before due date on receipt of renewal notice.
- 2.6.4.3 Approval of the competent authority is obtained in this regard.

2.6.5 Procedure for filling of Fuel/OIL/lubricants in office vehicles

- 2.6.5.1 Advance payment is made to M/s. BPCL for filling petrol/ diesel in staff car/scooter on monthly basis.
- 2.6.5.2 Petro cards of M/s. BPCL are allotted to the each staff car/scooter driver and required amount is filled in on monthly basis.
- 2.6.5.3 Adjustment of advance payment is made on the basis of actual fuel consumption and counter checked/ re-conciled with M/s. BPCL's statement by concerned officer.

2.6.6 Process: Making arrangement of vehicles

- 2.6.6.1 Arrangement of vehicles is made on the basis of requirement or requisition received.
- 2.6.6.2 In case non-availability of staff car or driver or problems in the staff car, private vehicle is hired from external transport agency on Contract rate terms engaged through due procedure.
- 2.6.6.3 The payment of bills submitted by the Transport agency is made as per procedure mentioned above

Process Output	Required Maintenance of office vehicles & Availability of Transport facility.
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2.7 Process: Anti malaria/Quarantine measures, as per MCD instructions etc.

Input	Source
1)Government norms 2) Schedule	Municipal Corporation of Delhi (MCD)

Process details:

Cleaning of tanks (underground as well as over head) is done once in 4 months (Log book format attached at Annexure-IX) along with sterilization of the same (Log book format attached at Annexure-IX above)

2.7.1 Frequency of Treatment

The following pest control treatments are done in NCDC, H.O bldg.

- General Pest Control treatment (twice in a quarter)/ as per need.
- Anti Termite Treatment (Once a year)
- Anti Rodent Control Treatment Once a year or as per need.

2.7.1.1 Pest control and anti rodent treatment is done by external agency following due procedure.

2.7.1.2 Approval of the competent authority is taken as per powers delegated as per office order no. NCDC:2-1/2004-Admin, dt. 17.08.2011.

2.7.1.3 After the approval is obtained from competent authority, officials of the agency are informed for the treatment.

2.7.1.4 A notice is issued to all the departmental heads and on the office notice board regarding the information of pest control.

2.7.1.5 The treatment is done on holidays (Generally Saturdays and Sundays).

2.7.1.6 Procedure for making payment: Payment is made as mentioned above

Process Output	Conduction of Anti malaria/Quarantine, pest control and rodent treatment
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2.8 Process: Monitoring Electricity/water consumption and payment of bills

Input	Source
Electricity and water bills	BSES & Delhi Jal Board

Process details:

- 2.8.1 The monthly bills are received from the various agencies.
- 2.8.2 Approval of the competent authority is obtained.
- 2.8.3 Payment is made as mentioned as above.

Process Output	Payment of electricity and water bills
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2.9 Process: Reimbursement of Telephone expenses

Input	Source
Telephone/Mobile bills	Staff of the corporation

Process details:

- 2.9.1 As per policy, telephone bills in respect of residential telephone/mobile/broad band are reimbursed to all staff of the Corporation as per ceiling is made on quarterly basis. (Policy circular attached at Annexure – X & XI).
- 2.9.2 On receipt of claims through HRMS from officials, concerned officers of GA will make necessary corrections as per policy and recommend for reimbursement. A consolidated list of all recommended claims is generated in HRMS. Approval of the competent authority is obtained in file for making reimbursement.
- 2.9.3 Sanction order is prepared and sent to Finance Division for making payment to individual officials.
- 2.9.4 Payment of telephone bills of telephone installed in the officers' residences/ in office is made to MTNL/service provider on monthly basis as per the procedure mentioned above.

Process Output	Reimbursement of Telephone/Mobile bills
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2.10 Process: Security of office building

Input	Source
Security of premises staff	NCDC office

Process details:

- 2.10.1 The security of the NCDC HO building is being looked after by the external security agency.
- 2.10.2 The selection of security firm is done as per the procedure mentioned above.
- 2.10.3 Monthly bill is submitted by firm and payment is made as per the payment procedure mentioned above.

Process Output	24 hours security available
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2.11 Process: Reception Desk for visitors

Input	Source
Security of premises	NCDC office

Process details:

- 2.11.1 A visitor register is maintained at main entrance gate
- 2.11.2 Every visitor is required to make entry in the register so that Details of all daily entrants are available.

Process Output	Details of all daily entrants are available
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2.12 Process: Pantry facilities

Input	Source
Supply of Tea, Coffee etc. for MD, DMD, FA, ED & Guests/official meetings	MD/DMD/FA/ED Secretariat

Process details:

- 2.12.1 A pantry is maintained on 7th floor for MD, DMD and ED for serving Tea, Coffee etc., for the guests/official meetings.
- 2.12.2 Monthly requirement of Tea, Coffee etc. is assessed by concerned officer.
- 2.12.3 Approval of the competent authority is obtained for recouping the items in the store.
- 2.12.4 Tea, Coffee and biscuits etc. are purchased from Kendriya Bhandar/open market as per due procedure.
- 2.12.5 A Consumption Register is maintained in the pantry on daily basis under supervision of PO (GA)/Director (GA).

Process Output	Supply of Tea, Coffee etc.
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2.13 Process: Booking of Board Room/Committee Room and conducting meetings therein

Input	Source
Request received	i Division & Staff of the corporation ii Agriculture Ministry/DAC

Process details: There are two halls on 7th floor and procedure for booking of the same is as under:

- 2.13.1** On receipt of request from Divisions/DOAC, hall is reserved for meetings based on availability.
- 2.13.2** A display board is put up on Piazza on the date of meeting indicating subject of meeting, date, time and venue
- 2.13.3** On request and after obtaining approval of competent authority, pen/pad as required is distributed to the officials on the day of meeting and Tea/Coffee/Snacks/Lunch are served, if required.

Process Output	Meetings conducted
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2.14 Process: Reimbursement of conveyance

Input	Source
Through HRMS	Officers/Staff

Process details:

- 2.14.1** Officers/staff of the corporation who come office on holidays to attend emergent works or commute for official purpose from office are eligible for claiming conveyance charges as per circular. (Copy enclosed at XII and contingent voucher annexed at XIII).
- 2.14.2** The eligible officer/staff claims the reimbursement through HRMS. When journey in the claim is approved by divisional head in HRMS the claims are received in GA admin of HRMS. Concerned officers of GA will make necessary corrections in the claim and is settled on the basis of Notification of the Govt. of NCT, Delhi Transport Department regarding Taxi and Auto fare and recommend for reimbursement. A consolidated final list of all recommended claims is generated in HRMS. Approval of the competent authority is obtained in file for making reimbursement.
- 2.14.3** Sanction order is prepared and sent to Finance Division for making payment to individual officials.

Process Output	Reimbursement of conveyance charges made
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2.15 Process: Reimbursement of Newspaper

Input	Source
Through HRMS	Officers/Staff

Process details:

- 2.15.1** As per policy, newspaper bills are reimbursed to all staff of the Corporation as per rates of Economic Times received from Library of NCDC is made on quarterly basis. (Policy circular attached at XIV).
- 2.15.2** On receipt of claims through HRMS from officials, concerned officers of GA will make necessary corrections as per policy and recommend for reimbursement. A consolidated final list of all recommended claims is generated in HRMS. Approval of the competent authority is obtained in file for making reimbursement.
- 2.15.3** Sanction order is prepared and sent to Finance Division for making payment to individual officials.

Process Output	Reimbursement of newspaper bills
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2.16 Process: Physical verification of dead stock items, petty/stationery items & disposal of obsolete dead stock, petty, stationery & other misc. Items

Input	Source
i To assess the stock available in terms of quantity & value at the end of each year	GA Division
ii Physical verification report	Physical verification
iii Depreciated value of items to be disposed off.	Committee Finance Division

Process details:

- 2.16.1** Physical verification of dead stock items, petty/stationery items & disposal of obsolete dead stock, petty, stationery & other misc. items available in Head Office, issued to officials of NCDC is done annually by Committees constituted by MD. The report of the Committee is submitted to MD, NCDC for consideration and approval.
- 2.16.2** 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.
- 2.16.3** 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 CPP Portal of GOI.
- 2.16.4** After receiving quotations on the closing date, a meeting of the committee for disposal of obsolete/unserviceable items is convened.
- 2.16.5** 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 as per the terms & conditions of the bid document.

2.16.6 The amount so received by cheque from the bidder is submitted to the Finance Division.

Process Output	Obsolete items disposed through invitation of bids
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2.17 Process: Providing necessary items for the newly recruited person

Input	Source
List of new officials in NCDC	P & A division

Process details:

2.17.1 Group A officers

- Seating arrangements to be made in consultation with concerned Divisional heads (name to be displayed on the door of cabin/table of officials)
- Computer table & chair (subject to providing of computer by MIS Division)
- Stationery items i.e. pen, pencil, sharpener, A-4 paper, note sheet, stapler with pin, punch machine, paper weight, gem pin tag, fevistick, Towel, calculator and other need based items
- Thermos flask with two glasses
- Tea set (on sharing basis for DD/AD/ equivalent officers)

2.17.2 Group B officials

- Seating arrangements to be made in consultation with concerned Divisional heads (name to be displayed on table of employees)
- Computer table & chair (subject to providing of computer by MIS Division)
- Stationery items i.e. pen, pencil, sharpener, A-4 paper, note sheet, stapler with pin, punch machine, paper weight, gem pin tag, fevistick, calculator and other need based items
- Jug with two glasses
- Intercom facility (on sharing basis)

2.17.3 Group C staff

- Seating arrangements to be made in consultation with concerned Divisional head (name to be displayed on table of employees)
- Stationery items as per need/ requirement depending upon nature of work allotted
- Intercom facility (on sharing basis)

Process Output	Proper sitting arrangements made for new joinees
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2.18 Process: Reimbursement of expenses in respect of purchase of briefcase by the eligible officer

Input	Source
Through HRMS	Officers/Staff

Process details:

- 2.18.1 Claim bills submitted by officers & employees in respected of purchase of briefcase. As per the policy, reimbursement of the expenditure incurred for purchase of a briefcase as per their eligibility once in three years as per the Circular annexed at XV.
- 2.18.2 On receipt of claims through HRMS from officials, concerned officers of GA will make necessary corrections as per policy and recommend for reimbursement. A consolidated list of all recommended claims is generated in HRMS. Approval of the competent authority is obtained in file for making reimbursement.
- 2.18.3 Sanction order is prepared and sent to Finance Division for making payment to individual officials.

Process Output	Briefcase purchase claim settled.
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- 2.19 Process: Scheme for providing Laptop at depreciated value on retirement/repatriation of officers of the rank of Chief Director and above at the Head Office, CD(LINAC) and Regional Directors at Regional Offices**

Input	Source
Request of officers & Division/Regional Offices	Officers of the corporation of the rank of Chief Directors & above /Regional Directors

Process details:

- 2.19.1 The Corporation is providing Laptops to Chief Directors and above at Head Office, LINAC and Regional Directors at Regional Offices as per the policy letter annexed at XVI.
- 2.19.2 On retirement/repatriation of officer to whom the Laptop has been issued, is allowed to take away the same with the prior approval of MD, NCDC by making payment of depreciated value of the Laptop subject to the condition that:
- The concerned officer has furnished the request in this regard in writing.
 - The Laptop should have been purchased by the Corporation minimum 2 years back.

