



राष्ट्रीय सहकारी प्रशिक्षण परिषद NATIONAL COUNCIL FOR COOPERATIVE TRAINING

(An Autonomous Society Promoted by Ministry of Cooperation, Government of India)

No. 2-2/1/2022-Pers

Dated:- 24/1/2023

To

The Registrar,
VAMNICOM, Pune.

The Director,
Regional Institutes of Cooperative Management (All 5).

Institutes of Cooperative Management (All 14).

Subject:- Submission of quarterly return in the prescribed proforma in time bound manner – reg.

Sir,

It is observed that the quarterly return relating to service matters of employees of various institutes introduced by NCCT (HQ) is not being furnished by some of the institutes in regular manner and some institutes are submitting the return very late.

2. As you are aware that NCCT (HQ) maintains data relating to service matters of all employees of NCCT and its training unit, which is essential for smooth administration of the organisation. Non receipt of factual information from training institute creates a large number of difficulties in planning recruitment, MACP, Promotion, transfer posting etc. by NCCT (HQ).
3. All institutes of NCCT are requested to ensure the timely submission of quarterly return in the prescribed proforma (Copies enclosed) duly completed in all respect, latest by 5th of following month for which return relates. Directors of the concerned institute shall ensure submission of the requisite return in time.
4. This issues with the approval of Secretary, NCCT.

Yours faithfully,


(Manish Bhatia) 24/1/23
Administrative Officer

Encls:- As above.

Copy to Administrative Division for uploading on the web-site of NCCT.

Name of the Institute : _____

Annexure-I

Quarterly Statement showing Existing Strength of Teaching and Non-Teaching Staff
for the period ending :- _____

S.No.	Designation	Pay Scale	Sanctioned strength	Existing strength	Vacant posts	Since when posted	Details if filled by Contractual Appointment	Remarks
1	2	3	4	5	6	7	8	9
2								
3								
4								
5								

Signature _____

Name of the Institute : _____

Annexure-II

Quarterly Statement showing the Manpower position (Teaching & Non-Teaching Staff through contract/outsource)
for the period ending :- _____

S. No	Name & Designation of incumbents	Date of Birth	Category	Home State	Subject/ Specialisation/ Qualification	Pay Scale/ Consolidated	Date of joining the institute	Name of Competent authority from who approval obtained	Date of expiry of contract	Remarks
1	2	3	4	5	6	7	8	9	10	11
2										
3										
4										
5										

Signature _____

Name of the Institute : _____

Annexure-III

Quarterly Statement showing the Particulars of Non-Teaching Staff for the period ending :-

S. No	Name & Designation of incumbents	Category SC/ST/OBC/PH/GN	Home State	Qualification	Date of Birth	Date of Joining in service	Date of appointment in the present grade	Date of joining the institute	Category Director / Promotion	Date of Retirement	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
2											
3											
4											
5											

Signature _____

Name of the Institute : _____

Annexure-IV

Quarterly Statement showing the Details of financial upgradation through Promotion/ACP/MACP post wise for the period ending :- _____

S.No.	Name & Designation of incumbents	Initial Appointment date and post	Date of Promotion and grade, if any	Date of ACP/MACP and grade, if any	Present Pay / Pay Matrix Level
1	2	3	4	5	6
2					
3					
4					
5					

Signature _____