

# **National Council for Cooperative Training (NCCT)**

(A Registered Autonomous Society under Ministry of Agriculture and Farmers' Welfare,  
Department of Agriculture, Cooperation and Farmers' Welfare, Govt. of India)

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## **NOTIFICATION**

The Governing Council of NCCT in its first meeting held on 06.06.18 has delegated the Financial and Administrative Powers to the various functionaries of National Council for Cooperative Training (NCCT).

### **1. SHORT TITLE AND COMMENCEMENT**

These regulations shall be called as "NCCT Delegation of Powers-2018".

2. The above powers shall come into force with effect from 06.06.2018.

### **3. DEFINITIONS**

In these regulations unless the context otherwise requires:

- i. "Council" means National Council for Cooperative Training (NCCT).
- ii. "Governing Council" means Governing Council of NCCT.
- iii. "Executive Council" means Executive Council of NCCT.
- iv. "President" means the President of NCCT i.e. hon'ble Union Minister of Agriculture and Farmers' Welfare.
- v. "Vice President" means the Vice President of NCCT i.e. hon'ble Minister of State for Agriculture and Farmers' Welfare, Govt. of India and Secretary, Ministry of Agriculture and Farmers' Welfare, Department of Agriculture, Cooperation and Farmers' Welfare, Govt. of India.



- vi. "Chairman" means Chairman of Management Committee of VAMNICOM/RICMs/ICMs.
- vii. "Management Committee" means the Management Committee of VAMNICOM/RICMs/ICMs.
- viii. "Secretary" means Secretary NCCT.
- ix. "Director" means Directors of VAMNICOM, Pune, 05 RICMs and 14 ICMs.
- x. "Deputy Director" means Deputy Directors of, 05 RICMs and 14 ICMs.
- xi. "VAMNICOM" means Vaikunth Mehta National Council for Cooperative Management, Pune.
- xii. "RICM" means Regional Institute of Cooperative Management.
- xiii. "ICM" means Institute of Cooperative Management.
- xiv. "NCCT (HQ)" means NCCT headquarters at New Delhi.
- xv. "APAR" means Annual Performance Assessment Report.
- xvi. "DCBM/HDCM" means Diploma in Cooperative Business Management/Higher Diploma in Cooperative Management.

#### **4. DELEGATION OF POWERS**

##### **President, NCCT**

1. To be the overall supervising and controlling authority.
2. To exercise all powers as envisaged in the Memorandum of Association of NCCT.
3. To preside over the meeting of Governing Council of NCCT and to approve its minutes.





### **Vice President, NCCT**

1. The Vice Presidents of NCCT shall exercise such powers and perform such duties as the President of NCCT may delegate to them.

### **Chairman, Executive Council of NCCT**

1. To exercise all Powers as given in the Memorandum of Association of NCCT.
2. To approve expenditure above Rs 2,00,000/- in case of NCCT (HQ).

### **Management Committee, RICMs/ICMs/VAMNICOM, Pune**

1. To review training performance and progress of academic activities including to ensure optimum utilisation of training capacity, resources and facilities such as hostel, class-room, auditorium and library.
2. To review the working and the utilisation of infrastructural facilities of the Library & computer wing of the Institute and other paid-programmes undertaken by the Institute as per guidelines given by the NCCT.
3. To review the overall academic performance of the faculty as well as of the Institute.
4. To review coordination and collaboration with departments/ Institutions and other agencies with regard to training programmes.
5. To approve allocation of seats in DCBM/HDCM and sectoral Diploma course to different states within the area of operation of RICMs/ICMs./VAMNICOM
6. To review the performance of the adopted societies programme undertaken by the faculty members of the Institute.
7. To review the working of the consumers store of the RICMs/ICMs./VAMNICOM.



8. To recommend the budget estimates of the RICMs/ICMs./VAMNICOM for final approval of the NCCT.
9. To approve re-appropriation of General budget from one head to another head involving more than Rs.75,000/- in case of RICMs/ICMs. In case of Management Committee of VAMNICOM the amount is Rs 3,00,000/- and above)
10. To approve Building Plans as per recommendations of the Building Subcommittee within the guidelines laid down by the NCCT.
11. To ratify expenditure and all other actions of the Building Subcommittee within the powers conferred on it.
12. To review the expenditure incurred by the Building Committee on the building project of the RICMs/ICMs./VAMNICOM.
13. To settle all disputes arising in construction of building and discharge of all liability as per rules laid down for the purpose by the NCCT.
14. To consider Annual Accounts and other subsidiary Accounts of the RICMs/ICMs./VAMNICOM.
15. To review compliance of Audit report and approve rectification report thereof.
16. To review the statutory audit report on the accounts of the consumers' store of RICMs/ICMs./VAMNICOM and the compliance thereof.
17. To approve expenditure above Rs.75,000/- from the regular budget under the approved heads of expenditure. (above Rs. 3,00,000/- in case of Management Committee of VAMNICOM)