Process Output	Issue of laptop
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2.20 Process: Providing of pen drive to the officers of the Corporation

Input	Source
Request for Pen Drive	Officers/officials of the corporation

Process details:

- 2.20.1** Pen drive(s) is issued to the officers of the rank of Assistant Directors and above at NCDC, Head Office subject to the following conditions as per office order annexed at XVII.
- 2.20.2** Two pen drives of 4GB/8GB/16GB as per requirement are issued to all Chief Directors for a period of 2 years. No pen drive is issued to SPS. However, an additional pen drive is issued to Divisional Heads for their staff on sharing basis on written request.
- 2.20.3** One pen drive for a period of 2 years is issued to all Assistant Directors/Dy. Directors/ Directors.
- 2.20.4** No pen drive is issued in case of loss within a period of 2 years. Pen drive is re-issued in case defective/broken/not working/corrupted, subject to return of earlier pen drive.
- 2.20.5** The concerned officer has to furnish the request in writing.

Process Output	Issue of pen drive
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2.21 Process: Issue of Dead-stock/ petty/ miscellaneous items for official use outside NCDC office premises

Input	Source
Request for issue	BOM/GC members/Ministry/MD/DMD/Division

Process details:

- 2.21.1** The Dead-stock/ petty/ miscellaneous items are issued for official use with the approval of Competent Authority, for the Camp Office of President (General Council), Chairman/Vice Chairman (Board Of Management), Managing Director / Deputy Managing Director and other Officers through gate pass (copy annexed at XVIII).
- 2.21.2** The office equipment required for repair outside office premises, the same is allowed to be taken out with the approval of Competent Authority, for repair through gate pass.

Process Output	Issue of Dead stock/petty/miscellaneous
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2.22 Process: Preservation and weeding of official record in NCDC

A record room for preservation of old official record/files is located in the basement and movement/recording of files in the record

room is done through record register. A guideline for preservation and weeding of official record in NCDC is enclosed at Annexure-XIX.

2.23 Process: Procedure for collection and distribution of dak

Input	Source
Dak/Speed post/Parcels/Couriers/Dak received through messenger	Letters from societies/outside agencies & person

Process details:

2.23.1 Incoming letters/dak/parcels etc.

- All letters addressed to NCDC/dak are received in the R&I Division.
- After diarising in the Central Dak Register, letters/dak are sent to the concerned sections/Divisions after taking down signatures in the Peon Book/Proforma.

2.23.2 Outgoing letters/dak/parcels etc.

- All sections/divisions send letters/dak etc. to R&I Division for dispatch through Ordinary/Speed Post/Registered Post etc.
- Letters to be sent to Ministries/Parliament House/ other offices etc. are sent through Scooter Rider.
- For dispatching letters/agenda items of BOM/GC meeting Courier agency is also engaged.
- Advance is drawn in the name of Post Master, P&T for meeting the postage expenses and timely recouped.
- Advance is also sanctioned in the name of R&I Incharge for making emergency postage expenses.

Process Output	All incoming letters are being sent to concerned person/division & outgoing letters are being posted timely and correctly.
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2.24 Process: Reply of Audit/RTI

Input	Source
1 Audit Reports	Statutory auditors/Parts/Letter
2 RTI received	

Process details:

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

2.24.2 Furnishing of documents/information required by individual in respect of RTI with a copy to P&C Division.

2.25 Process: Reporting & Other Miscellaneous Work

- 2.25.1** Reports/Plan etc. as required by Plan and Coordination, Finance Division and other Divisions of the Corporation is furnished.
- 2.25.2** Maintain and submit proforma on usage of Hindi language to Hindi Division on quarterly basis.
- 2.25.3** Work allocation amongst the Officers and staff of the division, leave application record, posting record and other related administrative issues.
- 2.25.4** Preparation of Revised Estimate/Budget Estimate of the Corporation after compilation of information received from the relevant Divisions of the Corporation including LINAC & Regional Offices.
- 2.25.5** Agenda of Revised Estimate/Budget Estimate of the Corporation for approval of BOM is prepared and approval of the Competent Authority is obtained for placing it before the BOM meeting for consideration and approval.

3 Process Measurements

S.No	Quality Objective	Measurable indicators (working days)	Monitoring frequency	Frequently monitored by
1.	Issue of dead stock items/ computer consumables available in store	2	Half yearly	Director (GA)
2.	Civil and electrical maintenance works (includes civil repairing, plumbing repairing, electrical repairing and carpenter work)	5	Half yearly	Director (GA)
3.	Issue of Indent items (Stationery) available in store on bi-monthly basis	10	Half yearly	Director (GA)
4.	Conveyance/cartage payment on receipt of claim in HRMS	15	Half yearly	Director (GA)
5.	Reimbursement of telephone/ mobile bills of eligible officers/ staff on receipt of claim in HRMS a) Chief Director & above level b) Director to MTS level	a) 15 b) On quarterly basis in first fortnight of month following the quarter	Half yearly	Director (GA)
6.	Payment of office telephone bills on receipt of bills	10	Half yearly	Director (GA)
7.	Reimbursement of news papers Bills on receipt of claims in HRMS	On quarterly basis	Half yearly	Director (GA)
8.	Pest control Treatment (Twice in a quarter)	Within 15 after every 1 ½ month	Half yearly	Director (GA)
9.	Anti termite treatment (yearly basis)	Within a fortnight after close of year	Yearly	Director (GA)
10.	Anti Rodent control	Within a fortnight after every 6 months	Yearly	Director (GA)
11.	Disinfection of underground tank	On quarterly basis in first fortnight of month following the quarter	Half yearly	Director (GA)
12.	Tank cleaning (Underground/ overhead)	Within a fortnight after every 6 months	Half yearly	Director (GA)

4 Process Controls

S.No	Process	Process Controls
1	Issue of dead stock items/ computer consumables available in store	Inventory management Annual verification of stock
2	Day to day civil and electrical maintenance works (includes civil repairing, plumbing repairing, electrical repairing and carpenter work)	Complaint register Daily check list
3	Pest control, Anti termite & Anti Rodent control Treatment (Twice in a quarter)	Track sheet / Register
4	Fire safety and electrical safety	For spreading awareness, Equipments are verified at different intervals 2) Training & Guidance provided during mock drills, may be used by staff members at their homes & in society
5	Safety of assets & security of office staff by outsiders	Identification of any unauthorized person in NCDC premises can be reported by anybody

5 Details of documented information retained

S. No	Title	Identification	Maintained by	Retention Period in years	Disposition
1.	Expenditure Register	By Title	PO-1	5 Years	As per weeding out procedure
2.	Register for telephone expenses	-Do-	SA-1	5 Years	-Do-
3.	Register for Refreshment	-Do-	PO-2	1 Year	-Do-
4.	Stock Register	-Do-	PO (Store)	1 Year	-Do-
5.	Register for petty items	-Do-	PO (Store)	5 Years	-Do-
6.	Register for petty items - Maintenance	-Do-	PO (Store)	1 Year	-Do-
7.	File Register	Misc. reference papers	LDC	Permanent	-Do-
8.	Invoice Register	-Do-	LDC	1 Year	-Do-
9.	Diary Register	-Do-	LDC	1 Year	-Do-
10.	Dispatch Register	-Do-	LDC	1 Year	-Do-
11.	Trunk Call Register	-Do-	Telephone Operator	1 Year	-Do-
12.	Complaint Register	-Do-	Telephone Operator	1 Year	-Do-
13.	Process measurement Register	PMR register	PO-1	2 Years	-Do-

6 Details of documented information maintained

S.No.	Title	Identification	Location	Prepared by	Approved by	Revision No.
1.	Daily Checks Report -Upkeep & cleaning of NCDC premises	A	Basement	DD (Civil)/ PO (Civil)	Director (GA)	
2.	Complaint Register	A1	4 th Floor	DD (Civil)/ PO (Civil)	Director (GA)	
3.	Maintenance Job Slip(Electrical)	E1	Electrician room	DD (Electrical)	Director (GA)	
4.	Office Order No.NCDC.2-1/2004-Admn. Dt. 17.7.2011-Delegation of Powers	B	Almirah-A	Admn.	MD	
5.	Office Order No.NCDC.7-4/2005-Genl.(Policy) dt. 03.06.2019 reg. procedure for purchase of goods	C	Almirah-A	DD (Civil)/ PO (Civil)	Director (GA)	
6.	Tank Cleaning format (Underground water tank)	D	Electrician room	DD (Civil)/ PO (Civil)	Director (GA)	
7.	Tank Cleaning format (Over Head water tank)	D1	Electrician room	DD (Civil)/ PO (Civil)	Director (GA)	
8.	Disinfection of Tank (Terrace)	D2	Electrician room	DD (Civil)/ PO (Civil)	Director (GA)	
9.	Disinfection of Tank (Under Ground)	D2	Electrician room	DD (Civil)/ PO (Civil)	Director (GA)	
10.	Fire Fighting Arrangements - Daily Checks Operations	E	Electrician room	DD (Electrical)	Director (GA)	
11.	Fire Fighting Arrangements - Quarterly Checks Operations	E	Electrician room	DD (Electrical)	Director (GA)	
12.	Fire Fighting Arrangements - weekly Checks Operations	E	Electrician room	DD (Electrical)	Director (GA)	

13.	Central AC Plant - Log Book (Winter)	F	Electrician room	DD (Electrical)	Director (GA)
14.	Log Book - DG Set for 250	G	Electrician room	DD (Electrical)	Director (GA)
15.	Office Order No.NCDC.5-3/84-Genl. Dt. 25.4.2008 14-12-2015 - Residential Mobile telephone facility	I	Almirah - A	SA-1	Director (GA)
16.	Office Order No.NCDC.13-13/17-GA Dated 24.11.2017 - Conveyance charges	K	Almirah-A	PO-1	Director (GA)
17.	Notification of Transport Deptt. for Auto Riksha & Taxi dt. 3.3.2013	L1	Almirah-A	Transport Deptt, Govt of NCT of Delhi.	Director (GA)
18.	Office Order No.NCDC.10-13/2000 dt.18.12.2000 reg. reimbursement of newspapers	M1	Almirah-A	SA-1	Director (GA)
19.	Office Order No. NCDC. 7-3/2009(I)-Genl. dt. 30.8.2012 reg. providing of pen drive to officers	Q	Almirah-A	PO (Store)	Director (GA)
20.	Reg. Gate Pass	S	Store	PO (Store)	Director (GA)
21.	Guidelines for preservation & weeding of officials records of NCDC	S1	Almirah-A	Govt. of India	Director (GA)
22.	Circular No.NCDC.2-1/2007-GA(Vol.II) dt. 21.11.2011 reg. scheme of providing Laptop at depreciated value to retiring officers of the rank of CDs & above	P	Almirah-A	PO-1	Director (GA)

7 References

S.No.	Reference Detail
1	Organisational Chart: Annexure-I
2	Responsibilities & Authorities: Annexure-II
3	NCDC:7-4/2005-Genl (Policy) dated 03.06.2019: Annexure-I
4	NCDC:2-1/2004 Admin, dt.17.08.2011: Annexure-II
5	Client feedback form: Annexure-III
6	Log book- fire fighting system: Annexure-IV
7	Log sheet- AC plant: Annexure-V
8	DG set Log book: Annexure-VI
9	Daily check report-cleaning of premises: Annexure-VII
10	Complaint register: Annexure-VIII
11	Water tank cleaning format: Annexure-IX
12	Circular-Reimbursement of telephone charges: Annexure-X
13	Circular-Reimbursement of mobile charges: Annexure-XI
14	Circular-Reimbursement of conveyance expenses: Annexure-XII
15	Format of contingent voucher: Annexure-XIII
16	Circular-Reimbursement of newspaper expenses: Annexure-XIV
17	Circular-Reimbursement of briefcase expenses: Annexure-XV
18	Circular-Scheme on providing laptop to eligible officers: Annexure-XVI
19	Circular-Scheme on issue of pen-drive: Annexure-XVII
20	Gate pass format: Annexure-XVIII
21	Circular-weeding out of official records: Annexure-XIX
22	GFR-2017

राष्ट्रीय सहकारी विकास निगम
(सामान्य प्रशासन अनुभाग)

No. NCDC: 10-17/98-Genl. Admin.

