

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 entire paid up capital of the Corporation is owned by the President of India.

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 as per **Annexure-II**.

2.2 In exercise of powers delegated by the Board of Directors, the Chairman-cum-Managing Directors 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 Incharge

- 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 Incharge

- 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 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. Constitution of these TSCs is as per **Annexure IV**.
 - 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' in award of works (**Annexure-I**).

- 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/department such as : Finance, Personnel & Administration, Consultancy and Project Management Group, Legal and Contract Engineering, Business Development, Real Estate, Vigilance, Public Relations.

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 organisation

9. 'General conditions of Contract' are available in electronic form in the organisation.

Appointment of Public Information Officer

Information is available at **Annexure- II**.

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/Bankers Cheque with the Accounts Officer, 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. _____
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Acknowledgement of Application in Form A

1. Received an application in Form A from 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)

S.NO.	Name & Designation of the Executive	Telephone No.	Area specified for RTI purposes
1	<p>Transparency Officer:</p> <p>Shri Rajendra Chaudhari, Executive Director (PMG) NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi-110 003 e-mail: edengq.nbcc@nic.in</p>	<p>Tel: 24367693 Fax: 24366995</p>	
2	<p><u>Appellate Authority</u></p> <p>Shri S.K. Kaul, Executive Director-III NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi-110 003 e-mail: north.nbcc@nic.in</p>	<p>Tel: 41506415 24366552 24367315-17</p>	<p>Appeal Cases.</p>
3	<p><u>Central Public Information Officer & Nodal Officer :</u></p> <p>Shri A.K. Singh, Company Secretary , NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi-110 003 e-mail: cs.nbcc@nic.in</p>	<p>24367314-17 43591555 Fax : 24366995 Mob: 9312875370</p>	<p>Information concerning Corporate Office and all other un-specified reasons at S.No.3 to 11. To assist in receipt of applications from public & route them to the concerned Public Information Officer as also monitor their disposal.</p>
4	<p>Public Information Officers:</p> <p>Shri R.L. Mehra, Executive Director, NBCC Limited, Vibgyor Tower, Action Area-I, CE-II, New Town Rajarhat, Kolkatta-700156 e-mail: rlmehra@ymail.com</p>	<p>Tel : 033-40670194 40671092 Fax: 40671093</p>	<p>Information relating to West Bengal & Orissa, Border Fencing Works in North Eastern Region except Tripura.</p>
5	<p>Shri Rajeev Kumar, Executive Director, NBCC Limited, PMGSY/Real Estate Works, Banamalipur (North) Opp. Indian Airlines City Office, Agartala-799001 (Tripura). e-mail: Tripura.nbcc@nic.in</p>	<p>0381-2222430 2311517</p>	<p>Information relating to all works in the States of Tripura & Sikkim.</p>

S.NO.	Name & Designation of the Executive	Telephone No.	Area specified for RTI purposes
6	Shri T.N.K. Singh, Sr. General Manager, NBCC Limited, 401, Mangal Tower, Kantatoli, P.S. Lower Bazar, Ranchi-834001 e-mail: nbccran@sify.com	0651-2530969 2530970	Information relating to all projects in Jharkhand State as also Hospitals & Police Works in Bihar and Jharkhand.
7	Shri P.K. Seth, Sr. General Manager NBCC Limited, B-6, Vijay Nagar, Rukunpura P.O., B.V. College, Patna-800014 (Bihar) e-mail: bihar.nbcc@nic.in	0612-2592474 Telefax: 0612-2590220	Information relating to all projects in the State of Bihar except Hospitals & Police Works.
8	Shri R.S. Saxena, Sr. General Manager, NBCC Limited, 406, Arun Chambers, Tardeo Main Road, Mumbai-400 034 e-mail : maharashtra.nbcc@nic.in	022-23533731 Telefax :23512016, 23512019	Information relating to all works in Western Region (including Chattishgarh) and Southern Region.
9	Shri Neelesh Shah, Sr. General Manager, NBCC Limited, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, New Delhi-110 003. e-mail: nkshah_1961@hotmail.com	24369644 Telefax : 43583615 24366543	Information relating to all projects under Delhi Zone.
10	Shri C.K. Pal, Sr.General Manager, NBCC Limited, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, New Delhi-110 003. e-mail: infra.nbcc@nic.in	24366526 / 36 41506428 Fax : 24366522	Information relating to projects of Infrastructures of Power Sector in India & Abroad.
11.	Shri Hem Raj, Sr. General Manager, NBCC Limited, House No. 48-A/B Behind Bank of Baroda, Gole Market, Gandhi Nagar Jammu-190004 e-mail: nbcczo_jammu@yahoo.com	0191-2436337 2432368	Information relating to all Works in J&K State including IOC Works.

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12	Shri S.D. Sharma, Sr. General Manager, NBCC Limited, ESIC Works, ESIC Hospital Campus, K.K. Nagar, Chennai-600078, e-mail: south.nbcc@nic.in	011-24711545	Information relating to Southern Region