**Chairman, Management Committee of RICMs/ICMs/VAMNICOM**

1. To approve allocation of sanctioned budget under approved heads of accounts.
2. To sanction Earned/Medical/ H.P.L./CL. etc. to Director of RICMs/ICMs./VAMNICOM.
3. To sanction tour Programme of the Director within the State/States under the jurisdiction of the RICMs/ICMs./VAMNICOM.
4. To preside over the Management Committee Meeting and approve the minutes of the Meeting presided over by him./her.
5. To ensure cleansing of Financial Statement of the Institute.
6. To approve expenditure above Rs.50,000/- and uptoRs 75,000/- from the regular budget under the approved heads of expenditure. In case of Chairman, VAMNICOM the amount is above Rs. 2,00,000/- and uptoRs 3,00,000/-.
7. To grant leave of the Directors of respective VAMNICOM/RICMs/ICMs

**Director, VAMNICOM, Pune**

1. To be the Disciplinary Authority for officers/employees, of VAMNICOM, Pune, in the A, B and C category based on the recommendation of the Standing Recruitment Committee/Departmental Promotion Committee.
2. To clear the probation period of the officers/employees, of the VAMNICOM, Pune, in the A, B and C category.
3. To approve transfer posting of officers/employees in A, B and C category of the VAMNICOM, Pune based on the recommendation of the Placement Committee.
4. To be the Reporting and Reviewing Authority for the purpose of writing the APARs of officers/staff of VAMNICOM, Pune as per the prevailing circular of the council in this regard.



5. To accord approval in the matters of hiring/lease/sale/purchase of building of VAMNICOM, Pune subject to the approval of the Management Committee of VAMNICOM, Pune.
6. To sanction Annual Grade Increment to all the officers and staff of VAMNICOM, Pune.
7. To approve the tour programme and grant leave to all the Officers of VAMNICOM, Pune.
8. To approve expenditure up to Rs. 2,00,000/- (two lakhs only) in the approved heads of expenditure.
9. To exercise supervision over the academic matters of VAMNICOM, Pune.
10. To pay salaries and other allowances to officers/staff of VAMNICOM, Pune as per Govt. of India rules and as per their entitlement.
11. To convene the meetings of the Management Committee of VAMNICOM, Pune and to implement decisions taken by the same.
12. To appropriate funds earmarked to VAMNICOM, Pune under the different approved heads of expenditure.
13. To delegate powers and functions to any officer in VAMNICOM, Pune from the powers vested with Director, VAMNICOM, Pune.
14. To approve the deputation of Officers and staff, working at VAMNICOM, Pune, for training abroad.
15. To write of unserviceable fixed assets pertaining to VAMNICOM, Pune having depreciated book value of up to Rs. 5000/- (per item).





16. To exercise all powers and functions as delegated by the Governing Council/Executive Council of NCCT.

**Secretary, NCCT**

1. To be the Appointing and Disciplinary Authority for officers/employees, of the NCCT and RICMs/ICMs, in the B and C category based on the recommendation of the Standing Recruitment Committee/Departmental Promotion Committee.
2. To clear the probation period of the officers/employees, of the NCCT and RICMs/ICMs, in the A,B and C category.
3. To approve transfer posting of officers/employees in A, B and C category of the NCCT and RICMs/ICMs based on the recommendation of the Placement Committee.
4. To be the Reporting and Reviewing Authority for the purpose of writing the APARs of officers/staff of NCCT (HQ), RICMs and ICMs as per the prevailing circular of the council in this regard.
5. To accord approval in the matters of hiring/lease/sale/purchase of building of RICMs/ICMs and NCCT (HQ) subject to the approval of the President NCCT.
6. To sanction Annual Grade Increment to all the officers and staff of NCCT (HQ)/RICMs/ICMs.
7. To approve the tour programme to all the Directors RICMs/ICMs (outside their respective state) and of officers and staff of NCCT (HQ). To approve leave for officers and staff of NCCT (HQ)
8. To approve expenditure upto Rs 2,00,000/- (two lakhs only). In the approved heads of expenditure.
9. To exercise supervision over the academic matters of RICMs and ICMs.