Date: 23.08.2021

Office Order

Subject: Re-allocation of Work in General Administration Division.

With immediate effect and until further order, the work allocation among the below mentioned officers/ employees of this division shall be as follows:

S.N	Brief Description of Duties	Reporting Officer
1.	Sh. Anirudh Singh, Deputy Director (GA) 1. Examining proposals of Regional Offices pertaining to GA, and giving necessary advice and conveying sanction of competent authority for the proposals. 2. Reimbursement/ settlement of salary of staff club and all matters pertaining to it. 3. Payment of salary and other issues related to outsourced staff of security agency. 4. Monitoring of work related to R&I cell. 5. Purchase/ Refilling of cartages etc. 6. Printing of Annual reports, annual accounts, brochures, I-cards, Medical cards etc. 7. All work related to ISO of division. 8. Any other work assigned from time to time.	Director (GA)
2.	Sh. Abhishek Mehta, Deputy Director(Civil-I) 1. Overall Civil Maintenance of Head Office premises. 2. Up-keeping & Cleanliness of HO Premises. 3. Payment of salary and other issues related to outsourced staff of housekeeping. 4. Repair & maintenance of Asiad village flats of NCDC, LINAC & camp office 5. Procurement, repair/maintenance of office furniture. 6. Work related to tender process of civil and related work. 7. Payment & other related matter of Property Tax of office building/ NCDC flats. 8. Work related to pest control, anti rodent & anti malaria measures. 9. All work related to disposal of obsolete items of HO. 10. Duty allocation of Farash. 11. Any other work assigned from time to time.	Director (GA)
3.	Sh. Mohd. Sarfraz, Deputy Director (Electrical) 1. Overall maintenance of all electrical installations, fittings & fixtures etc of HO premises. 2. Maintenance of AMC of Central AC, Fire fighting arrangements, Lifts, Biometric attendance system & Water purifiers. 3. Procurement & issue of Electrical related items for HO premises. 4. Monitoring of electricity/ water consumption, ensuring timely payments of bills. 5. Maintenance of Multimedia projector, TV, Tape recorders, inventors, batteries, Generators, Hot cases, Fridge, Water Coolers, Window/Split ACs, and UPS installed, EPBAX System. 6. Submission of monthly report in respect of publishing tender on the website of NCDC & Quarterly progress report on execution of works to CVC 7. Duty allocation of Lift operators. 8. Timely payment of office telephone connection bills. 9. Any other work assigned from time to time	Director (GA)
4.	Sh. Sharafat Ullah, Assistant Director (Civil-II) 1. Execution of minor repair civil works in HO premises. 2. Maintenance of toilets & other plumbing related works. 3. Work related to pest control, anti rodent & anti malaria measures. 4. Disposal of obsolete unserviceable items. 5. All work related to record room. 6. All work related to washing of towels of HO etc 7. Monitoring of Cleanliness & up keeping of HO premises. 8. All work related to NCDC Asiad village flat. 9. Sitting arrangement/plan for officers and staff at HO. 10. Any other work assigned form time to time.	Director (GA)

5.	<p>Sh. Pradip Singh, Assistant Director (Civil)</p> <ol style="list-style-type: none"> 1. Preparation of Annual Administrative budget of the Corporation comprising of Head Office, LINAC and ROs. 2. Procurement of desktop, laptops, printers,scanners etc. 3. Purchase of various office petty, stationery items as per requirement. 4. Annual physical verification of dead stock/ stationery items/ petty items/ computer hardware of HO. 5. Officers Ministry passes, staff car/ scooter ministry & DIAL passes. 6. Making arrangements for meetings, conferences, celebrations and visits of various delegations as per instructions. 7. Maintenance (Repair, insurance, service, POL etc) of office Staff cars & scooters. 8. Arrangements of staff cars and hiring on as required basis & its payment/ settlement of bills & duty allocation of drivers. 9. Procurement of various IT goods & services as per requirement of MIS. 10. Reimbursement of conveyance, Handbag, Mobile & Newspaper claims to the staff as per their entitlements. 11. Issue of Stationery & petty items to staff of the corporation. 12. Hiring of photocopier services and its bill payment. 13. Maintenance of TOR. 14. Any other work assigned from time to time. 	Director (GA)
6.	<p>Sh. Abhishek Kr Jha, Programme Officer(Civil)</p> <ol style="list-style-type: none"> 1. Monitoring of up-keeping, Cleanliness of HO. 2. Repair & maintenance of HO building, flats of NCDC. 3. Procurement of various items related to maintenance/upkeep of office building. 4. Work related to tender process of civil and related work. 5. Payment of salary and other issues related to outsourced staff of housekeeping 6. Payment & other related matter pertaining to Property Tax & insurance of office building NCDC flats. 7. Any other work assigned from time to time 	<p>Sh. Abhishek Mehta, DD</p> <p>Sh. Sharafat ullah, Deputy Director (Civil)</p>
7.	<p>Sh. Saurabh Kumar, Programme Officer (GA)</p> <ol style="list-style-type: none"> 1. Examining proposals of all ROs pertaining to GA division, and put up for consideration of Competent Authority. 2. Reimbursement of conveyance & Briefcase claims of the staff of the corporation. 3. AMC of various IT hardware & software as per MIS requirement. 4. Purchase/ Refilling of cartages etc. 5. Maintenance of expenditure register and reconciliation with Finance Division. 6. Preparation of invoice, sanction order of various bills as required. 7. Payment/ settlement of photocopier services bills. 8. Any other work assigned from time to time 	<p>Sh. Anirudh Singh, DD (GA)</p> <p>Sh. Pradip Singh, AD</p>
8.	<p>Sh. Om Prakash, Programme Officer (GA)</p> <ol style="list-style-type: none"> 1. Reimbursement of salary of staff club staff and all matters pertaining to it. 2. Purchase of Pantry related items. 3. Arrangements of refreshment & lunch for official meetings/ guest. 4. Preparation of invoice, sanction order of various bills as required. 5. Work related to Hindi reports of division. 6. Any other work assigned from time to time 	Sh. Anirudh Singh, DD (GA)
9.	<p>Sh. Rajesh Singh Negi, Programme Officer(Store)</p> <ol style="list-style-type: none"> 1. All work related to Store incharge. 2. Making entry of all purchases related bills in stock register & issuance of the same. 3. Physical verification of dead stock/ stationery items/ petty items/ computer hardware. 4. Maintenance of files of record room. 5. Issuance of No dues certificate related to GA division. 6. Any other work assigned from time to time 	<p>Sh. Anirudh Singh, DD (GA)</p> <p>Sh. Pradip Singh, AD</p>
10.	<p>Sh. Chandrasekhar Upadhyay, Senior Assistant</p> <ol style="list-style-type: none"> 1. Assist in preparation of Annual Administrative budget of the corporation comprising of head office, LINAC & all ROs. 2. Procurement of store petty/ stationery items as required. 3. Payment/ settlement of Hired Taxi bills. 4. Procurement of various IT items as per requirements. 5. Reimbursement of mobile & newspaper of the staff of the corporation 6. Preparation of invoice, sanction order and entry in expenditure register of various bills as 	Sh. Pradip Singh, AD

	<p>required.</p> <ol style="list-style-type: none"> 7. Maintain duties and attendance of staff car drivers. 8. Arrangements of staff cars & payment/settlement of POL related work of staff cars & scooter. 9. Assistance in tender related work. 10. Any other work assigned from time to time. 	
11.	<p>Smt. Neelam Santyal, PS</p> <ol style="list-style-type: none"> 1. All dictation & typing related work. 2. Maintenance of attendance record & OTA of staff of division 3. Receipt of applications of I-card, Medical card of staff. 4. Any other work assigned from time to time 	<p>Director(GA)</p> <p>Sh. Anirudh Singh, DD (GA)</p> <p>Sh. Abhishek Mehta, DD Sh. Sharafat Ullah, AD</p>
12.	<p>Ms Geetanjali, PA</p> <ol style="list-style-type: none"> 1. All dictation & typing related work. 2. Maintenance of all correspondence. 3. Preparation of noting, invoice, sanction order and entry in expenditure register of various bills related to maint. of vehicles. 4. Keeping of files, duplicate keys, RC of staff cars/ scooters & timely recharge of smartfleet of staff cars & scooters. 5. Maintenance of Imprest. 6. To keep backup of photography & Videography of events/ meetings in hard drive. 7. Any other work assigned from time to time 	<p>Krishan Kumar, Advisor</p> <p>Sh. Mohd. Sarfraz, DD</p> <p>Sh. Pradip Singh, AD</p>
13.	<p>Sh. Ram Kripal Sharma, LDC(R&I)</p> <ol style="list-style-type: none"> 1. Managing of Inward & Outward letters of HO. 2. Maintenance of speed post & normal Dak 3. Maintenance of stamps purchase etc. 4. All work related to R& I cell. 5. Any other work assigned from time to time. 	<p>Sh. Anirudh Singh, DD (GA)</p>
14.	<p>Sh. Manbir Singh Negi, LDC</p> <ol style="list-style-type: none"> 1. Work related to Hindi reports 2. All work related to issue/washing of towels of HO. 3. Payment of bills of stationery items & other petty items. 4. Maintenance of File register & files of Division. 5. Any other work assigned from time to time. 	<p>Sh. Anirudh Singh, DD (GA)</p>
15.	<p>Sh. Ram Prakash, LDC (Store)</p> <ol style="list-style-type: none"> 1. Assist Store Keeper in store related work 2. Issuance of all purchase related bills 3. Maintenance of files of record room. 4. Delivery of stationery items to Senior Officers. 5. Any other work assigned from time to time 	<p>Sh. Anirudh Singh, DD (GA)</p> <p>Sh. Pradip Singh, AD</p>
16.	<p>Ms Sonam, DEO</p> <ol style="list-style-type: none"> 1. Daily shiftwise Telephone operator work EPABX 2. Attending all telephone related complaints 3. All Diary/Despatch work 4. Scanning work for the division 5. Hindi typing work of officers of division 6. Any other work assigned from time to time 	<p>Sh. Abhishek Mehta, DD</p>
17.	<p>Smt. Jyoti, DEO</p> <ol style="list-style-type: none"> 1. Daily shiftwise Telephone operator work EPABX 2. All Diary/Despatch work 3. Scanning work for the division 4. Hindi typing work of officers of division 5. Any other work assigned from time to time 	<p>Sh. Mohd. Sarfraz, DD</p> <p>Sh. Sharafat Ullah, AD</p>
18.	<p>Sh. Shujjaudin, MTS (store)</p> <ol style="list-style-type: none"> 1. Assist Store Keeper in store related work 2. Delivery of stationery items to staff 3. Issuance of stationery items through indents 	<p>Sh. Anirudh Singh, DD (GA)</p> <p>Sh. Pradip Singh,</p>

