

RIGHT TO INFORMATION ACT, 2005

Particulars of the Organisation/functions & duties

- 1.0 National Buildings Construction Corporation Limited, a Public Sector Enterprise was incorporated under the Companies Act, 1956 on the 15th November, 1960. The Corporation is functioning under the aegis of the Ministry of Urban Development.

The Registered Office of the Corporation is situated at NBCC Bhawan, Lodhi Road, New Delhi - 110 003.

- 1.1 The main objectives of the Corporation are set out in the Memorandum and Articles of Association.

Some of the important functions and duties of the Corporation are as under:

1. efficient, economic and timely execution of construction projects;
2. execution of works of Specialised/Hi-tech Projects in environmental, infrastructure development, power and communication sectors and real estate business.
3. introducing new methods and techniques in the field of engineering and thereby reducing the period of execution;
4. to upgrade and acquire new construction technologies;
5. motivating employees to achieve higher productivity through financial as well as non-financial incentives.
6. execution of works in difficult and remote areas subject to commercial viability;
7. becoming a model construction Company without exploitation of labour;

Powers and duties of organisation's officers & employees

- 2.0 General powers to do all such acts and things, as the Corporation is authorised by its Memorandum & Articles of Association are vested in the Board of Directors of the Corporation.

- 2.1 Accordingly, the Board of Directors subject to observance of the Companies Act, 1956; the Memorandum & Articles of Association; relevant directives of the Central Government has authorised the Chairman-cum-Managing Director to exercise all powers except those specifically excluded.

- 2.2 In exercise of powers delegated by the Board of Directors, the Chairman-cum-Managing Director has further sub-delegated powers to the sub-ordinate officers in the Corporation.

2.3 Duties & Responsibilities

(A) Zonal Heads

Achieve turnover target within the specified cost/time for delivery of determined profit.

Function strictly as per the delegation of powers/financial rules in the matter of award of work and purchase of articles/goods, machines/equipments relating to works and establishment.

Maintain discipline and administrative efficiency in all the offices in the Zone.

Compliance of statutory provision in the area of tax/levy/cess and industrial law.

Motivate and develop the subordinates at all levels of hierarchy.

To procure works in the Zone.

To conduct technical inspection of the work of the units.

Liaisoning with client/State Govt. and other bodies at appropriate levels.

To ensure working in Zones as per Delegation of Powers issued by the Corporate Office.

(B) Zonal Finance Incharges

Overall Incharge of Finance Section of the Zone. All financial matter/decisions are required to be taken with the concurrence of Zonal Finance Incharge.

To observe functioning in Zones as per Delegation of Powers issued by the Corporate Office.

(C) Unit Incharges

Responsible for efficient management of the unit.

To organise site work efficiently and ensure timely completion of the work.

Responsible for overall performance of the unit which includes execution of the work in accordance with the acceptable standards.

Responsible for 100% test check of each RA bill.

To ensure working in units as per Delegation of Powers issued by the Corporate Office.

Decision making process/channels of supervision & accountability

3.0 All policies, rules and regulations are framed by the Board of Directors of the Corporation.

3.1 Implementation of such policies, rules & regulations are made by various functionaries in accordance with the Delegation/Sub-delegation of powers.

3.2 However, vide Article 82(3) of the Memorandum & Articles of Association, the following matters have been reserved for the decision of the Central Government:

i) Sale, lease or disposal otherwise of whole or substantially the whole of the undertaking of the company.

ii) Formation of a subsidiary company.

3.3 To regulate the business and decision making in the Corporation some of the Important provisions are as follows:

- i) Award of work is placed on the lowest tenderer finalised generally through open tender or out of the pre-qualified agencies. At times, the award of work is also done through limited tenders considering the urgency its significance.
- ii) Depending upon the value of works, various TSCs have been formed for procurement of works, pre-tender tie-ups, award of works/supplies.
- iii) Project work is actually executed by its Site Incharge. There are a number of sites under a Unit Incharge who is responsible and accountable for mobilisation, progress and timely completion of works under his control. Performance of various Unit Incharges is vouched by the Zonal Heads, who, in turn, are placed under the overall control of their Regional Business Group Heads (RBG Heads). Performance of each of the RBG Head is reviewed on quarterly basis against the specified targets by the Chairman-cum-Managing Director and Functional Directors at the Corporate Office.

