Government of India
Ministry of Industry & Civil Supplies
(Department of Civil Supplies & Cooperation)
***

N O T I F I C A T I O N

GSR NO.477 **New Delhi, dated April 12, 1975**.

In exercise of the powers conferred by Section 22 of the National Cooperative Development Corporation Act, 1962 (26 of 1962) and in supersession of the National Cooperative Development Corporation Rules, 1963, the Central Government hereby makes the following **rules,** namely:

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1. Short title and commencement:

(1) These rules may be called the National Cooperative Development Corporation Rules, 1975.
(2) They shall come into force on April 7, 1975.

2. Definitions:

In these rules, unless the context otherwise requires:

a. `Act' means the National Cooperative Development Corporation Act, 1962 (26 of 1962);

b. `Board' means the Board of Management of the Corporation constituted under Section 10 of the Act;

c. `Corporation' means the National Cooperative Development Corporation established under Sub-Section (1) of the Section 3 of the Act;

d. `Form' means a form appended to these rules;

e. `General Council' means the General Council of the Corporation constituted under Sub-Section (4) of Section 3 of the Act;

f. `Managing Director' means the Managing Director of the Corporation;

g. `Member' means a member of the General Council;

h. `President' means the President of the General Council;

i. `Section' means a Section of the Act.

3. President and Vice-President:

1. The President shall be the Minister incharge of the Ministry of Central Government dealing with Cooperation;

2.# The Secretary to the Government of India in the Department of Agriculture and Cooperation, to be nominated by the Central Government, shall be the Vice-President of the General Council.

4. Term of office of members:

Every member nominated under clauses (viii), (xiv), (xv), (xvi) and (xvii) of Sub-Section (4) of Section 3 shall hold office for a period of three years from the date of his nomination.

5. Filling in casual vacancy of a member:

A person nominated to fill the casual vacancy of a member shall hold office for so long as the member, whose place he fills, would have been entitled to hold office, if the vacancy had not occurred.

6. Register of members:

(1) The Corporation shall maintain a register in which the name and address of each member shall be entered.

(2) If a member changes his address, he shall notify his new address to the Managing Director and the Managing Director shall amend the relevant entry in the register accordingly.

Rule 3(ii) substituted for earlier words - "The Minister of State in the Ministry of the Central Government dealing with Co-operation or when he is not in position the Minister of State dealing with Animal Husbandry & Dairying or when he is also not in position the Secretary to the Government of India in the Department of Agriculture and Cooperation, to be nominated by the Central Government, shall be the Vice-President of the General Council vide Notification No. GSR 462(E) dated 16.6.2008.

*substituted for earlier words - @"The Minister of State in the Ministry of the Central Government dealing with Cooperation or in his absence, the Secretary to the Government of India in the Department of Agriculture & Cooperation shall be the Vice-President of the General Council" vide Notification No.GSR 238(E) dated 30.4.1997.

@substituted for earlier words – "The Vice-President of the General Council shall be a Minister of state in the Ministry of Central Government dealing with Cooperation to be nominated by the Government" vide Gazette of India extraordinary Part II Notification No.GSR.485 dated 9.11.1996.

7.* **<u>Member going out of India</u>:**

Omitted:

(1) ( )
(2) ( )
(3) ( )

8. **<u>A member absenting himself from three consecutive meeting of the General Council:</u>**

A member nominated under clauses (viii), (xiv), (xv), (xvi) and (xvii) of Sub-Section (4) of Section 3 who, without the permission of the President, absents himself from three consecutive meetings of the General Council, may subject to the provisions of Section 6, be removed from membership of the General Council by the Central Government.

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* Rules 7 reproduced below omitted by the NCDC (Amendment) Rules, 1976, vide Gazette of India Part II Notification No.GSR.445 dated 27.3.1976:

(1) Before a member is nominated under clauses (viii), (xiv), (xv), (xvi) and (xvii) of Sub-Section (4) of Section 3 leaves India, he shall inform the President and intimate to him the date of his departure and the date of his expected return to India.

(2) If the said member intends to be or is actually absent from India for a period longer than six months, he shall tender his resignation unless the President, at his discretion, allows him to continue as a member.

(3) If the said member is continuously absent from India for a period longer than six months and has not obtained the President's permission under Sub-rule(2), the Central Government may, subject to the provisions of Section 6, remove him from membership of the General Council.

