



Grams : " PRAKASM BANK " Ph: 08592 -232667 , 233726
THE PRAKASAM DISTRICT COOPERATIVE CENTRAL BANK LTD.,
NO. J. 551
(Post Box No. 38) Central Office: GOVERNOR ROAD,
ONGOLE -523001 , (A.P.)
Email : ceo_pksm@apcob.org

P&D Sec /CDF File/ 2023-24

DT: 29.12.2023.

PROCEEDINGS

Sub: P&D Section-constitution of infrastructure Committee -
Communication -Regarding.

Ref: 1.APCOB Circular Lr.No.APCOB/P&D/B-100/2018-19 dt.03.01.2019.
2. Bank MCR No:11 Dt:-11.12.2023.

Through the 1st cited guidelines were issued by APCOB to constitute Infrastructure Committee in DCCBs.

Vide reference 2nd cited, The Board of Management of the Bank, has nominated the following members to constitute Infrastructure Committee of the Bank.

- 1 Y.Maruthi Prasad Reddy - Chairman of the Committee
- 2). Smt. B.Shiva Kumari - Director - Member
- 3) Sri.SK.Noor Ahmad - Director - Member
- 4) Chief Executive Officer of the Bank - Member
- 5) AGM P&D Section - Convenor of the Committee.

The revised guidelines for constitution of Infrastructure Committee, duties and responsibilities of its members for utilization of CDF are enclosed here with.

This is for information.

Encl: APCOB guidelines.


General Manager

Copy to

- 1) Sri.Y.Maruthi Prasad Reddy President/Chair Person
- 2) Smt.B.Shiva Kumari - Director
- 3) Sri.SK.Noor Ahmad - Director
- 4) Chief Executive Officer - Member of the Committee.
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విషయము నెం:

మన బ్యాంకు యొక్క ఇన్ఫ్రాస్ట్రక్చర్ కమిటీ ని పునరుద్ధరించుట గురించి.

వివరణ:-

మన బ్యాంకునకు ఇన్ఫ్రాస్ట్రక్చర్ కమిటీ చైర్మన్/చైర్ పర్సన్ గా అప్పటి ప్రెసిడెంట్ గారైన శ్రీ మాదాసి వెంకయ్య గారు కమిటీ మెంబర్లుగా శ్రీ బి.శివకుమారి ,Sk.నూర్ అహ్మద్ మరియు కమిటీ కన్వీనర్ గా AGM P&D సెక్షన్ వారిని నియమించుట జరిగినది.ప్రస్తుతము చైర్మన్/చైర్ పర్సన్ గారు మారినందున ఇన్ఫ్రాస్ట్రక్చర్ కమిటీ ని ఈక్రింది విధముగా పునరుద్ధరించుటకు బ్యాంకు పాలకవర్గము వారి ఆమోదము కొరకు ఉంచడమైనది.

1. శ్రీ Y.మారుతీ ప్రసాద్ రెడ్డి ప్రెసిడెంట్/చైర్ పర్సన్- చైర్మన్ ఆఫ్ ది కమిటీ.
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4. ముఖ్య కార్యనిర్వహణాధికారి - మెంబరు.
5. AGM P&D సెక్షన్ - కన్వీనర్ ఆఫ్ ది కమిటీ.


ముఖ్య కార్యనిర్వహణ అధికారి(ఎఫ్.ఎ.సి)

Guidelines for CCB Development Fund (CDF)

I. Objective:

The objective of CCBs Development Fund is to strengthen the infrastructure and other facilities in DCCBs & PACS.

II. Contribution to the Fund and utilization:

The Fund is created out of allocation of net profits of APCOB as approved by the General Body of the Bank, from time to time. The fund shall be utilized for providing financial assistance to the affiliated DCCBs and PACS as Subsidy / Grant-in-Aid as per the guidelines prescribed by APCOB, from time to time. The fund shall be allocated equally among the DCC Banks and sanctions are accorded to DCCBs from their respective allocations, subject to the balance available in the fund to the credit of the respective DCCBs.

III. Eligible Purposes:

The financial support under CDF shall be utilised by DCCB/PACS for such purposes that contribute to their business.