Norms set by the Organisation for discharge of its functions

- 4.
 - a) Every year, the Corporation executes a Memorandum of Understanding with its Administrative Ministry. It lay down targets against financial and non-financial parameters on the basis of which the performance of the Corporation is adjudged.
 - b) The Corporation has formulated a standardised 'General Terms and Conditions of the Contract' for award of works.
 - c) Works Manual has been brought out to observe transparency in various aspects of execution of projects in time & quality adherence.
 - d) The Corporation also follow the CPWD/State Government laid down specifications at project sites.
 - e) Corporation has devised a proper MIS.

5. Rules, regulations, instructions & manuals etc. framed in the Corporation

- i) NBCC (Recruitment) Rules.
- ii) NBCC (Service Conduct) Rules.
- iii) NBCC (Discipline & Appeal) Rules.
- iv) NBCC Contributory Provident Fund Rules.
- v) NBCC Leave & Leave Encashment Rules.
- vi) NBCC LTC Rules.
- vii) NBCC Promotion Policy.
- viii) NBCC Standing Orders.
- ix) NBCC Medical Benefit Scheme.
- x) NBCC Transport Rules.
- xi) NBCC TA/DA Rules.
- xii) NBCC Housing Subsidy Rules.

- xiii) Company Lease Accommodation - instructions re;
- xiv) Festival Advance
- xv) Foreign Exchange Rules.
- xvi) Works Manual
- xvii) Accounts Manual

6. **Information regarding categories of document maintained by the Organisation**

Corporation has various divisions/departments such as : Finance, HRM, Administration, Consultancy, Project Management Group, Legal and Contract Engineering, Business Development, Real Estate, Vigilance, Corporate Communication Division.

Statutory Registers, Books of Accounts, Returns and Reports are maintained by the respective departments/divisions under various acts like Companies Act, 1956, Income Tax and other Acts.

Records generally maintained at Zonal Offices(Specimen)

Original copy of agreement with contractor for execution of projects.

Copy of RA bills of each project executed under the Zone.

Maintaining all the records pertaining to execution of projects.

Correspondence with State Govt. and other departments.

Correspondence with contractors and consultants.

Correspondence with Head Office/RBG & other NBCC offices. Copy of Payment vouchers.

Submission of weekly/monthly/ quarterly MIS reports to Project Management Group as well as RBG Offices.

Monthly Remuneration

8. Computerised monthly pay bill is generated in respect of each of the officers and employees of the Corporation.

Information available/reduced in electronic form in the organization

9. General conditions of Contract are available in electronic form in the organization.
10. Information regarding appointment of CPIO, Deemed PIOs & First Appellate Authority is available at Annexure-I

Application No.....

FORM 'A'

Application Form for Information under the RTI Act

NBCC LTD

P.I.O. concerned

1. Name of Applicant: _____

2. Address for Correspondence: _____

_____ PIN CODE _____

3. Information Required : _____

4. Please enclose the receipt of Bank Draft/Banker's Cheque/Cash vide which the fee has been deposited. Also indicate its no. _____ and date _____.

(Name and Signature of the Applicant)

E-Mail : _____

Tel. (Off): _____

Dated: _____ (Res): _____

Procedure:

1. Prescribed fee and cost for obtaining information under sub-section (1) of Section 6 is Rs.10/-.
2. For information under sub-section (1) of Section 7, the following rates are chargeable:
 - (i) Rs. 2 for each page (in A-4 or A-3 size paper) created or copies;
 - (ii) For inspection of records, no fee for the first hour; and a fee of Rs.5 for each fifteen minutes (or fraction thereof) thereafter.
3. For providing information under sub-section (5) of Section 7, the following rates are chargeable:
 - (i) For information provided in diskette or floppy Rs.50 per diskette or floppy; and
 - (ii) For information provided in printed form at the price fixed for such publication or Rs.2 per page of the photocopy for extracts from the publication.
4. The fee should be deposited in cash/DD/Indian Postal Order drawn in favour of NBCC Limited, payable at New Delhi with the, Corporate Office (7th floor) at NBCC Bhawan, Lodhi Road, New Delhi -110 003.
5. Kindly fill up the form either in English or Hindi.
6. All columns should be filled up completely.
7. NBCC shall send the information at the address as given by the applicant. Return of letter due to incomplete/incorrect address shall not be the responsibility of the NBCC.

