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राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(An ISO 9001:2015 Certified Organisation)



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No.NCDC: ED (MI,Proc.,Lib. & Hindi)/2018/59

Dated: 15.05.2018

To

The Registrar of Cooperative Societies,
All States/UTs

**Sub: NCDC Regional Awards for Cooperative Excellence and Merit – 2018 for
Primary Cooperative Societies – Reg.**

Sir,

National Cooperative Development Corporation has instituted a Scheme to present award for Cooperative Excellence and Merit every year to Primary Cooperative Societies. The objective of the scheme is (i) to recognize the important role played by Cooperatives for cooperative development of the country, (ii) to promote the spirit of competition amongst the grass-root level cooperatives i.e. Primary Level Societies and recognize their role in socio-economic development and (iii) to publicize the role of NCDC as a National Level Institution for Promotion and Development of Cooperatives. The programme will be held at the State Level and presided by an eminent dignitary.

2. Under the Scheme, Award shall be given to Eight Primary Cooperative Societies from each States/UTs in a year. The Award consists of First Prize – Cooperative Excellence of Rs.25,000/- and Second Prize – Cooperative Merit of Rs.20,000/- alongwith certificate of recognition/citation respectively. Selection of the Cooperative Societies will be made by a Committee consisting of four Members constituted at the State Level under the Chairmanship of Secretary (Cooperation) or Registrar of Cooperative Societies and the Regional Director of NCDC shall be the member convener. The remaining two members of the Committee shall be nominated by the Chairman of the Committee. Committee shall scrutinize the data submitted by the societies, on the basis of eligibility parameters laid-down in the scheme for participation in the award. The decision of the Committee with regard to selection shall be final. Detailed Scheme Guidelines, the format of Application Form to be submitted by the participating societies

...2/-

and criteria adopted for the selection of the societies as given below are enclosed for your information:

- (i) Scheme for NCDC Regional Awards for Cooperative Excellence and Merit – 2018.
- (ii) Guidelines (Annexure –I)
- (iii) Application Form to be filled by the Society (Annexure-II).
- (iv) Criteria for Selection of Societies for NCDC Regional Awards for Cooperative Excellence and Merit – 2018 (Annexure-III).

3. It is requested that the scheme may be given wide publicity throughout the State so as to ensure that the cooperatives from different sectors participate in it. All State Federations/Cooperatives and State Cooperative Departments may also be requested to upload the NCDC's Scheme and announcement letter on their website for the awards. The awards for the year 2018 are proposed to be announced by November, 2018. It is, therefore, requested that the nominations may be forwarded to the convener of respective State Level Committee by 30.6.2018.

An early action in the matter shall be highly appreciated

Yours faithfully,



(Mukesh Kumar)
Executive Director

Encl: As above.

Copy to:-

1. The Managing Director, All State Cooperative Marketing Federations – for information and with the request to assist primary societies to send their nominations to the respective registrar for further action in the matter and upload the NCDC scheme and announcement letter on the website of your Federation.
2. The Managing Director of State Commodity Federations – for information and with the request to assist Primary Societies to send their nominations to the Registrar for further action in the matter and upload the NCDC scheme and announcement letter on the website of your Federation.
3. The Managing Director, All State Cooperative Banks – for information and with the request to assist primary societies to send their nominations to the Registrar for further action in the matter and upload the NCDC scheme and announcement letter on the website of your Bank.
4. All Regional Directorates, NCDC.
5. All Chief Directors, NCDC, New Delhi.
6. SPS to MD/PA to DMD/PPS to FA/PA to ED (KK)/PS to ED (MK).
7. Guard File.
8. Notice Board.



(Mukesh Kumar)
Executive Director



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NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

NCDC REGIONAL AWARDS FOR COOPERATIVE EXCELLENCE AND MERIT-2018.

1. Name of the Scheme/Award:

The award shall be known as Regional Awards viz. (a) "NCDC Award of Excellence for Cooperatives" & (b) "NCDC Award of Merit for Cooperatives".