9. Managing Director:

**(1) The Managing Director shall draw pay in the scale of Rs.2500-100-3000 and such allowances as may from time to time be admissible to officers having the same scale of pay under the Central Government;

(2) If the Managing Director is not an officers in the service of the Central Government (i) his leave and leave allowances and travelling allowances shall be the same as those admissible to the class of officers to which the Central Government may declare him to correspond in status; (ii) the other conditions of service shall be such as the Central Government may determine in each case.

(3) If the Managing Director is an officer in the service of the Government, the Corporation shall make such contribution towards the leave allowances, pension, gratuity and provident fund as may be required, by the conditions of his service under the Government to be made by him or on his behalf;

(4) The Central Government may terminate the services of the Managing Director at any time without giving any reasons therefor by giving three months notice and the Managing Director may resign his office at any time by giving three months notice in writing to the Central Government.

10. Financial Adviser of the Corporation:

The Corporation shall appoint, with the approval of the Central Government, a Financial Adviser to advise the Corporation on all matters relating to income and expenditure.

** Substituted by the NCDC (Amendment) Rules, 1979 published in the Gazette of India Part II Sub-Section (1) of Section III on April 21, 1979 vide notification No.GSR.592 for the pay scale of Rs.2500-125-2/2750, which was incorporated by NCDC (Second Amendment) Rules, 1976 under Government of India notification No.1499 dated October 23, 1976 in place of the following provision 9(1):

"The Managing Director shall draw such salary and allowances as the Central Government may deem fit to fix in each case.

11. Vice-Chairman of the Board:

The Vice-Chairman of the Board shall be the Secretary or the Special Secretary or the Additional Secretary, as the case may be, for the time being incharge of the Department of the Central Government dealing with Cooperation.

12. Resignation by members of the Board:

A member of the Board nominated under clauses (iv), (v), (vi) and (vii) of Section 10, may resign his office as such member by writing under his hand addressed to the Managing Director and such resignation shall be effective from the date on which it is accepted b the Board or on the expiry of the period of one month from the date of its receipt by the Managing Director, whichever is earlier.

13. Annual Statement of Accounts:

The books of the Corporation shall be balanced on the last working day of the month of March in each year and the annual statement of accounts shall be set out as in Form `A' `B' and `C'.

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14. Returns and Reports:

a. The returns, statement and other particulars to be furnished by the Corporation under Sub-Section (1) of Section 14 in regard to the discharge of its functions under the Act shall be in Form `D' and they shall be submitted every half year to the Central Government.

b. The report required to be submitted to the Government under Sub-Section (2) of Section 14 shall be made in Form `E' within nine months from the expiry of the period to which the report relates.

Sd/- A. Das

(F.No.L-12011/1/74-MWS) Joint Secretary to the Govt. of India.

Form `A'
(See para 13)
(NATIONAL COOPERATIVE DEVELOPMENT CORPORATION)
Statement of accounts for the year ended March 31,

RECEIPT			PAYMENT		
1.	Opening Balanace		1.	Investment in the share capital of National level and Inter-state Cooperative Societies, Processing/ Marketing/other cooperatives.	
2.	Refunds against grants made to:		2.	Loans to:	
	a.	State Governments;		a.	State Governments;
	b.	Cooperative Banks;		b.	Cooperative Banks;
	c.	National level & Inter-state cooperative societies;		c.	National level & Inter-state cooperative societies;
	d.	Other cooperative societies;		d.	Other cooperative societies; (Activity-wise details given in Annexure-II).
	e.	Others.			
3.	Loans repaid by:		3.	Investments in debentures/bonds.	
	a.	State Governments;			
	b.	Cooperative Banks;			
	c.	National level & Inter-state cooperative societies;			
	d.	Other cooperative societies;			
4.	Receipts from the Central Government		4.	Grants to:	
	a.	Grants;		a.	State Governments;
	b.	Additional Grants;		b.	Cooperative Banks;
	c.	Loans (Activity-wise details given in Annexure-I)		c.	National level & Inter-state cooperative societies;
				d.	Other cooperative societies; (Activity-wise details given in Annexure-II).
5.*	Gifts, grants, donations or benefactions from Government/Agencies.		5.	Re-payment to Central Government:	
				a.	Loan repaid/refunded;
				b.	Refund of grants;
				c.	Interest.
6.*	Service charges		6.	Repayment of borrowings to:	
				a.	Banks/Financial institutions;
				b.	Other organizations;
				c.	Redemption of debentures;
				d.	Redemption of bonds.

*Inserted vide amendment published in the Gazette of India extraordinary Part II GSR No. 251 dated 12.7.2003 and Gazette of India Part II GSR No.43 (E) dated 14.1.2004.