Name & Designation of the PIO _____	Application No. _____
--	-----------------------

Acknowledgement of Application in Form A

1. Received an application in Form A form Shri/Ms _____ resident of _____ under section 6(1)/7(1)/7(5) of the Right to Information Act, 2005.
2. The reply as per provision of RTI Act will be sent at the address supplied by you.

Dated: _____

(Signature of the Receiving Official)

LAST UPDATED ON 07.04.2017

S. No.	Name & Designation of the Executive	Telephone No.	Area specified for RTI purposes
1.	Transparency Officer: Shri Rajendra Chaudhari, Director(Commercial), NBCC (India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: dirsectt.nbcc@nic.in	011-24367573/ 24367314-17 Fax 011-24368060	
2.	Appellate Authority Shri Neelesh Kumar Shah, Sr. Executive Director, NBCC(India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: realestate@nbccindia.com	Tel. No. 011-24369644 Fax 011-24366995	First Appeal Cases
3.	Central Public Information Officer & Nodal Officer: Shri Rakesh Garg, Chief General Manager (CE), NBCC (India)Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: rti@nbccindia.com	011-24367314-17/1105 Fax-011-24366995	Information concerning Corporate Office and all other un-specified reasons at S. No. 4 to 23. To assist in receipt of applications from public & route them to the concerned Public Information Officer as also monitor their disposal.
4.	Deemed Public Information Officers under Section-5(4) & 5(5) of RTI Act. Shri V.K. Sharma, Chief General Manager(Engg.), (SBG-East), NBCC(India) Limited, Vibgyor Tower, Action Area-I, CE-II, New Town, Rajarhat, Kolkata-700156. e-mail : rbg.east@nbccindia.com	033-40671092/95 Fax 033-40671093/ 94	Information relating to West Bengal, Odisha, Jharkhand & Bihar.
5.	Shri P.K. Seth, Executive Director, NBCC (India) Limited, Infrastructure Zone, NBCC Business Centre, Block-A, 8 TH FLOOR, LOGIX TECHNOVA, NOIDA-201301(UP) e-mail: rbg.infra@nbccindia.com	Mob. No;. 9811773883	Information relating to Infrastructure & Power Projects.
6.	Shri M.C. Sharma, Chief General Manager(Engg.), NBCC(India) Limited, NBCC House, RBG(NER) H.Q., Housefed Complex, 6th Floor, West End Block, Dispur, Guwahati-781006 (Assam) Email: sbg.ner@nbccindia.com	Fax No.0361-2221220	Information relating to all Assam, Mizoram, Meghalaya, Manipur, Arunachal Pradesh

7.	Shri R.K. Arora, Chief General Manager(Engg.), NBCC (India) Limited, Plot No. 26, 2nd Floor, Mahalaxmi Nagar, IInd Main Adambakkam, Chennai-600088 e-mail: andhrapradesh@nbccindia.com	Telefax: 044-24742337 Mob No. 07032908955	Information relating to Projects in the states of Tamil Nadu, Andhra Pradesh, Telangana, Karnataka & Kerala.
8.	Shri N.P. Aggarwal, Executive Director (Co-ordination), NBCC(India) Limited, New Moti Bagh, New Delhi-110003.	Mob No. 9312876221	Information relating to all Re-development Works, Nauroji Nagar, Sarojini Nagar of Govt. Colony,
9.	Shri S.D. Sharma, Executive Director (Engg.), NBCC Engineering & Consultancy Limited, Local Shopping Centre, East Kidwai Nagar, New Delhi. Email necl@nbccindia.com	Mob. No. 08811087040	Information relating to Consultancy Works.
10.	Shri D.D.S Srivastava, Executive Director(Engg.), NBCC (India) Limited, RBG(UP & Uttrakhand) NBCC Business Centre, Block-A, 8 TH FLOOR, LOGIX TECHNOVA, NOIDA-201301(UP) e-mail: sbg.ncr@nbccindia.com	Telephone No. 0120-2512996, 2512997 Fax : 0120-2522995	Information relating to CRPF, STC, BSF ITBP & All Uttrakhand Works.
11.	Shri H.K. Dhawan, Executive Director(Engg.), NBCC (India) Limited, Plot No. 132-135, Lal kothi Scheme, Opp. HPCL Building, Sekhar Marg, Jsipur-302015(Rajasthan) e-mail: sbg.rajasthan@nbccindia.com	0141-4042320/2369556	Information relating to works in Madhya Pradesh, Rajasthan & Gujarat State.
12..	Shri Rakesh Gupta, Executive Director(Engg.), NBCC(India) Limited, NBCC Business Centre, Block-A, 8 TH FLOOR, LOGIX TECHNOVA, NOIDA-201301(UP) Emai: sbg.delhi1@nbccindia.com	Mob No. 08527798966	Information relating to all project under Delhi Zone-I
13.	Shri P.K. Mittal, Executive Director(Engg.), NBCC(India) Limited, RBG(Delhi Zone-II), New Moti Bagh, New Delhi-110037. E-mail sbg.delhi2@nbccindia.com	Mob No. 9999960287	Information relating to all projects under Delhi Zone-II
14.	Shri Rajesh Bahal, Chief General Manager(Engg.), SBG-Delhi Zone-III, NBCC India) Limited, NBCC Plaza, Sector-V, Pushp Vihar New Delhi-110003. e-mail: sbg.delhi3@nbccindia.com	Telephone: 011-29566917 Fax: 011-29566915	Information relating to all projects under Delhi Zone-III.
15.	Shri R. Wanchoo,	Telephone No. 011-	Information relating to CSR &