	4. Any other work assigned from time to time	AD
19.	Sh. H.K. Mahto, DEO 1. Entries of letters. 2. Maintenance of speed post & normal Dak 3. Any other work assigned from time to time	Sh. Anirudh Singh, DD (GA)
20.	Sh. Arvind Singh, Electrician 1. Maintenance of electrical arrangements of HO premises 2. Maintenance of AC plant 3. Tie up with Lift service provider 4. Attending telephone related complaints. 5. Any other work assigned from time to time	Sh. Mohd. Sarfraz, DD
21.	Sh. Raj Bahadur, Electrician 1. Maintenance of electrical arrangements of HO premises 2. Arrangements for Laptop, Sound System/PA in 7 th floor 3. Any other work assigned from time to time	Sh. Mohd. Sarfraz, DD
22.	Sh. Ashish Chandra (Lift Operator), Sh. Abhishek (Lift Op) 1. Overall operation of Lifts 2. Any other work assigned from time to time	Sh. Mohd. Sarfraz, DD
23.	Sh. Sukhbeer Singh, SCD 1. Driver duty with staff car of MD, NCDC 2. Any other work assigned from time to time	Sh. Pradip Singh, AD
24.	Sh. Hariram, SCD 3. Driver duty with staff car of FA, NCDC 4. Any other work assigned from time to time	Sh. Pradip Singh, AD
25.	Sh. Pratap Ram, SCD OS 1. Driver duty with staff car of Chairman, BOM, NCDC 2. Any other work assigned from time to time	Sh. Pradip Singh, AD
26.	Sh. Rajesh Kumar (SCD), Sh. Ashish kumar (SCD OS), Sh Balbir Kumar (SCD OS), Sh. Pawan Kumar (SCD OS), Sh. Sunil k Sagar (SCD OS) 1. Driver duty with general pool staff car 2. Any other work assigned from time to time	Sh. Pradip Singh, AD
27.	Sh. Kashmir Singh, SCD (Posted at R&I) 1. Ex Driver, due to bad health At present posted in R & I cell 2. Making Entry of Dak & Speed post in register. 3. Any other work assigned from time to time	Sh. Anirudh Singh, DD (GA)
28.	Viram Prakash, Scooter Rider & Sunny Dewal, Scooter Rider 1. By hand delivery of dak in Ministries 2. Work related to R&I section. 3. Any other work assigned related to scooter riding 4. Any other work assigned from time to time	Sh. Anirudh Singh, DD (GA)
29.	Sh. Ram Lal Shah, MTS 1. MTS related work of GA Division 2. Petty item/stationery item purchase from market on instruction 3. Any other work assigned from time to time	Sh. Anirudh Singh, DD (GA)
30.	Sh. Rambeer Singh, MTS 1. MTS related work of Division 2. Market purchase work 3. Duty with Doctor on rotation basis 4. AGVC Guest house caretaker related work. 5. Any other work assigned from time to time	Sh. Abhishek Mehta, DD
31.	Sh. Tulsi Ram Pandey, MTS 1. MTS related work of Division 2. Market purchase work 3. TOR caretaker related work. 4. Duty with Doctor on rotation basis 5. Any other work assigned from time to time	Sh. Pradip Singh, AD
32.	Sh. Jitender Singh Rawat, (MTS OS) & Sh. Yogesh, (MTS OS) 1. MTS related work of GA Division 2. Petty item/stationery item purchase from market on instruction 3. Any other work assigned from time to time	All Officers
33.	Sh. Khusiram, MTS & Sh. Jeet Singh Bhandari, (MTS OS)	Sh. Pradip Singh,

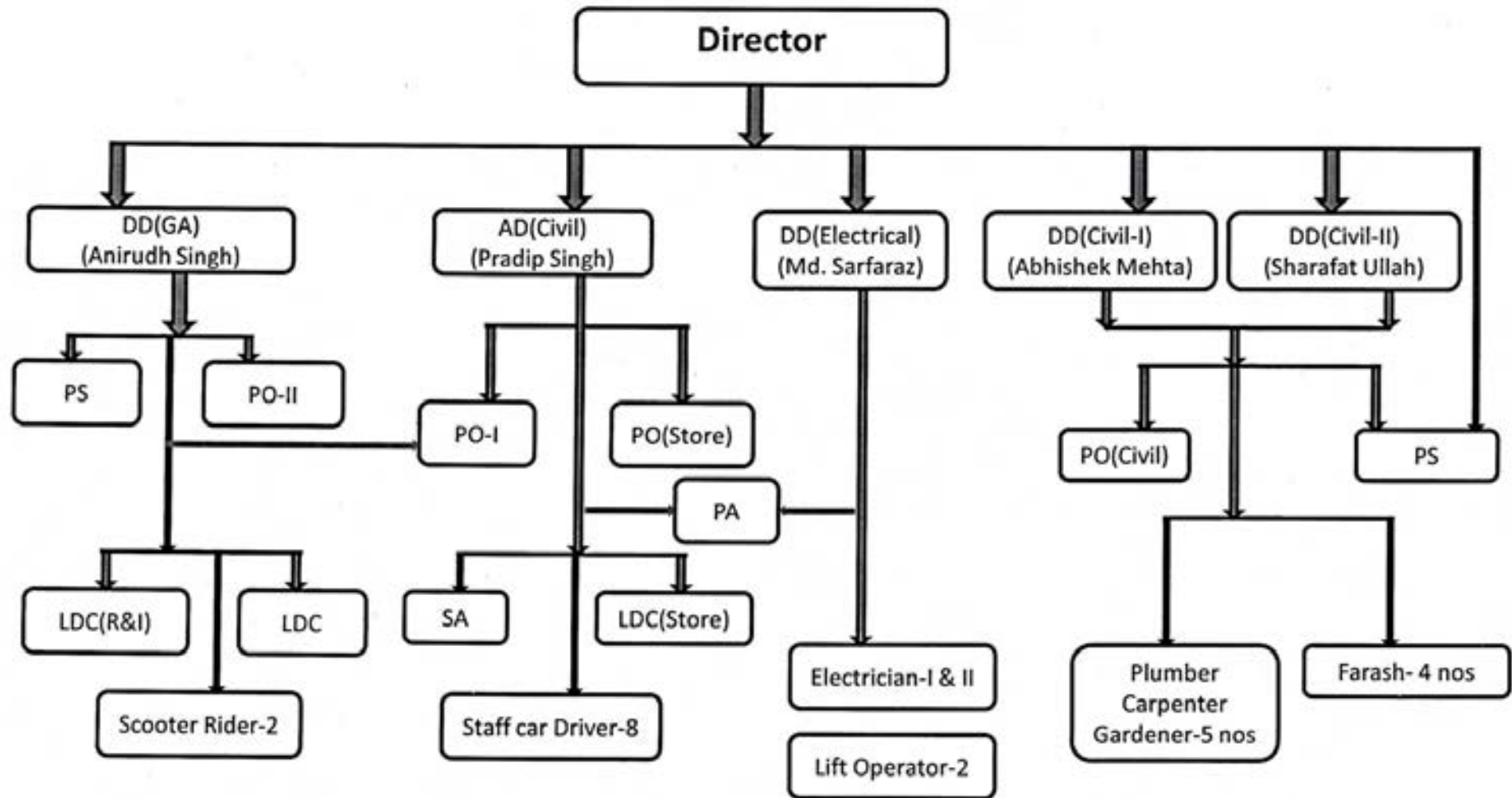
	<ol style="list-style-type: none"> 1. All Photostat related Services. 2. Fax related work 3. Any other work assigned from time to time. 	AD
34.	Sh. Ganga Prasad (MTS), Sh. Namwar Singh Yadav(MTS), Sh. Ram Samujh, (MTS OS) <ol style="list-style-type: none"> 1. Farash duty on rotation basis. 2. Any other work assigned from time to time 	Sh. Abhishek Mehta, DD
35.	Sh. Deep Chand (MTS) <ol style="list-style-type: none"> 1. MTS related work. 2. Duty at 7th Floor Pantry 3. To serve refreshments in MD section, board & committee room 4. Any other work assigned from time to time 	Sh. Anirudh Singh, DD(GA)
36.	Sh. Lalit Narayan Ray (MTS) & Sh. Karan Sehgal, (MTS OS) <ol style="list-style-type: none"> 1. Delivery of Dak & Speed post to post office 2. Assist in sending Release letters 3. Any other work assigned from time to time 	Sh. Anirudh Singh, DD (GA)

(Harinder Pal Kaur)
Director (GA)

Copy To:

1. All Concerned
2. Concerned File.

Organizational Chart of GA Division



Telephone Operator-DEO
2 nos
DEO(R&I)-1 nos

MTS-3+6
(OS)

Photostat
Op. MTS-
1+1(OS)

10. Abbreviations

AC	Air-Conditioned
AD	Assistant Director
AMC	Annual Maintenance Contract
BOM	Board of Management
BPCL	Bharat Petroleum Corporation Ltd.
CPPP	Central Public Procurement Portal
CPWD	Central Public Works Department
CVC	Central Vigilance Commission
CWC	Central Warehousing Corporation
DAVP	Directorate of Audio Visual Publicity
DG Set	Diesel Generating Set
DAC	Department of Agriculture and Cooperation
DY.MD/DMD	Deputy Managing Director
ED (GA)	Executive Director (General Administration)
GA	General Administration
GB	Giga Bytes
GC	General Council
GFR	General Financial Rules
GOI	Government of India
HO	Head Office
KVA	Kilo Volt Ampere
MCD	Municipal Corporation of Delhi
MD	Managing Director
MIS	Management Information System
MTNL	Mahanagar Telephone Nigam Ltd.
RD	Regional Director
R & I	Receipts & Inwards
RTI	Right To Information
LINAC	Laxmanrao Inamdar National Academy of Cooperative Research and Excellence
TOR	Touring Officers Room
VC	Vice-Chairman

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

No.NCDC:2-1/2004-Admn.