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Form `A'
(See para 13)
(NATIONAL COOPERATIVE DEVELOPMENT CORPORATION)
Statement of accounts for the year ended March 31,

RECEIPT			PAYMENT		
7.	Borrowing by/from:		7.	Interest to:	
	a.	Sale of bonds;		a.	Borrowings from Banks/Financial Institutions;
	b.	Issue of debentures;		b.	Debentures;
	c.	Banks/other financial institutions;		c.	Banks;
	d.	Other organizations.		d.	Borrowings from other organizations.
8.	Share capital redeemed		8.	Expenses on administration:	
				A.	Current Expenses:
				a.	Salary & allowances;
				b.	TA & DA of staff;
				c.	Fee, TA & DA of members and others;
				d.	Rents, rates & taxes;
				e.	Stationery;
				f.	Office expenses;
				g.	Conferences.
				B.	Expenses on Assets:
				a.	Advances to staff;
				b.	Plant & machinery;
				c.	Furniture & fixtures;
				d.	Library books;
				e.	Other assets.
9.	Redemption of debentures.		9.	Investment on land and buildings.	
10.	Advance repaid by staff.		10.	Publicity & publications.	
11.	Dividends on investment.		11.	Income tax.	
12.	Interest on:		12.	Audit fee.	
	a.	Loans to State Governments;			
	b.	Loans to Cooperative Banks;			
	c.	Loan to national level & inter-state cooperative societies.			
	d.	Loans to other cooperative societies;			
	e.	Banks;			
	f.	Advances to staff;			
	g.	Other investments: Miscellaneous receipts.			
			13.	Other miscellaneous expenditure.	
			14.	Balance in hand.	

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(Annexure I to Form `A' – Statement of Accounts)
Statement showing the Activity-wise receipt of loans and grants from Central Government during the year

Sl. No.	**Nature of receipt**		**Amount**
1.	Loans for:		
	i.	Processing	
	ii.	Marketing	
	iii.	Storage	
	iv.	Supplies & Inputs	
	v.	Collection, Processing, Marketing, Storage and export of minor forest produce	
	vi.	Other activities (to be specified).	
2.	Grants for:		
	i.	Processing	
	ii.	Marketing	
	iii.	Storage	
	iv.	Supplies & Inputs	
	v.	Collection, Processing, Marketing, Storage and export of minor forest produce	
	vi.	Other activities (to be specified).	
3.	Additional Grants for:		
	i.	Administrative expenses	
	ii.	Other activities (to be specified).	

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(Annexure II to Form `A' – Statement of Accounts)
Statement showing the Activity-wise disbursement of loans and grants advanced/ paid by the National Cooperative Development Corporation during the year

Name of Scheme		Loans				Grants			
		State Govt.	**Banks**	**National & Inter-state coop. socs.**	**Other socs.**	**State Govt.**	**Banks**	**National & Inter-state coop. socs.**	**Other socs.**
1.	Cooperative Processing								
2.	Cooperative Marketing								
3.	Cooperative Storage								
4.	Supplies & inputs								
5.	Import and export of agricultural produce								
6.	Collection, processing, marketing, storage and export of minor forest produce								

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Form B

RASHTRIYA SAHAKARI VIKAS NIGAM
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

***

INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDING MARCH 31, __

Sl. No.	Expenditure		Amount	Amount	Sl. No.	Income		Amount	Amount
1.	Grants to:				1.	Grants from: Central Govt. Less refund of Grants ……..			
	a.	State Government							
	b.	Cooperative banks							
	c.	National level & Inter-state coop. socs.							
	d.	Other coop. socs.							
2.	Interest on loans due to Central Government				2. @	Gifts, grants, donations or benefactions from Government/ Agencies.			
3.	Interest on Borrowings: Paid to Banks/ Financial Institutions.				3. @	Service charges			
4.	Interest paid on:				4.	Refunds against grants made to:			
	a.	Debentures;				a.	State Government		
	b.	Bonds;				b.	Cooperative banks		
	c.	Borrowing from other organizations				c.	National level & Inter-state coop. socs.		
						d.	Other coop. socs.		
						e.	Others.		

@Inserted vide amendment published in the Gazette of India extraordinary Part II GSR No. 251 dated 12.7.2003 and Gazette of India Part II GSR No.43 (E) dated 14.1.2004.