	Chief General Manager (Trg./CSR), NBCC(India) Limited, MBP, Ghitorni, New Delhi. Email csr@nbccindia.com	65196389	Training matters.
16.	Shri R.K. Aggarwal, Chief General Manager(Engg.), NBCC(India) Limited, Re-development Works, East Kidwai Nagar, New Delhi. E-mail sbg.ekn@nbccindia.com	Telephone No. 011- 24640990	Information relating to Re- development Works, East Kidwai Nagar & GPRA Complex, New Moti Bagh, New Delhi.
17.	Shri H.S. Yadav, Executive Director, NBCC(India) Limited, RBG-DZ-IV, New Moti Bagh, New Delhi. Email hs.yadav@nbccindia.com	Mob No. 8527798912	
18.	Shri Alok Ranjan, Chief General Manager(Engg.), NBCC Limited, 406, Arun Chambers, Tardeo Main Road, Mumbai-400034. e-mail: sbg.mumbai@nbccindia.com	Telephone No. 022- 23533731 Fax No. 022- 23512016	Information relating to all Goa & Maharashtra Works.
19	Shri S.K. Kharab, Chief General Manager(Engg.), NBCC (India) Limited, House No. 182, Mansa Devi Complex, Sector-IV, Panchkula (Haryana) Email sbg.punjab@nbccindia.com	Telephone No. -172- 25556350 Telefax No. 0172-2556350	Information relating to all Works in Punjab, Himachal Pradesh & J&K State.
20.	Shri V.K. Goel, Chief General Manager(Engg.), NBCC (India) Limited, NBCC Empria, Mauja, Gadakana, Press Chaack, Near Govt. Colony Distt. Khurda Bhubneshwar-751007(Odisha). e-mail: odisha@nbccindia.com	Telephone No: 06742547754 Telefax : 06742547756	Information relating to all Odisha Works.
21	Shri Mohd Rafiq, General Manager(Engg.), NBCC(india) Limited, House No. 48-A/B, Behind Bank of Baroda, Gole Market, Gandhi Nagar, Jammu-190004. e-mail: jammu@nbccindia.com	0191- 2432368 Fax : 0191-2436337	Information relating to all Works in the State of J&K.
22.	Mohd. Salim, General Manager(Engg.), NBCC India) Limited, 4 th Floor, 401, Mangal Tower, Old H.B. Road, Near Kantatoli Chowk, P.S. Lower Bazar, Ranchi-834001. Jharkhand. e-mail: jharkhand@nbccindia.com	Telephone No. 0651- 2530969 Fax 0651-2530970	Information relating to all projects in Jharkhand State.

23.	Shri M.K. Chawla, General Manager(Engg.), NBCC(india) Limited, 29-C Rajpur Road, Opp. St. Joseph School, Dehradun-248001 e-mail: uttarakhand@nbccindia.com	Tel No. 0135-2713281 Fax No. 0135-2713280	Information relating to all Works in the State of Utrakhand.
24.	Ms. A. Sabeena, Chief Executive Officer, NBCC Services Limited, Local Shopping Centre, East Kidwai Nager, New Delhi. Email: nsi@nbccindia.com	Mob No. 9871296397	All maintenance Works.