Dated: 22.11.2016

OFFICE ORDER

In partial modification of office orders of even number dated 19.5.2006 and 17.8.2011, financial powers to declare store/ dead stock items as obsolete is revised as follows:

Particulars	Revised delegation of Powers	
To declare stores (including items of dead stock) to be obsolete, surplus or unserviceable and to order their disposal by auction.	Deputy Managing Director Chief Director/Director (Genl.Admn.) Regional Directors	- Upto Rs.10000/- - Upto Rs.7500/- - Upto Rs.5000/-

(Vasudha Mishra)
Managing Director

Copy to:-

All Chief Directors / Regional Directors
SPS to MD/LMD/FA & PS to ED
Notice Board / Guard File.

राष्ट्रीय सहकारी विकास निगम
National Cooperative Development Corporation
Personnel & Administration Division

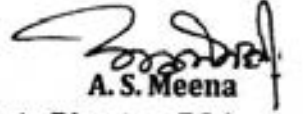
No.:NCDC:2-1/2004-Admn.

Dated: 26.03.2021

OFFICE ORDER

With immediate effect and until further orders, Administrative / Financial powers delegated to Chief Director(GA) and Chief Director (Library) vide Office Orders of even number dated 17/08/2011 and 06/06/2016, will now be exercised by Director (GA) and Director(Library) respectively.

2. All other conditions for exercise of re-delegated powers will continue to be same as contained in the office orders dated 17/08/2011 and 06/06/2016.
3. This issues with the approval of the Competent Authority.



A. S. Meena

Deputy Director -P&A

To

1. Shri Krishan Kumar Choudhary, Executive Director (GA), NCDC, New Delhi.
2. Smt. H. P. Kaur, Director (GA), NCDC, New Delhi.
3. CPIO, NCDC, New Delhi.
4. All Officers/Advisers/Consultants/Regional Offices/Divisions/LINAC.
5. SPS to MD, PS to FA, PA to ED(KK), PS to ED(MK), SPS to ED(KTC).
6. Personal File/ CR Folder/ Staff Position/Guard File/Notice Board/Staff Club.

Annexure-I

NATIONAL COOPERATIVE DEVELOPEMENT CORPORATION
(GENL. ADMN. DIVISION)

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

Dated: 03.06.2019

OFFICE ORDER

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

Based on O.M. no. F.1/26/2018-PPD dt.02.04.2019 & General Financial Rules (GFR), 2017 of the Ministry of Finance, Department of Expenditure, Govt. Of India, the modified procedure for purchase of goods /services and execution of works shall remain as under:

A. Procedure for Procurement of Goods and Services:-

1. For purchase of goods/services through Government E-Market Place (GeM) –

The goods and services available on Government E-Market Place (GeM) are required to be purchased mandatorily through GeM, as per following procedure;

S.No	Financial limits	<u>Procedure</u>
i.	Up to Rs. 25,000/-	Through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
ii.	Above Rs. 25,000/- and up to Rs. 5,00,000/-	Through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can also be used.
iii.	Above Rs. 5,00,000/-	Through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding automobiles where current limit of 30.00 Lakh will continue).

2. **For purchase of goods/services outside Government e-Market Place (GeM):** The goods and services which are not available on GeM are required to be purchased by adopting following procedure.

S.No.	Financial limits	Procedure
i.	Upto Rs. 25,000/-	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."
ii.	Above Rs. 25,000/- & up to Rs. 2,50,000/-	On the basis of Certificate of Purchase Committee consisting of three members of appropriate level as approved by Competent Authority. The Committee will survey the market to ascertain reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under: "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, and it is not debarred by Department of Commerce or Ministry/ Department concerned."
iii.	Above Rs. 2.50 lakh and upto Rs. 25.00 lakh	Through Limited tender enquiry A list of approved suppliers should be maintained for inviting responsive bids or alternatively tenders be invited from a list of suppliers. The bids should be sent directly by speed post/registered post/ courier/ email to firms for the supply of goods in question. The number of supplier firms submitting bids should be more than three. The tender enquiry should be

		published on central public procurement portal (CPPP) and on NCDC's website
iv.	Above Rs. 25.00 lakh	Through Advertised Tender Enquiry - Details as Below:

- (I) Advertisement should be given on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on Government e-Market Place GeM. An organization having its own website should also publish all its advertised tender enquiries on the website.
- (II) The complete bidding document to be made available on website and on CPPP to enable prospective bidders to make use of the document by downloading from the website.
- (III) The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.
- (IV) In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders.
- (V) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later.

B. Procedure for execution of works:-

The following procedure is to be adopted for execution of works (Civil, electrical or other such works):-

- i) Limited tenders will be called for works costing less than Rs. 5.00 Lakhs;
- ii) Open tenders will be called for works costing Rs. 5.00 Lakhs to Rs.30.00 Lakhs;
- iii) Works costing more than Rs.30.00 Lakhs may be accomplished by assigning the same to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc. in accordance with rule 133 of GFR 2017.

C. Constitution of Committees

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

1. Advisory-cum-Standing Purchase / Tender Committee's for purchase of goods and services / works at NCDC, H.O.

S. No	Financial Limits	Committee Members
1.	Above Rs.25,000/- and upto Rs.2.50 lakh	i) Director(GA) / Dy. Director (GA)/ Asstt. Director (GA) in the absence of Dy. Director (GA) ii) Dy. Director (Finance)/ Asstt. Director (Finance) in the absence of Dy Director (Finance) iii) Dy. Director (User Division)/ Asstt. Director (User Division)
2.	Above Rs. 2.5 lakh and upto Rs.5.00 lakh	i) Executive Director(GA)/ Chief Director (GA) / Director (GA) OR Dy. Director (GA) in the absence of Chief Director (GA) ii) Chief Director (Finance) / Dir. (Finance) OR Dy. Director (Finance) in the absence of Chief Director (Finance) iii) Chief Director (Admn.)/ Dy. Director (Admn.) in the absence of Chief Director (Admn.) iv) Chief Director/ Director (User Division) OR Dy. Director in the absence of Chief Director/ Director (User Division).
3.	Above Rs.5.00 lakh	To be nominated by DMD/MD on case to case basis

2. Advisory-cum-Standing Purchase / Tender Committee's for LINAC Institute, Gurugram

S. No	Financial Limits	Committee Members
1.	Above Rs. 25,000 and up to Rs. 2.50 lakh	i) Director (LINAC) ii) Dy. Director (LINAC) iii) Asstt. Director (Finance) OR Sr. Asstt. (Finance)- LINAC
2.	Above Rs. 2.50 lakh and up to Rs. 5.00 lakh	i) Executive Director(GA)/ Chief Director (GA) / Director (GA) OR Dy. Director (GA) in the absence of Chief Director (GA) ii) Chief Director (LINAC) / Director (LINAC) OR Dy. Director (LINAC) in the absence of Chief Director (LINAC) iii) Chief Director (Finance) / Dir. (Finance) OR Dy. Director

		(Finance) in the absence of Chief Director (Finance)
3.	Above Rs. 5.00 lakh	To be nominated by DMD/MD on case to case basis

This is in supersession of earlier office order no. NCDC:7-4/2005-Genl.(Policy) dated 10.01.2018.

KK
 (K K Choudhary)
 Executive Director(GA)
 o/c *Jmello*

- To:
- 1. Chief Director (P&C) *[Signature]*
 - 2. Chief Director (LINAC) *[Signature]*
 - 3. Chief Director (MIS) *[Signature]*
 - 4. Director (Legal) *[Signature]*
 - 5. All Regional Directors
- (By post & email)*

- C.C also to:
- 1. SPS to Managing Director *[Signature]*
 - 2. SPS/PS to FA, ED (KKC, MK, KTC) *[Signature]*
 - 4. All Advisors *[Signature]*
 - 5. Notice Board *[Signature]*
 - 5. Guard File *[Signature]*
- 6/6/19*
[Signature]
6/6/19

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(Personnel & Administration Division)

No.NCDC:2-1/2004-Admn.

17 August, 2011

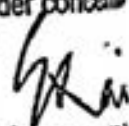
OFFICE ORDER

In super-session of the previous orders on re-delegation in respect of matters covered herein, and in exercise of the powers vested under Regulation 25 read with Regulation 24 of NCDC General Regulations 1975, I hereby re-delegate Administrative/Financial powers to the officers of the Corporation to the extent as specified below, until further orders:

S.No	Particulars	Powers delegated/ re-delegated to	Remarks
1.	Purchase of air-conditioners and computers	DMD: Full powers	
2.	Purchase of furniture & fixtures, dead stock, office equipments, calculators, and office scooter/ cycle	DMD: Full powers CD(GA): Upto Rs.20,000/- Dir(GA): Upto Rs.15,000/-	FA in the absence of DMD Subject to availability of budget provision under concerned head and applicable guidelines/ instructions issued from time to time.
3.	Stationery & Printing of Stationery	DMD: Full powers CD(GA): Upto Rs.40,000/- on each occasion. Dir(GA): Upto Rs.20,000/- on each occasion. DD(Gen): Upto Rs. 2,000/- on each occasion.	FA in the absence of DMD Subject to availability of budget provision under concerned head and applicable guidelines/ instructions issued from time to time.
4.	Other contingencies like general, office expenses, PUL, hiring of vehicles for official use, repairs & maintenance, cartage, freight, rents & taxes etc.	DMD: Full powers CD(GA): Upto Rs.40,000/- on each occasion. Dir(GA): Upto Rs.20,000/- on each occasion. DD(Gen): Upto Rs. 2,000/- on each occasion.	FA in the absence of DMD Subject to availability of budget provision under concerned head and applicable guidelines/ instructions issued from time to time.
5.	Electricity and Water charges	CD(GA): Full powers Dir(GA) in the absence of CD(GA).	
6.	Reimbursement of conveyance expenses for performing official duties	CD(GA): Full powers Dir(GA) In the absence of CD(GA).	

S.No	Particulars	Powers delegated/re-delegated to	Remarks
7.	Liveries, clothing & other articles for Group 'C' and 'D' employees	CD(GA): Full Powers	
8.	Telephone charges	DMD: New connections - other than mobile phones CD(GA): Full powers for settling bills Dir(GA): Telephone Rent and permissible calls. DD(Genl): Telephone Rent and permissible calls.	Subject to guidelines for permissible calls for residential telephones.
9.	Postage & Telegrams - Within country - Outside country and Filling of franking machine.	CD(GA): Outside country & filling of franking machine. Dir(GA): Within country. DD(Genl): Within country.	
10.	Assistance to Staff Club/ Canteen (including advances)	DMD: Full powers. CD(GA): within the provision and scale approved.	FA in the absence of DMD
11.	Entertainment expenses	DMD: Full powers. CD(GA): Upto Rs.10,000/- on each occasion. Dir(GA): Upto Rs.5,000/- on each occasion.	FA in the absence of DMD
12.	To declare stores (including items of dead stock) to be obsolete, surplus or unserviceable and to order their disposal by auction.	DMD: Upto Rs.6000/- CD (GA)/Dir(GA): Upto Rs.1200/-	

2. Re-delegation as above will be subject to availability of budget provision under concerned head and applicable guidelines/ instructions issued from time to time.