- a. The CDF shall be utilized towards infrastructure development of both DCCB HO/Branches and PACS in the ratio of 25:75 of the outstanding under CDF as at 30th June of that year.
- b. The eligible purposes for CDF assistance are indicated below.
 - i. Procurement of Iron safes, Jewel Safes, Gold weighing machines, Strong room doors, Lockers, Note Counting Machines, LCD Projectors etc.,
 - ii. Civil works related to remodeling/repairs to banking counters, buildings.
 - iii. Infrastructure to establish a new business that improves viability of PACS, which is of permanent/fixed asset nature.
- d. The aforesaid list is only indicative and any other item, which will improve the business of the DCCB/PACS may also be considered under CDF with proper justification and subject to sanction of APCOB.
- e. The maximum eligible amount per PACS is Rs.8.00 lakh per 10 years and the purposes for which claims are not made earlier.
- f. However, sanctions/disbursements are restricted to outstanding balances under CDF account of respective DCCBs and capital fund availability at APCOB (minimum 10% CRAR shall be ensured).

IV. Operational procedure:

The DCCBs need to adhere to the following procedure while forwarding eligible proposals for sanction and disbursement under CDF:

- a. The Board of Management of the DCCB shall constitute a **"Infrastructure Committee"** consisting of the President/PIC, two Directors and CEO of DCCB. The Infrastructure Committee shall examine the need, feasibility, quantities, specifications, costs, quotations, estimates etc., of the proposed infrastructure facilities for PACS and DCCB and shall recommend the proposal to the Board of Management of DCCB for approval. While recommending the proposal, the Infrastructure Committee shall also look into allocations, utilization and balances of fund and accordingly



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recommend to Board of DCCB.

- b. The DCCB shall seek APCOB sanction prior to taking up / execution of work. The proposal under CDF/Annual Infrastructure Plan shall be submitted by the DCCBs for both PACS and DCCB HO/Branches before July of every year and sanctions shall be made by September of that year. The proposal of DCCB for sanction shall consist of the following.
 - i. Covering letter of DCCB specifying the item wise & Branch/PACS wise costs along with GST and total assistance sought.
 - ii. Proceedings of Infrastructure Committee with detailed note recommending proposals to Board of Management.
 - iii. Resolution along with note of DCCB Board to seek APCOB assistance under CDF for the eligible purposes.
 - iv. A gist on "How Infrastructure Facilities for which assistance is sought will improve the business of the PACS/DCCB" duly approved by CEO of DCCB".
 - v. Declaration confirming that claims on behalf of concerned PACS does not exceed the limit of Rs.8.00 lakh per 10 years.
- c. APCOB shall accord sanction for such proposals received in full shape duly scrutinizing the same. Any clarifications sought by APCOB in the matter shall be given by DCCB in 10 days' time.
- d. The DCCB, upon receipt of sanction from APCOB shall take immediate steps for undertaking the sanctioned work and submit the claim within a year from date of receipt of sanction letter otherwise the sanction will be lapsed.
- e. The Infrastructure Committee should ensure that DCCB/PACS should follow the guidelines of appropriate statutory authorities for purchase/procurement, execution and maintenance of records.
- f. The DCCB should prefer claim for reimbursement after completion of the works along with the following documents
 - g. Covering letter.
 - h. Statement of expenditure audited and certified by concurrent auditors of the DCCB (**Format enclosed**). There is no need of submission of bills / quotations /vouchers to APCOB. However, the responsibility of correctness or genuineness of expenditure / bills vests with DCCB.
 - i. Resolution of the Board of Management of the DCCB approving the expenditure incurred.
 - j. Utilization certificate along with 5-6 photos (before and after in case of utilization as mentioned at III, point 'c (ii) ') duly authenticated by CEO of Concerned DCCB.
- g. The DCCB/PACS should prominently display "Supported under APCOB CDF" on assets/infrastructure items developed/installed with the support of APCOB CDF.
- h. The DCCB should maintain relevant records such as accounts, bills, meetings, proceedings, Board resolutions etc., The APCOB has right to call/inspect for the records and registers for verification for sanction of proposals, Utilization for reimbursement of claims and also visit PACS/DCCB to ensure the utilization of sanctioned infrastructure facilities

at any point of time and inspect the assets developed or set-up using APCOB CDF.

- V. The sanction of proposals and release of funds under CDF will be approved by Managing Director, APCOB.

&&&

Signed by Shreenath Reddy
Reddyvari
Date: 17-06-2022 12:18:04
Reason: Approved