2. Objective of the Scheme:

- i) To recognize the important role played by Cooperatives for cooperative development of the country.
- ii) To promote the spirit of competition amongst the grass-root level cooperatives i.e. Primary Level Societies and recognize their role in socio-economic development.
- iii) To publicize the role of NCDC as a National Level Institution for Promotion and Development of Cooperatives.

3. Categories of Awards:

NCDC has decided to institute Regional Awards for Cooperative Excellence and Merit in the following three categories:

Category No	Category of Award	Eligible Coops	No of Awards		Amount* (In ₹)
1	Best Primary Credit Cooperatives (PACS)	All Agri Credit Coops (PACS, Agri Banks etc)	2	First Prize - Excellence	25,000.00
				Second Prize - Merit	20,000.00
2	Best Primary Cooperatives in Two Prominent Sectors of the State	All Primary Cooperatives of respective Sector	2	First Prize - Excellence (Two Selected Sectors)	25,000.00
					25,000.00
			2	Second Prize - Merit (Two Selected Sectors)	20,000.00
					20,000.00
3	Best Women Cooperatives	All Primary Women Cooperatives	2	First Prize - Excellence	25,000.00
				Second Prize - Merit	20,000.00
Total No. of Awards			8		180,000.00

*Note: NCDC Regional Awards shall be in the form of cash and a certificate of recognition/citation.

4. Eligibility Criteria

The applicant society should fulfill the following conditions for being nominated under the scheme:-

- i) The society must have positive net worth, no erosion of share capital and be in net profit in the preceding three years.
- ii) The society should have no default in repayments.
- iii) The society should have an elected Board of Directors, barring exceptional circumstances (certified by RCS).
- iv) The society should have shown initiative for socio-economic development and bringing women and weaker sections in its fold.
- v) Up to date audit - (statutory/Chartered Accountant) and the Audit classification of the society should be A or B.

5. Selection of Societies for the Awards:

Selection of societies for awards will be made by the Four members State Level Selection Committee constituted for the purpose with the Regional Director, NCDC as the Convener.

The convener will invite nomination from functional Registrar/Directorate concerned with different cooperative activities.

The State Level Selection Committee will screen nominations received and select two best societies in each category for Awards. Guidelines for evaluation methodology are given in **Annexure-I**.

A copy of Application Form to be filled in by Primary Cooperative Societies is given in **Annexure-II**.

Criteria for Selection of Societies for NCDC Regional Awards for Cooperative Excellence and Merit – 2018 (**Annexure-III**).

6. Declaration/Presentation of Awards:

NCDC Regional awards shall be announced and presented to the winners at a function to be organized at State Capital or at any other place as decided by the Corporation.

7. Last Date for Receipt of Application

Eligible societies are required to submit application (in the format enclosed) to the concerned Regional Directors, latest by **30.06.2018**.

Guidelines

1. Increasing the Participation

- i) Wide publicity, for seeking nomination of societies for awards may be given through Radio/TV/Local Newspapers/Cooperative Journals.
- ii) Nomination letter may be issued from NCDC to the Secretary/RCS of all State/UTs with a copy of scheme and application form.
- iii) Letter from Regional Director may be issued to all State Commodity/Labour/Industry/Service Marketing Cooperative Federations, District Cooperative Federations/District Registrars implementing activities.
- iv) Adequate copies of application forms may be made available at District Cooperative Banks/Offices of the District Registrar so that Primary Cooperatives can obtain from respective District Officer. They can also obtain application form from Regional Director Office through mail or alternately download from NCDC web site (www.ncdc.in)
- v) Reminder letters from Regional Directors to all above in Serial No.(ii) & (iii) may be issued at certain intervals to expedite entries of societies timely.
- vi) All filled-in-application forms by societies may be sent to the offices of Regional Directorates, NCDC.