 (Govindaraj)
 Managing Dir

Copy to:

1. All Chief Directors & Directors
2. All Divisions & Sections
3. The Director (Accounts)
4. All CDs/ RDs at Regional Offices
5. PPS to MD/ SPA to DMD/SPS to FA/SPS to ED (GPG)/PS to ED (BH)

CLIENT FEEDBACK FROM NCDC OFFICIALS

To

Shri/Smt. _____

Sub: NCDC - Client Feedback

Sir,

As a most valuable client of ours, we at NCDC request you to kindly give us your free and fair feedback in the format below. This is required as a part of our ISO 9001:2008 based system for our improvement so that we provide you better services in future. We request you to please spare a few moments for us,

Chief Director (GA)
NCDC, New Delhi.

CLIENT FEEDBACK FORM

Name of Officer/Official of NCDC _____

Nature of Goods / Service requested to GA Division _____

Sl.No.	Criteria	Excellent	Very Good	Good	Satisfactory	Poor
		5	4	3	2	1
1	Time taken for receiving goods / services					
2	Quality of goods / services provided					

Suggestion for improvement of goods and services provided by GA Division of NCDC: _____

To
Chief Director (GA),
NCDC,
New Delhi.

Signature _____
Name _____
Designation _____
Division _____

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
LOG BOOK - FIRE FIGHTING ARRANGEMENTS

DATE: _____

DAILY CHECKS/OPERATIONS

S.No.	System Component	Activity	Remarks
1.	Water tank	Level check	
2.	Priming tank	Level check	
3.	Pumps (main)	Running	
4.	Engines (Standby)	i) Running ii) Fuel tank Level check	
5.	Motor (Jockey)	Running (Auto/Manual)	
6.	Piping	Pressure (_____/cm)	
7.	Main Fire Panel, Zonal Panels	Checking	
8.	PA System	Testing	

Attended by (Sign).....
Name.....

QUARTERLY CHECKS/OPERATIONS

- | | |
|--------------------------------------|-------------------------------|
| 1. Pumps | Lubrication/Greasing |
| 2. Engine | Lubrication/Greasing |
| 3. Electrical control panel contacts | Checking/cleaning |
| 3. Coupling | Physical checking/lubrication |

Date: _____

Attended by (Sign).....
Name.....

Signature.....
(NCDC official)

ANNUALLY CHECKS/OPERATIONS

- | | |
|---------------------|---|
| 1. Painting | i) Outdoor – Once in a year
ii) Indoor – Once in two years |
| 2. Engine servicing | As per engine manufacturer's recommendations |

Date: _____

Attended by (Sign).....
Name.....

Signature.....
(NCDC official)

WEEKLY CHECKS/OPERATIONS

- | | |
|------------------------|---|
| 1. Engine | Battery condition
Checking connections and water level |
| 2. Motor (Jockey/Main) | Starter (Auto/Manual) |

Date: _____

Attended by (Sign).....
Name.....

Signature.....
(NCDC official)

MONTHLY CHECKS/OPERATIONS

During the month of.....

- | | |
|---|---|
| 1. Valves (Landing/Isolation) | Operation |
| 2. Control System (Auto check of all pumps)
Wet riser system | Operation |
| 3. Hose reel & hose pipe | Checking/cleaning/operation |
| 4. Fire Brigade connecting Inlet | Checking/cleaning |
| 5. Coupling | Checking/cleaning |
| 6. Fire/smoke detector, MCP,
Response Indicator | Checking
Cleaning on all the floors |
| 7. Fire/Smoke detectors
(Indicate Location) | Testing
(2 nos. per zone)
by rotation |

Date: _____

Attended by (Sign).....
Name.....

Signature.....
(NCDC official)

Date: _____

SKILLED

		TIME	NAME	SIGNATURE
MORNING	HANDED OVER			
	TAKEN OVER			
EVENING	HANDED OVER			
	TAKEN OVER			

UNSKILLED

		TIME	NAME	SIGNATURE
MORNING	HANDED OVER			
	TAKEN OVER			
EVENING	HANDED OVER			
	TAKEN OVER			

CENTRAL A.C. PLANT - LOG BOOK (WINTER)
 NORMAL TEMPERATURE RANGE - 75°F TO 77°F

DATE _____

LOCATION	TEMPERATURE		LOCATION	TEMPERATURE		OUTSIDE TEMPERATURE	TIME		
				TIME					
FLOOR(E) - HALL			V FLOOR(E) - HALL			OUTSIDE TEMP			
- CABIN			- CABIN			HUMIDITY - OUTSIDE			
- CABIN			- CABIN			- INSIDE			
FLOOR(W) - HALL			V FLOOR(W) - HALL			ON LOAD AMP - R			
- CABIN			- CABIN			- B			
- CABIN			- CABIN			- B			
FLOOR(E) - HALL			VI FLOOR(E) - HALL			VOLTAGE			
- CABIN			- CABIN						
- CABIN			- CABIN						
FLOOR(W) - HALL			VI FLOOR(W) - HALL						
- CABIN			- CABIN						
- CABIN			- CABIN						
FLOOR(E) - HALL			VII FLOOR(E) - HALL						
- CABIN			- D.M.Z.						
- CABIN			- E.D.						
FLOOR(W) - HALL			- P.A.T.D.M.						
- CABIN			- P.A.T.D.M.						
- CABIN			- COMM. ROOM						
FLOOR(E) - HALL			VII FLOOR(W) - HALL						
- CABIN			ARMAMENT. SET						
- CABIN			- HALL						
FLOOR(W) - HALL			- TALK.						
- CABIN									
- CABIN									

OPERATIONS / REMARKS

OPERATOR NAME _____

DUTY HOURS _____

LOG BOOK

ESN _____ CAP _____ KVA _____

Next 'B' Check at _____ Hrs or

Date _____

Note :- To fill Log Book after every Hour of Operation

(DG SET)
for
25/110KYA DG SET

ENGINE

ALTERNATOR & CONTROL PANEL

DATE	TIME		HOUR METER	L.O.P. kg/cm ²	L.O.T. °C	W.T. °C	ROOM TEMP. °C	HEAT EX. RAW WATER			VOLTAGE (Volts)			CURRENT (Amp)			HZ	PF	KW	REMARKS
	START	STOP						TEMP. IN/°C	TEMP. OUT/°C	PR. (PSI)	RY	YB	BR	R	Y	B				

DIESEL FILLED 1. _____ LTS. AT _____ HRS. 2. _____ LTS. AT _____ HRS. 3. _____ LTS. AT _____ HRS.

LUB OIL TOP UP 1. _____ LTS. AT _____ HRS. 2. _____ LTS. AT _____ HRS. 3. _____ LTS. AT _____ HRS.

HRS. RUN _____ HRS. : TOTAL RUNNING HRS. TILL DATE _____ HRS. AT HR. METER READING _____ HRS.

PARTS REQUIRED

DESCRIPTION _____ QTY _____

Signature _____

Name _____

**UPKEEP & CLEANING OF RCGG PREMISES
DAILY CHECKS/REPORT**

Date: _____

S.No.	General Areas		Toilets							Remarks (with location etc.)	
	General Condition of Cleaning(O.K./NOT O.K.)	East wing	West wing	General cleaning of the floor, wall (tiles, ceiling, mirror, wash basin, urinal etc.)(O.K./NOT O.K.)	Cistern	Water flush system of urinals	soap container / liquid soap	Napthalene balls	Water leakage from taps and bottle trap		Area near water coolers
1											
2	Basement										
3	Ground floor & around the building										
4	Around canteen & pump house										
5	1st floor										
6	2nd floor										
7	3rd floor										
8	4th floor										
9	5th floor										
10	6th floor										
11	7th floor										
12	8th floor (Lounge and TOR)										
13	Terrace & Lin Machine Room										
14	DISPOSING OF WASTE PAPERS GARBAGE ETC. OF PREVIOUS DAY										
15	To ensure that no waste papers or broken furniture, glass are stored under the spiral/main stair case and electrical rooms adjacent to LR No.1 on all the floors and chambers										
16	Any other observation regarding upkeep & cleaning etc. in the office premises										

Action to be taken on 1-4 above and instructions to the contractor's supervisor, if any	Signature of concerned Asst./PO/CMO..... Signature of concerned AD/A.E.....
Signature of Contractor.....	

Complaint Register

S.no	Date of Complaint	Complaint received from	Nature of Complaint	Resolved on (Date)	Resolved By

Annexure-X

NATIONAL COOP DEV CORPORATION (Gen Admn Division)

No.NCDC 5-3/84-Genl

April 25, 2008

OFFICE ORDER

Sub: Residential/mobile telephone facility

The expenditure on residential telephones, broad band and mobile phone shall be governed and settle in the following manner:

- i) No ceiling in respect of Managing Director and Dy Managing Directors
- ii) No ceiling in respect of Chief Directors and Regional Directors on land line,
- iii) Monthly ceiling of Rs. 2,000/- on residential telephones in respect of Chief Directors and Regional Directors with broad band facility,
- iv) Monthly ceiling of Rs. 2,200/- on land line, mobile and broad band in respect of Chief Directors and Regional Directors not provided with mobile phones
- v) Monthly ceiling of Rs. 1,500/- on land line, mobile and broad band in respect of Directors,
- vi) Monthly ceiling of Rs. 800/- on land line, mobile and broad band in respect of permitted officers,
- vii) Monthly ceiling of Rs. 750/- on mobile phones provided to the Chief Directors at H.O.
- viii) Monthly ceiling of Rs. 750/- on mobile phones in respect of Regional Directors at Pune, Thiruvananthapuram, Bengaluru, Chennai, Hyderabad, Guwahati, Gandhinagar and Kolkata,
- ix) Monthly rentals in respect of Electrician, Shri Arvind Singh,

2. The general conditions for telephone facilities to Directors and other permitted officers shall be as follows:

- i) The amount reimbursable will cover land line and/or mobile connection,
- ii) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt. There will not be any separate ceiling for land line/mobile/broad band facility,
- iii) The amount reimbursable shall be exclusive of taxes, if any,

- iv) The officers may choose any service provider/plan within the prescribed monetary ceiling. The telephone facility shall also include broad band facility or such facilities for which data, voice or image is transferred,
 - v) STD facilities may be provided at residential telephone within the prescribed monetary ceiling,
 - vi) Officers have to make their own arrangements for mobile sets,
3. The order shall be effective from 1st May 2008.

This has the approval of Managing Director.


(G.P.Gupta)
Chief Director (GA)

To:

1. All Chief Directors
2. All Chief/Regional Directors
3. All Directors
4. All permitted officers

Copy to:

1. AD in MD's office
2. SPA to DMD
3. PS to DMD(F)

**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

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

No.NCDC:13-64/83-Admn.