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Form B

RASHTRIYA SAHAKARI VIKAS NIGAM
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
***

INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDING MARCH 31, __

Sl. No.	Expenditure		Amount	Amount	Sl. No.	Income	Amount	Amount
5.	Expenses on Administration Current Expenses:				5.	Interest on:		
	a.	Salary & allowances:			a.	State Governments.		
	b.	TA & DA of staff;			b.	Cooperative Banks		
	c.	Fee, TA & DA of members and others;			c.	National level & inter-state coop. socs.		
	d.	Rents, rates & taxes			d.	Other coop. socs.		
	e.	Stationery;			e.	Bank account		
	f.	Office expenses;			f.	Others		
	g.	Conferences.						
6.	Publicity & publications				6.	Dividends on investment		
7.	Depreciations (vide schedule attached)				7.	Under-writing commission etc.		
8.	Income-tax				8.	Miscellaneous receipts		
9.	Audit fee							
10.	Other miscellaneous expenditure							
11.	Subsidy refundable to Central Government							
12.	Amount transferred to reserves							
13.	Excess of income over expenditure carried over to Balance Sheet							

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Form C

RASHTRIYA SAHAKARI VIKAS NIGAM
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

***

BALANCE SHEET AS ON MARCH 31,

Sl. No.	Liabilities	Amount	Amount	Sl. No.	Assets	Amount	Amount
1.	NCDC Fund Account			1.	Value of fixed assets and dead stock less depreciation vide schedule attached.		
	a.	Opening Balance					
	b.	Transfer from income and expenditure Accounts (plus or minus)					
2.	Reserves			2.	Loans paid to State Govts.		
	i.	Opening Balance as on April 1,			a.	Outstanding as on April 1,	
	ii.	Addition during the year			b.	Add paid during the year	
	iii.	Less expenditure during the year			c.	Less repaid during the year	
	iv.	Outstanding as on 31st March,			d.	Outstanding as on 31st March,	
3.	Loans received from Central Govt.			3.	Loans to Coop. Banks		
	a.	Outstanding as on April 1,			a.	Outstanding as on April 1,	
	b.	Add received during the year			b.	Add paid during the year	
	c.	Less repaid during the year			c.	Less repaid during the year	
	d.	Outstanding as on 31st March,			d.	Outstanding as on 31st March,	
4.	Borrowing by sale/issue of bonds/ debentures:			4.	Loans to National level and inter-state coop. Socs.		
	a.	Outstanding as on April 1,			a.	Outstanding as on April 1,	
	b.	Add received during the year			b.	Add paid during the year	
	c.	Less redeemed during the year			c.	Less repaid during the year	
	d.	Outstanding as on 31st March,			d.	Outstanding as on 31st March,	
5.	Borrowing from Banks/Other financial institutions:			5.	Loans to other coop. Socs.		
	a.	Outstanding as on April 1,			a.	Outstanding as on April 1,	
	b.	Add received during the year			b.	Add paid during the year	
	c.	Less repaid during the year			c.	Less repaid during the year	
	d.	Outstanding as on 31st March,			d.	Outstanding as on 31st March,	

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6.	Borrowing from other organizations:		6.	Investment in share capital of National Level and Inter-State Cooperative Societies.		
	a.	Outstanding as on April 1,		a.	Outstanding as on April 1,	
	b.	Add received during the year		b.	Add paid during the year	
	c.	Less repaid during the year		c.	Less redeemed during the year	
	d.	Outstanding as on 31st March,		d.	Outstanding as on 31st March,	
7.	Other liabilities:		7.	Investment in debentures/bonds.		
	a.	Interest payable to Central Government				
	b.	Expenses outstanding				
	c.	Provision for income-tax				
	d.	Others.				
			8.	Advances to staff:		
				a.	Outstanding as on April 1,	
				b.	Add paid during the year	
				c.	Less repaid during the year	
				d.	Outstanding as on 31st March,	
			9.	Interest accrued and due from:		
				a.	State Governments;	
				b.	Cooperative Banks;	
				c.	National level & Inter-state cooperative societies;	
				d.	Other cooperative societies;	
				e.	Bank account;	
				f.	Other investment.	
			10.	Pre-paid Expenditure: Income-tax		
			11.	Closing Balance:		
				a.	Cash in hand	
				b.	Cash in Bank	
					i.	Current Account
					ii.	Deposit Account

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Form D

(See Rule 14 (b)

FORM OF RETURNS AND STATEMENTS UNDER SECTION 14(1) OF NATIONAL COOPERATIVE DEVELOPMENT CORPORATION ACT

****

RECEIPTS:

1.	Opening Balance as on _____		
2.	Receipts from Central Government.		
	a)	Loans for:-	
		i.	Processing
		ii.	Marketing
		iii.	Storage
		iv.	Supplies & Inputs
		v.	Collection, Processing, Marketing, Storage and export of minor forest produce
		vi.	Other activities (to be specified).
	b)	Grants for:-	
		i.	Processing
		ii.	Marketing
		iii.	Storage
		iv.	Supplies & Inputs
		v.	Collection, Processing, Marketing, Storage and export of minor forest produce
		vi.	Other activities (to be specified).
	c)	Additional Grants for:-	
		i.	Administrative expenses
		ii.	Other activities (to be specified)
3*	Other Receipts		
	a)	Gifts, grants, donations or benefactions from Govt./ Agencies	
	b)	Service charges.	
4.	Other borrowings:		
	a)	By sale of bonds/debentures.	
	b)	Loans and grants from other financial institutions.	
	c)	Loans from other sources.	

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*Inserted vide amendment published in the Gazette of India extraordinary Part II GSR No. 251 dated 12.7.2003 and Gazette of India Part II GSR No.43 (E) dated 14.1.2004.

5.	Repayments and Refunds of loans by:	
	a)	State Governments;
	b)	Cooperative Banks;
	c)	National level & Inter-state cooperative societies;
	d)	Other cooperatives societies.
6.	Interest received on:	
	a)	Loans to State Governments;
	b)	Loans to Cooperative Banks;
	c)	Loans to National level & Inter-state cooperative societies;
	d)	Loans to other cooperative societies;
	e)	Investments in Banks;
	f)	Advances to employees of the Corporation;
	g)	Other investments.
7.	Dividends on investments.	
8.	Refunds of grants.	
9.	Share capital redeemed.	
10.	Redemption of debentures.	
11.	Other miscellaneous Receipts.	
	Total:	

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PAYMENTS

1.	Expenses on administration:-	
	a)	Current expenses
	b)	Expenses on assets (including advance to employees)
2.	Investment in share capital of cooperative societies.	
3.	Investment in Debentures/Bonds.	
4.	Grants for:-	
	a)	State Governments;
	b)	National level & Inter-state cooperative societies;
	c)	Other cooperative societies.
	d)	Others.
5.	Repayment of borrowings:	
	a)	To banks and financial institutions.
	b)	Other organizations.
	c)	Redemption of debentures/bonds. *
6.	Loans to:-	
	a)	State Governments.
	b)	Cooperative Banks.
	c)	National level & Inter-state cooperative societies;
	d)	Other cooperatives societies.
7	Payment of interest on:-	
	a)	Borrowings from banks and other financial institutions.
	b)	Debentures/bonds.
	c)	Borrowings from other sources.
8.	Expenditure on publicity and publications.	
9.	Income-tax paid.	
10.	Miscellaneous expenditure:-	
	a)	Audit fee.
	b)	Other miscellaneous expenditure.
11.	Balance in hand as on _____	
	Total:	

*Activity-wise details to be appended.

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(Annexure to Form D)

Statement showing the Activity-wise disbursement of loans and grants advance paid by National Cooperative Development Corporation during the year _____

Name of Scheme		Loans				Grants			
		State Govt.	**Banks**	**National & Inter-state coop. socs.**	**Other socs.**	**State Govt.**	**Banks**	**National & Inter-state coop. socs.**	**Other socs.**
1.	Cooperative Processing								
2.	Cooperative Marketing								
3.	Cooperative Storage								
4.	Supplies & inputs								
5.	Import and export of agricultural produce								
6.	Collection, processing, marketing, storage and export of minor forest produce								

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FORM E

(See Rule 14 (b)

* The report shall be in the form of a narrative and shall contain:

i. An account of the activities of the National Cooperative Development Corporation to plan, promote and finance programmes in pursuance of the provisions of section 9 of the Act.

ii. Subsidiary statement and schedules in support of the narrative.

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*Amendment published in Gazette G.S.R. 798 dated 29th August, 1981 (in force from 29.8.1981).

Substituted for the earlier rule as below:-

"The report shall be in the form of narrative and shall contain:

i. The overall review of the progress, problems and prospects of the programmes with which National Cooperative Development Corporation is concerned.

ii. The promotional, financial and development role played by National Cooperative Development Corporation in expending and strengthening of these programmes referred to in item (i).

iii. Subsidiary statements and schedules in support of the narrative."

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