2. State Level Selection Committee-Constitution and Functions

State Level Selection Committee will comprise the following members:

- i. Principal Secretary/Secretary (Cooperation)/Registrar of Cooperative Societies – Chairman
- ii. One member from Cooperation Departments of Government
- iii. One Cooperative Leader (President/Chairman, State Level Cooperative Federations namely State Cooperative Union/SCB etc.
- iv. RD, NCDC - Convener member

3. The functions of the committee

- i) The committee will scrutinize the data submitted by societies, on the basis of eligibility conditions laid down in the scheme for participation in the Award.
- ii) To select the best Eight (8) societies among the eligible entries; following evaluation guidelines may be followed:-
 - a) Performance of societies in the preceding three years i.e. 2014-15, 2015-16 and 2016-17.
 - b) With reference to expansion of membership base, owned funds, business turnover, net profit and amount spent on welfare activities.
 - c) Societies having won preceding two consecutive NCDC Excellence Awards will not be eligible for the NCDC Regional Awards.

NOTE: Incomplete application forms without supporting documents will be summarily rejected

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APPLICATION FORM FOR NDC REGIONAL AWARDS FOR COOPERATIVE EXCELLENCE /MERIT - 2018

Separate Application for each Category Award to be submitted

Applying for NDC Regional Award in the Category of (In case same society desires to contest in different category of award, separate application is to be submitted) —————>	1	Best Primary Credit Coop (PACS)	Please tick appropriate box
	2	Best Primary Cooperative in prominent Sector of the State	
	3	Best Women Cooperative	

TYPE OF COOPERATIVES (PACS, Marketing, Women, Dairy, Sugar, Fisheries, etc.)	-	
Status OF COOPERATIVE :- Please tick in the appropriate box	-	

A. GENERAL INFORMATION :-

1	Name and Address of the Society	
2	Name of the Chief Executive/Contact person	
3	Telephone Office landline/Mobile Number	
4	Email Address	
5	List of Commercial /business activities undertaken by the society	
6	Details of Social Activities /Members Welfare programme including Training and Education activities undertaken by the society during the last 3 years(e.g. housing, primary health, adult education, women education, BOM/members education, drinking water supply, education facilities etc.)	
7	Whether the society has any special programme for involvement of women, weaker section, self help groups, farmer/youth clubs or other voluntary organizations? Please give brief description preferable point-wise.	

B. DETAILS OF MEMBERSHIP & BUSINESS ACTIVITIES

S.No.	PARTICULARS	2014-15	2015-16	2016-17	
1	Membership Details				
	A	Members	Men	Women	
		SC Members			
		ST Members			
		OBC			
		General			
		Total Individual Members			
	B	No. Coops as Members			
	C	No. SHGs as Members			
	D	State Govt.			
		Total Membership (A+B+C+D)			
	E	Women Members out of total			
	F	Number of member doing business with the society (i.e Active Members)			
	G	The date of the last three Annual general Meeting.			
H	Total Number of Members who attended AGM				
2	Details of business activities undertaken (Pl. enclose detailed statement as relevant to the society)				
3	Credit activities (if applicable)				
	i)	Agri. Loan			
		ST Loan			
		MT Loan			
		LT Loan			
		Total			
	ii)	Other than Agri Credit			
		ST Loan			
		MT Loan			
		LT Loan			
		Total			
	Credit - Recovery - Agri Loan				
	i)	Demand Raised (Rs in lakh)			
	ii)	Collection / Recovery (Rs lakh)			
	iii)	Balance (Rs in lakh)			
	iv)	Recovery % (ii) / (i)			
	c. Credit - Recovery - Non-Agri Loan				
	i)	Demand Raised (Rs in lakh)			
	ii)	Collection / Recovery (Rs lakh)			
	iii)	Balance (Rs in lakh)			
	iii)	Recovery % (ii) / (i)			