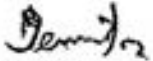
Dated: 2nd March, 1984.

OFFICE ORDER

Officers of the Corporation are sometimes required to attend office early or sit late outside office hours or come on holidays to attend to emergent work. It has been decided that such officers may be reimbursed actual conveyance charges for hiring conveyance from office to residence and/or vice-versa, subject to the following conditions:-

- i) Ordinarily no officer would be expected to come early or work beyond office hours on working days. However, wherever this is unavoidable, prior permission of the General Manager will have to be obtained for attending and/or leaving office before 8 A.M. and/or after 8 P.M. respectively;
- ii) No officer need attend office on Sundays or holidays unless specifically required by the superior officer and permitted by the General Manager or Managing Director; and
- iii) Such officers as are required to come before 8 A.M. or work after 8 P.M. on working days or called to attend office on Sundays or holidays will be reimbursed actual conveyance charges from office to their residence and/or vice-versa on the following scale, provided that they are not entitled to over-time allowance under the Over-time Allowance Rules:-
 - a) Directors and above - Taxi charges
 - b) All other Officers - Scooter charges

The above order is effective from the date of issue.


(Devinder Singh)
Director(Pers. & Trg.)

COPY to:-

- The Deputy Director(Accounts), NCDC, New Delhi.
- All Divisions/Sections. Heads of Divisions are requested to bring the contents of this office order to the notice of all officers in their Division.

राष्ट्रीय सहकारी विकास निगम
(सामान्य - प्रशासन अनुभाग)
आकस्मिक व्यय वाउचर

नाम/पदनाम.....कोड सं०.....

दिनांक	विवरण	रुपये	पैसे

प्रमाणित किया जाता है उपरोक्त लिखित दिनों में कार्यालय में उपस्थित कार्यालय कार्य हेतु मैंने ऊपर लिखे प्रयोजन के लिए निगम की ओर से उपरोक्त व्यय किया है। यह खर्चा महोदय द्वारा अनुमोदित है।

व्यय रजिस्टर के पृष्ठ संख्या.....में कम संख्या.....में शीर्ष..... के अंतर्गत खर्च कर प्रविष्टि कर ली गई है।

दावेदार के हस्ताक्षर

प्रति हस्ताक्षर

कृपया रुपये(रुपये.....

.....) का भुगतान करें।

दावेदार की रसीद

का० नि०(सा.प्रशा.)/मु० नि०(सा.प्रशा.)

राष्ट्रीय महसारी विकास निगम
सामान्य अनुभाग

क्रमांक: रा. स. वि. नि. 10-13/2000

दिनांक 10.12.2000

परिपत्र

विषय: निदेशक/उप-निदेशक और सहायक निदेशकों के निवास-स्थान पर
दैनिक समाचार पत्रों के बिलों की प्रतिपूर्ति भुगतान के संबंध में

प्रशासन अनुभाग के दिनांक 26.9.2000 के परिपत्र संख्या 9-2/93-प्रशासन का प्रवलोकन करें जिसके तहत दिनांक 1.10.2000 से निदेशक/उप-निदेशक और सहायक निदेशक के निवास स्थान पर खरीदे गये दैनिक समाचार पत्रों की प्राति-पूर्ति के विषय में सभी सम्बन्धित अधिकारियों को सूचित किया गया है इस संदर्भ में निर्णय लिया गया है कि प्रत्येक अधिकारी दैनिक समाचार पत्रों से सम्बन्धित बिलों का प्रमाण-पत्र संलग्न प्रारूप में भरकर सामान्य प्रशासन प्रभाग की हर तिमाही की समाप्ति के अगले महीने की 10 तारीख तक अवश्य प्रेषित करें ताकि उक्त बिलों का सामायिक भुगतान किया जा सके।

श्री. वी. गुप्ता

मुख्य निदेशक सामान्य-प्रशा. इ.

प्रसंगिक: प्रमाण पत्रनुसार

1. सभी अधिकारी, निदेशक/उप-निदेशक और सहायक निदेशक, रा. स. वि. नि., नई दिल्ली।
2. निदेशक इविल्ट इ, रा. स. वि. नि., नई दिल्ली।
3. प्रबन्ध निदेशक के निजी-सहायक, रा. स. वि. नि. नई दिल्ली।
4. उप-प्रबन्ध निदेशक के निजी-सहायक, रा. स. वि. नि. नई दिल्ली।
5. नोटिस बोर्ड
6. मुख्य निदेशक (शा. उ.) महोदय के सूचनात्मक प्रसूत हैं।

महोदय!

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

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

Dated: 24/11/2017

CIRCULAR

As per the existing practice Briefcase/office bag/hand bag/ladies purse are being provided to all the officers/official upto the level of Programme officer & equivalent. The following norms & guidelines have now been decided with the approval of Competent Authority for purchase/reimbursement of briefcase/office bag/hand bag/ladies purse.

1. Monetary ceiling & periodicity:

Level of Officers/Officials	Revised Monetary ceiling limit	Period
Managing Director	As per Requirement	Once in 3 (Three) years
Dy. Managing Director/Financial Advisor / Executive Director	Rs. 5500	-do-
Chief Director	Rs. 5000	-do-
Director, RD Equivalent Scale	Rs. 4400	-do-
Deputy Director or Equivalent Scale	Rs. 3800	-do-
Assistant Director/ SPS or Equivalent Scale	Rs. 3300	-do-
Programme Officer/PS with financial upgradation	Rs. 2650	-do-
Programme Officer, PS & and Sr. Asstt./ SPA with financial upgradation or Equivalent scale	Rs. 2200	-do-

2. Newly appointed Officers/officials of the corporation will be eligible for purchase/reimbursement of briefcase/office bag/hand bag/ ladies purse after completion of probation period.
3. Officers/officials of the corporation nominated for foreign training/tour/assignment will not be eligible for purchase/reimbursement of additional briefcase/office bag/hand bag/ ladies purse for this purpose.
4. 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.


Krishan Kumar
 Executive Director (GA)

Copy to:-

1. SPS to MD
2. PA to DMD
3. PPS to FA, SPS to ED(NKS), PA to ED (KK)& PS to ED(MK)
4. All Officers / officials in HO and TOPIC Institute.
5. All Regional Offices, NCDC
6. Notice Board

National Cooperative Development Corporation
(Genl. Admn. Division)

CIRCULAR

No.NCDC:2-1/2007-GA(Vol.II)

Dated: 21 11.2011


Sub: Scheme of providing Laptop at depreciated value on retirement/repatriation of officers of the rank of Chief Director and above at the Head Office, CD(TOPIC) and Regional Directors at Regional Offices

The Corporation is providing Laptops to its Sr. Officers including officers on deputation to NCDC, i.e. officers of Chief Directors and above at Head Office/ TOPIC Centre and Regional Directors at Regional Offices. This scheme of providing Laptops is as per the guidelines of Ministry of Finance, Deptt. of Expenditure vide Circular No.F.No.1(15)/E 11 (A)/2009 dated 26th May, 2009 (copy enclosed).

2. On account of technological obsolescence, the Board of Management in its 175th meeting held on 19.10.2011 considered and approved the scheme for giving the Laptop on retirement/repatriation of Officer to whom the Laptop has been issued at depreciated value. The Regional Director below the rank of Director are not covered under the scheme.

3. In view of above, the Corporation has decided that Laptops issued to the said officers may be given to them with prior approval of Managing Director, NCDC at the depreciated value of purchase subject to the following conditions:

- i) The concerned officer has furnished the request in writing
- ii) The Laptop should have been purchased by the Corporation minimum 2 years back


(K.J. Singh)

Chief Director (GA)

All Chief Directors at Head Office, TOPIC Institute and
All Regional Directors

Copy to:

PPS to MD, SPS to ED/FA/CD(S)/SPA to DMD

**National Cooperative Development Corporation
(Genl. Admn. Division)**

⑧

No.NCDC:7-3/2009(I)-Genl.

Dated: 30.08.2012

CIRCULAR

**Sub: Providing of pen drive to the officers of the Corporation – Reg.

Keeping in view the utility of pen drive for data transportation/ storage/ backup etc., the competent authority has decided to issue pen drive(s) to the officers of the rank of Assistant Directors and above at NCDC, Head Office subject to following conditions:-

- i. Two pen drives of 4GB/8GB as per requirement will be issued to all Chief Directors for a period of 2 years.
- ii. No pen drive will be issued to SPSs/ Management Trainees. However, an additional pen drive may be issued to Divisional Heads for their staff on sharing basis on written request.
- iii. One pen drive for a period of 2 years to all Assistant Directors/ Dy. Directors/ Directors.
- iv. No pen drive will be issued in case of loss within the period of 2 years. The concerned officer, who has been issued pen drive, will be personally responsible for safety and security of the pen drive. Pen drive will be re-issued in case of defective/ broken/ not working/ corrupted subject to return of earlier pen drive.
- v. The concerned officer has to furnish the request in writing.


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

To
All Chief Directors at Head Office

Copy to:

1. PPS to MD
2. SPA to DMD
3. SPS to FA/ED

गेट पास
GATE PASS

5

कृपया श्री/श्रीमती

Please allow Shri / Smt.

को निम्नलिखित वस्तुओं को लेकर निगम के परिसर से बाहर जाने दें।

to take the following item(s) outside the premises of this Corporation.

प्रयोजन

Purpose

- 1.
- 2.
- 3.
- 4.
- 5.

वस्तु (वस्तुएँ) ले जाने वाले
व्यक्ति के हस्ताक्षर एवं नाम
Signature & Name of the person
taking the article(s)

सहा० निदेशक (सा० प्रशासन)
निदेशक (सा० प्रशासन)
Signature of the
AD (G. Admn.) / Dir (G. Admn.)

IMPORTANT : At the time of return of the above item(s) please obtain
acknowledgement from Store Keeper.

No. 25-04/2015 - O&M/PG
 Government of India
 Ministry of Agriculture
 Department of Agriculture & Cooperation

Krishi Bhawan, New Delhi
 Dated 27.04.2015

OFFICE MEMORANDUM

Subject:- Record Management – First Special Drive for the year 2014-15 for Recording, Indexing, Reviewing and Weeding out of the files from 11th to 15th May, 2015 -regarding

It stated that in terms of para 13(9)(a) of the Central Secretariat Manual on Office Procedure, a special drive has to be undertaken every six months for recording/reviewing/indexing and weeding out etc. of old files/records, which are no longer required and have outlived their utility. The objective of such drives is to keep the volume of records within manageable limits and to avoid piling up of unnecessary records, creating functional spec and also to maintain hygienic environment. The result of such special drives is required to be furnished to the DARPG.

As per provision of CSMOP, each Joint Secretary concerned may review every quarter the state of indexing/recording/reviewing/weeding out of files in his wing and allot time bound tasks towards this and to the member of staff.