10. To pay salaries and other allowances to officers/staff of NCCT(HQ) as per Govt. of India rules and as per their entitlement.
11. To sanction Dearness Allowance and Dearness relief to the employees and pensioners of RICMs/ICMs/VAMNICOM,Pune/NCCT(HQ) respectively.
12. To convene the meetings of the Governing Council and Executive Council of NCCT and to implement decisions taken by the same.
13. To allocate sanctioned budget to RICMs/ICMs/NCCT (HQ) and to appropriate funds earmarked to the same under the different approved heads of expenditure.
14. To write off unserviceable fixed assets pertaining to RICMs, ICMs and NCCT(HQ) having depreciated book value of up to Rs. 5000/- (per item).
15. To delegate powers and functions to any officer in NCCT/RICMs/ICMs from the powers vested with Secretary, NCCT.
16. To sanction advances (HBA, Conveyance etc) to the officers/staff of VAMNICOM, Pune RICMs, ICMs and NCCT (HQ) as per the recommendation of the screening committee.
17. To approve the deputation of Officers and staff, working at NCCT(HQ), RICMs and ICMs, for training abroad.
18. To exercise all powers and functions as delegated by the Governing Council/Executive Council of NCCT and as per powers given in the Financial Bye Laws of NCCT.
19. To approve relaxation of age upto 55 years of the candidate to be admitted in different training programmes in deserving cases based on the recommendation received from the concerned Institute. However, in





extra ordinary cases, where Council is satisfied with the reasons, relaxation may be given to 58 years of age.

**DIRECTOR, RICMs/ICMs**

1. To approve admission of private candidates not exceeding 20% of course capacity or 10 whichever is less. In case training capacity remained under-utilized on the recommendations of the internal committee of the faculty which will arrange an open test to determine merit of admission for private candidates.
2. To relax the age of candidate to be admitted to different courses upto 50 years in deserving case.
3. To monitor and evaluate the progress of training. Performance of the faculty and non-teaching staff.
4. To evaluate quarterly the implementation of activity plan of faculty in respect of course coverage preparation of technical notes. Management cases, articles written. Book-reviews and case studies prepared.
5. To approve conduct of courses on specific demand of the users and postpone/cancel the course if sufficient utilization is not there with approval/ratification of programmes Advisory Committee
6. To approve course-plan, days-to-day work, selection of guest faculty out of panel. Societies to be adopted.
7. To incur expenditure on Establishment in respect of sanctioned posts as per NCCT orders from time to time.
8. To incur expenditure in respect of payments to trainees such as stipend. T.A. etc. as per orders and guidelines received from NCCT from time to time.
9. To incur Administrative and other expenses within the approved budget allocation upto Rs. 50,000/-
10. To approve re-appropriation of budget from one head to another head of a/c to the extent of Rs.50,000/-



11. To approve purchase of dead-stock items as per budget allocation and out of savings subject to maximum of Rs.50,000/- per item.
12. To sanction expenditure under approved heads of account for individual transaction upto Rs.50,000/- including expenditure on repairs and maintenance of building Furniture & Fixtures and vehicles.
13. All payments in respect of T.A., LTC, Medical Re-imbusement, honorarium etc.
14. To sanction Earned/ Medical/ H.P.L. C. leave etc. to faculty & Class III & IV staff of RICMs/CMs.
15. To sanction annual grade increment to faculty & class III & IV Staff of RICMs/ICMs.
16. To sanction L.T.C. and other advances, except the GPF. House Building and Conveyance advances, to teaching and Non-teaching staff of RICMs/ICMs.
17. To be the reporting and reviewing officer for writing the APARs for employees of RICMs/ICMs as per the circular issued by the Council in this regard from time to time.
18. To submit all periodical return/reports to NCCT concerning faculty and non-teaching staff of RICMs/ICMs as required from time to time.
19. Hiring legal practitioner/counsel to defend any legal proceedings against ICM and to make any out-of court settlement with the plaintiff with the prior with the prior permission of the Council
20. To sanction tour programme of faculty and non-teaching staff as per guidelines and the instructions issued by the council from time to time.
21. To exercise immediate supervision over RICMs/ICMs.
22. To ensure the conduct of statutory audit of the accounts of RICMs/ICMs within time schedule.
23. To submit satisfactory compliance report on the observations made and to implement the orders issued by the NCCT.
24. To delegate powers and functions to Deputy Directors of RICMs/ICMs from the powers vested with him.





## DEPUTY DIRECTOR

1. Appointment of external examiners out of panel approved by the NCCT in consultation with Director.
2. To be the reporting officer for writing the APARs for employees of RICMs/ICMs as per the circular issued by the Council in this regard from time to time.
3. To execute any power and responsibility entrusted by the Director of the concerned institute.

  
13/7/18

(Manish Bhatia)

Administrative Officer

To:

1. The PS to Hon'ble AM, for kind information.
2. The PS to Hon'ble MoS, for kind information.
3. The PS to Secretary, MOAFW, DOACFW, for kind information.
4. The PS to AS(Coop) for kind information.
5. The PS to JS(Coop) for kind information.
6. The Chairman, Management Committee, RICM Bangalore and Gandhinagar for kind information.
7. The PS to Secretary, NCCT for kind information please
8. The Director, VAMNICOM/RICMs/ICMs with a request to dispose off the official work in accordance with the delegation of powers given in this notification.
9. The Deputy Directors RICMs/ICMs for information and necessary action as per powers delegated vide this notification.