

Receipt No: 238615/2021/FAIRCOPY RCS COOP

P7/BM

राष्ट्रीय सहकारी
विकास निगम
(ISO 9001:2015 प्रमाणित संगठन)
**National Cooperative
Development Corporation**
(An ISO 9001:2015 Certified Organisation)



NCDC

पता / Address : Regional Office, House
No. GV - 2 & TC - 11/808,
Nalanda Junction,
Nanthancode, Kowdiar P.
O., Trivandrum - 695003
दूरभाष /Phone : 0471-2318497
फैक्स /Fax : 0471-2311673
वेबसाइट : www.ncdc.in
/Website
ईमेल /E-mail : ro.tvm@ncdc.in

(A Statutory Corporation Under Ministry of Agriculture & Farmers Welfare, Govt. of India)

File No. NCDC:20-1/2020(TVM)

2/6

Dated: 08.01.2021

To

The Registrar of Cooperative Societies, Kerala
Jawahar Sahakarana Bhavan
DPI Junction, Thycaud (Po)
Thiruvananthapuram-695014
Kerala

Sub:- Online Training Program on General Management through Video Conference Mode for Primary Level Cooperatives - Reg

Sir,

We would like to bring to your kind notice that NCDC has ventured into Sahakar Ecosystem of Capacity Development of Primary Cooperatives, across the country. In this regard, Regional Training Centres have also started functioning in all the Regional Directorates, apart from Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC) of NCDC at Gurgaon.

2. Accordingly, the Regional Training Centre at RO, Thiruvananthapuram has proposed to conduct three Online Training Programs (4th - 5th Feb 2021, 18th-19th Feb 2021 & 8th-9th March 2021) during the current year, for personnel of Primary Level Cooperative Societies as per the schedules are attached.

3. We would request that societies may kindly be encouraged to participate in the programmes. Nomination form is also attached.

Encl:

- (1) Programme Schedules
- (2) Nomination form

Yours faithfully

Satheesan K
Regional Director

Copy to:-

The Joint RCS (Genl), All 14 District

Annex-1

National Cooperative Development Corporation (NCDC)
Regional Training Centre
Regional Office, Thiruvananthapuram
Online Training Programs for Primary Level Cooperative Societies

Programme-1

Date	Session I (10.30 - 11:30 Hrs)	Session II (11:40 - 12:40 Hrs)
4 th Feb 2021	Understanding the Concept and Dimensions of Cooperative Business Enterprise	Governance and Management in Cooperatives
5 th Feb 2021	Role of NCDC in Cooperative Development	Objectives, Functions of Primary Cooperatives and Good Management Practice for Services/ Businesses

Programme -II

Date	Session I (14.30 - 15:30 Hrs)	Session II (15:40 - 16:40 Hrs)
18 th Feb 2021	Understanding the Concept and Dimensions of Cooperative Business Enterprise	Identifying Business Opportunities
19 th Feb 2021	Preparation of Business Development Plans	Management of Physical and Financial Assets

Programme -III

Date	Session I (14.30 - 15:30 Hrs)	Session II (15:40 - 16:40 Hrs)
8 th Mar 2021	Basic Accounting Principles	Books of Accounting
9 th Mar 2021	Preparation of Trading, Profit/Loss Accounts and Balance Sheet	Reconciliation of Accounts and Audit Compliance

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Annex-2 Nomination – 3 programmes

FORMAT FOR SENDING THE NOMINATIONS

No. _____

Date: _____

To

Regional Director
National Cooperative Development Corporation (NCDC)
House No:GV-2 & T.C-11/808, vNalanda Junction, Kowdiyar P.O
Nanthencode, Thiruvananthapuram-695003
Tel.No. 2318497 /Fax : 2311673
E.mail. ro.tvm@ncdc.in

Sub: Nomination(s) for the training programme on **Business Development and Asset Management** – Reg.

Sir,

In response to your letter on the subject, following persons are nominated to attend the online training programme through Video Conference Mode **Scheduled on:**

SN	Programme	Date	Time	Please Put Tick (Mark for the selected Program)
1	Prgramme No: 1	4 th – 5 th Feb 21	10:30 Hrs – 12:40 Hrs	
2	Prgramme No: 2	18 th – 19 th Feb 21	14:30 Hrs – 16:40 Hrs	
3	Prgramme No: 3	8 th – 9 th March 21	14:30 Hrs – 16:40 Hrs	

Sl.No.	Particulars	Participant-1	Participant -2	Participant -3
1.	Name of the nominee (in block letters)			
2.	Designation			
3.	Age			
4.	Male / Female			
5.	Qualification			
6.	Length of service in the organization			
7.	Telephone & Mobile No.			
8.	Email ID			
9.	Type of duty assigned at present			
10	Name and Address of organization/Society			

(Please use separate nomination form for each Programme)

It is requested that the nomination(s) of the above Officer(s) may please be accepted for the subject course.

Yours faithfully,

(Seal/Stamp of nominating Organization)