As per the instruction of DARPG, it must be ensured that the files /papers that have outlived their utility as per Record Retention Schedule are regularly weeded out which would help in creating space for new files/papers. Further, the files on which action has been completed and classified as Category A & B should be recorded and sent to Department's Record Room. However, the files of purely ephemeral nature (temporary nature) containing papers of little reference value may be destroyed after one year without being recorded. However, to safeguard against premature destruction and unnecessary retention, record retention schedule has been prescribed as per details given below:

1. Appendix 13 of GFR stipulates the preservation period of all records relating to Finance & Accounts. (http://finmin.nic.in/the_ministry/dept_expenditure/gfrs/GFR2005.pdf)
2. Appendix 28 of Manual on Office Procedure, lay down the preservation period of all records referred in MOP (available on DARPG's website (<http://darpg.gov.in/darpgwebsite/cms/Document/file/CSMOP.pdf>))
3. DARPG has stipulated its instructions, the preservation period of the records pertaining to establishment, personnel, vigilance, parliament question, RTI Act and Housekeeping etc., which are available on their website. (http://darpg.gov.in/darpgwebsite/cms/Document/file/RRS_WC.pdf)

It is observed that in some of the rooms/sections of the Department, the records management is not being done properly. The old records due to weeding out are lying unattended on the floors in sections and around the seats of the dealing hand. Accordingly, a special drive for the year 2015-16 is proposed to be launched from 11th to 15th May, 2015. All divisions/sections are, therefore, requested to undertake an exercise on recording, reviewing and weeding out of old files record, which have out lived their utility, during the ensuing special drive.

Handwritten: Adak P. 6.5.15

Handwritten: MP

Handwritten: 990 / 6/5/15
 PS to MD

Handwritten: GA, PE, P.M. & P.M., 27/5, D.D. (GA) - L

Handwritten: 6/5

As in present scenario, even 20 years old information can also be sought for under Right to Information Act (RTI), 2005. Therefore, records may please be reviewed carefully for further retention or preservation in the Departmental Record Room or National Archives as per the instructions of DARPG on Record Retention Schedule.

All divisions/sections are, therefore, requested to undertake an exercise on recording, reviewing and weeding out of old files record, which have out lived their utility during the special drive and also conduct such exercise on weekly basis in future and furnish the status report to this Section latest by Friday of every week, in the proforma, enclosed herewith, for the preparation of a consolidated report for information of Secretary (A&C) and onward submission to Cabinet Secretariat.

Similar exercise may be carried out in all the organisation of the DAC



(N.K. Gupta)
Director
PH: 23384752

To

1. All Divisional Heads in DAC.
2. Directors/Deputy Secretaries/Under Secretaries and equivalent in DAC.
3. All Sections in DAC.

Copy to:

All Heads of the organizations of DAC.

Copy also to:

1. PPS to Secretary (A&C)
2. PS TO JS (A)

APPENDIX - 13

[See Rule 289]

DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS

The destruction of records (including correspondence) connected with accounts shall be governed by the following Rules and such other subsidiary rules consistent therewith as may be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor-General.

1. The following shall on no account be destroyed :-
 - (i) Records connected with expenditure, which is within the period of limitation fixed by law.
 - (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
 - (iii) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.
 - (iv) Orders and sanctions of a permanent character, until revised.
 - (v) Records in respect of which an audit objection is outstanding.

2. The following shall be preserved for not less than the period specified against them :-

Sl. No.	Description of records		Retention Period	Remarks
	Main-Head	Sub-Head		
(1)	(2)	(3)	(4)	(5)
1.	Payments and recoveries.	<p>(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid)</p> <p>(ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Government Account (Receipts and Payments) Rules, 1983.</p> <p>(iii) <u>Contingent expenditure.</u></p> <p>(iv) Arrear claims (including sanction for investigation, where necessary).</p> <p><i>Papers relating to :</i></p> <p>(v) GPF Membership.</p> <p>(vi) GPF Nomination.</p> <p>(vii) Adjustment of missing credits in GPF Accounts.</p> <p>(viii) Final withdrawal from GPF, e.g., for house building, higher technical education of children, etc.</p> <p>(ix) GPF annual statements.</p> <p>(x) T.A./Transfer T.A. claims</p>	<p>2 years, or one year after completion of audit, whichever is later.</p> <p>10 years.</p> <p><u>3 years, or one year after completion of audit, whichever is later.</u></p> <p>3 years, or 1 year after completion of audit, whichever is later.</p> <p>1 year.</p> <p>1 year - after final settlement of GPF Account.</p> <p>1 year.</p> <p>1 year.</p> <p>1 year.</p> <p>1 year.</p> <p>3 years, or 1 year after completion of audit, whichever is later.</p>	<p>Subject to:</p> <p>(a) Original nomination being placed in Vol. II of the Service Book of Group 'D' Government servants; and</p> <p>(b) Nomination in original or an authenticated copy thereof being placed in Vol. II of the Service Book/Personal File in case of other Government servants.</p> <p>Subject to an authenticated copy of the sanction being placed on the personal file.</p>

(1)	(2)	(3)	(4)	(5)
2.	Budget Estimates / Revised Estimates.		3 years.	The retention period here related to the Budget / Revised Estimates as compiled by the Budget / Accounts Section for the Department as a whole.
3.	Service Books of:			
	(a) Officials entitled to retirement / terminal benefits.		3 years after issue of final pension/ gratuity payment order.	
	(b) Other employees.		3 years after they have ceased to be in service.	
4.	Leave Account of:			
	(a) Officials entitled to retirement / terminal benefits.		3 years after issue of final pension/ gratuity payment order.	
	(b) Other employees.		3 years after they have ceased to be in service.	
5.	Service records.			
	(a) Nomination relating to family pension and DCR gratuity.		1 year - after settlement of benefits.	
	(b) Civil List Gradation/Seniority list-			
	(i) in the case of Departments preparing and bringing out the compilation.		3 years.	
	(ii) In the case of other Departments (i.e., those supplying information for such compilation)		1 year after issue of relevant compilation.	
	(c) Alteration in the date of birth.		3 years.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit as the case may be being placed in Vol II of the Service Book/Personal File.
	(d) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence.		3 years; or 1 year after completion of audit, whichever is later.	Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File. - do -

(1)	(2)	(3)	(4)	(5)
		(e) Verification of service.	5 years.	
6.	Expenditure statements.	(a) In respect of lower formations.	To be weeded out at the end of financial year.	Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.
		(b) In respect of Department itself.	To be weeded out after the Appropriation Accounts for the year have been finalized.	
		(c) Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalized.	
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable.	
8.	(a) Pay bill register. (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained). (c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained (d) Acquittance Roll.		35 years 35 years	
9.	Mustar Rolls		3 years, or one year after the completion of audit, whichever is later.	
			3 years, or one year after the completion of audit, whichever is later.	
			Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment	
10.	Bill Register maintained in Form TR-28-A		5 years.	
11.	Paid cheques returned by the		5 years	The counterfolios of paid cheques

(1)	(2)	(3)	(4)	(5)
	Bank to the Audit/Accounts Office.			should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counterfoils are required to be preserved in connection with settlement of some enquiry, etc., these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.
12.	Files, papers and documents relating to contracts, agreements, etc.		5 years after the contract/agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.	
13.	Sub-vouchers relating to the Secret Service Expenditure.		3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.	

INSTRUCTIONS

1. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

NOTES.-

- (1) Before any pay bills/pay registers are destroyed, the service of the Government servants concerned should be verified in accordance with Rule 257 (1).
- (2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.
- (3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.
- (4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as property appertain to the accounts audited by the Indian Audit and Accounts Departments shall be forwarded to the Audit Officer and of the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.
- (5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.

ANNEXURE TO APPENDIX – 13

Destruction of records referred to in Para. 1 (iii) of this Appendix

Sl. No.	Description of records		Retention Period	Remarks
	Main-Head	Sub-Head		
(1)	(2)	(3)	(4)	(5)
1.	Creation & Classification of posts.	(i) Continuance / revival of posts.	1 year	Subject to particulars of sanctions being noted in Establishment/ Sanction Register. - do - - do - - do - - do -
		(ii) Conversion of temporary posts.	10 years	
		(iii) Creation of posts.	10 years	
		(iv) Revision of scales of pay.	Permanent in the case of Departments issuing orders and Departments concerned; other Departments need keep only the standing orders, weeding out superseded ones as and when they become obsolete.	
		(v) Upgrading of posts.	10 years.	
2.	Review for determining suitability of employees for continuance in service.	Establishment / Sanction Register.	Permanent.	Where, for any reason the register is re-written, the old volume will be kept for 3 years.
3.	Arbitration and litigation cases.		3 years	Subject to: (a) the file not being closed until the award/judgment becomes final in all respects by limitation or final decision in appeal/revision; and (b) cases involving important issues or containing material of a high precedent / reference

(1)	(2)	(3)	(4)	(5)
4.	Notices under Section 80 of Civil Procedure Code.		1 year	<p>value being retained for an appropriately longer period either initially or at the time of review.</p> <p>If such a notice is followed up by a civil suit, it would become arbitration / litigation case and would, therefore, need to be retained for 3 years.</p>
5.	Recruitment.	Condonation of break in service.	5 years.	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book / Personal File.
3	Advance	<ul style="list-style-type: none"> (i) Car Advance Rules (ii) Conveyance Advance Rules. (iii) Cycle Advance Rules (iv) Festival Advance Rules (v) GPF Advance Rules (vi) House Building Advance Rules (vii) Motor Cycle / Scooter Advance Rules (viii) Pay Advance Rules (ix) T. A. Advance Rules (x) Travel Concession Rules (xi) Other Advance Rules (xii) Grant of car Advance (xiii) Grant of conveyance allowance (xiv) Grant of cycle advance (xv) Grant of festival advance (xvi) Grant of GPF advance (xvii) Grant of house building advance (xviii) Grant of motor cycle/scooter advance (xix) Grant of pay advance (xx) Grant of T. A. advance (xxi) Grant of LTC advance (xxii) Grant of other advances 	<p>Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.</p> <p>1 year</p>	<p>Subject to :</p> <ul style="list-style-type: none"> (i) suitable entries being made in pay bill register; and (ii) in case of motor car/motor cycle / scooter and house building advances. <ul style="list-style-type: none"> (a) copies of sanction being placed on personal files; and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.

(1)	(2)	(3)	(4)	(5)
7.	Surety Bonds executed in favor of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable.	
8.	Pension / retirement.	(i) Rules and Orders (general aspects.) (ii) In respect of Groups 'A', 'B', 'C' and 'D' Government servants. (a) Pre-verification of pension cases. (b) Invalid pension (c) Family pension (d) Other pensions (e) Gratuity (f) Commutation of pension	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules and orders weeding out the superseded ones as and when they become obsolete. 3 years Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later. 5 years 15 years	

Note - The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. Also, if local audit does not take place within the period of five years, the Head of the Office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years, due for weeding out by the application of the five year formula, being destroyed or retained for a further period for scrutiny by the audit party and, if so, for what period.

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be to make a continuous and conscious effort throughout the year to weed out unnecessary records. In other words, the working rules should be "weed as you go".

INSTRUCTIONS:

1. The retention period specified in Column (4) in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the Schedule, if it has certain special features or such a course is warranted by the peculiar needs of the Department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously "reviewed and where necessary revised suitably".

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