Sl.No.	Particulars	2014-15	2015-16	2016-17
4	Processing Activities Undertaken by the Society (if applicable)			
	a. Type of Processing Unit			
	b. Raw Material & Finished Products			
	c. Capacity of the Unit (In MTs)			
	d. Capacity Utilization (in %)			
	e. Turnover of the Unit			
5	Performance Results			
	(i) Business Turnover			
	(ii) Of the above , Government sponsored business			
	(iii) Gross Profit before interest depreciation and Tax			
	(iv) Interest			
	(v) Cash Profit (iii-iv)			
	(vi) Depreciation			
	(vii) Profit before Tax (v-vi)			
	(viii) Income Tax			
	(ix) Net Profit (vi-vii)			
6	Financial position			
	(i) Gross Block (Fixed Assets)			
	(ii) Depreciation			
	(iii) Net Block (1-2)			
	(iv) Work in Progress (fixed assets)			
	(v) Investment			
	(vi) Total Fixed assets (iii+iv+v)			
	(vii) Current Assests			
	(viii) Current Liabilities			
	(ix) Net Working Capital (vii-viii)			
	(x) Loans & Advances Received			
	(xi) Deposits			
	(xii) Paid up Share Capital			
	Members Share capital			
	S/Govt,			
	Others			
Total Share Capital				
(xiii) Reserves (excluding depreciation)				
(xiv) Undistributed Profits(+)/ Accumulated Losses(-)				
7	Dividend Distributed (%)			

C. QUALITATIVE FACTORS:-				
Sl.No.	Particulars	2014-15	2015-16	2016-17
1	Status of Board (Elected /Non-Elected)if elected -date of last election			
2	Audit Classification			
3	Manpower and Training			
	Total No. of Employees			
	Salary & Wages Paid			
	No. of employees trained			
4	Amount spent on welfare programme /Activities			
5	Awards received , if any (Please give details)			
6	No. of Social Activities undertaken			
7	No. of people benefitted by the society			

Certified that

- a) Society is not in default to any financing institution / Bank/ NCDC.
- b) Accounts of the society have been audited (Statutorily/Chartered Accountant) Upto
- c) It has been checked that all applicable columns have been filled up with the relevant information.
- d) The above information is true to the best of my knowledge . In case , any information is found false, the application would be libale for rejections.

(Name & Signature of the Chief Executive)

with seal of the Society

Note :-

(i) Please enclose a brief note about the society and its achievements highlighting:

- a) Adherence to the prevalling provisions of Acts,rules, regulations and guidelines issued by the Government.
- b) Benefits to the members of the Society
- c) Benefits to the area of Society
- d) Adoption of sustainable business and development practides
- e) Concern for the environment and communities
- f) Innovation approach / practices adopted by the society
- g) Timely conduct of Elections
- h) Profitability of the Society

- i) Professionalism in the society and training of its members.
- j) Current business , source of Funding and Rate of interest of the Funding.
- k) Future business expansion Plan and source of Funding .

(ii) Please enclose audited balance sheet , profit & loss /trading account and annual report duly certified by the Chief Executive of the Society

(iii) Penalty, if any, imposed to the applicant Cooperative by any regulatory authority be indicated.

**Criteria for Selection of Societies for NCDC Regional Awards for
Cooperative Excellence and Merit – 2018**

Average Annual Growth Rate for the Period 2014-15 to 2016-17 (%)	Membership
	Ordinary Member Share Capital
	Total Share Capital
	Reserves & Funds
	Total Funds
	Business Turnover
	Net Profit
Average Performance (for the period 2014-15 to 2016-17)	Active Member w.r.t. Total members %
	Own Business w.r.t. Govt. Sponsored business %
	Audit Classification
	Audit Classification score
	Dividend %
	Return on Capital %
	Per Employee Business Turnover
	Employee Trained %
	Social Welfare Activities (No.)
	Amount spent on Welfare w.r.t. Net Profit %
Performance Data for 2016-17 (Rs. in lakh)	Membership (No.)
	Total Share Capital
	Total Funds
	Business Turnover
	Net Profit
Average Performance (for the period 2014-15 to 2016-17)	AGM Attendance %