

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 subordinate 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'

NBCC (INDIA) LIMITED

APPLICATION FORM FOR INFORMATION UNDER THE RTI ACT, 2005

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): _____

LAST UPDATED ON 04.04.2018

S. No.	Name & Designation of the Executive	Telephone No.	Area specified for RTI purposes
1.	<p><u>Transparency Officer:</u></p> <p>Shri Rajendra Chaudhari, Director(Commercial), NBCC (India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: dirsectt.nbcc@nic.in</p>	<p>011-24367573/ 24367314-17 Fax 011-24368060</p>	
2.	<p><u>Appellate Authority</u></p> <p>Shri Yogesh J.P. Sharma, Executive Director, NBCC(India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: realestate@nbccindia.com</p>	<p>Tel. No. 011-24369644 Fax 011-24366995</p>	First Appeal Cases
3.	<p><u>Central Public Information Officer & Nodal Officer:</u></p> <p>Shri Rakesh Garg, Chief General Manager (CE), NBCC (India)Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: rti@nbccindia.com</p>	<p>011-24367314-17/1105 Fax-011-24366995</p>	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.
Deemed Public Information Officers under Section-5(4) & 5(5) of RTI Act.			
4.	<p>Shri P.K. Seth, Executive Director, NBCC (India) Limited, Infrastructure Zone, NBCC Business Centre, Block-A, 8TH FLOOR, LOGIX TECHNOVA, NOIDA-201301(UP) e-mail: rbg.infra@nbccindia.com</p>	<p>Mob. No.: 9811773883</p>	Information relating to Infrastructure & Power Projects.
5.	<p>Shri S.D. Sharma, Sr. Executive Director (Engg.), NBCC Engineering & Consultancy Limited, Local Shopping Centre, East Kidwai Nagar, New Delhi. Email necl@nbccindia.com</p>	<p>Mob. No. 08811087040</p>	Information relating to NECL.
6.	<p>Shri N.P. Aggarwal, Sr. Executive Director (Co-ordination), NBCC(India) Limited, New Moti Bagh, New Delhi-110003. e-mail: np.aggarwal@nbccindia.com</p>	<p>Mob No. 9312876221</p>	Information relating to all Govt. Colony of Re-development Works, Nauroji Nagar, Sarojini Nagar, New Delhi

7.	Shri H.K. Dhawan, Executive Director(Engg.), NBCC (India) Limited, Plot No. 132-135, Lal kothi Scheme, Opp. HPCL Building, Sekhar Marg, Jaipur-302015(Rajasthan) e-mail: sbg.rajasthan@nbccindia.com	0141-4042320/2369556	Information relating to works in Madhya Pradesh, Rajasthan & Gujarat State.
8.	Shri D.D.S Srivastava, Executive Director(Engg.), NBCC (India) Limited, RBG(UP & Utrakhand) 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 & UP Works.
9.	Shri Rakesh Gupta, Executive Director(Engg.), NBCC(India) Limited, NBCC Business Centre, Block-A, 8 TH FLOOR, LOGIX TECHNOVA, NOIDA-201301(UP) E-mail: sbg.delhi1@nbccindia.com	Mob No. 08527798966	Information relating to all project under Delhi Zone-I
10.	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	Information relating to Delhi Zone-II, ,
11.	Mrs. B.K. Sokhey, Executive Director(Fin.), NBCC(India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: finance@nbccindia.com	Mob No. 9350168705	Information relating to All finance matters
12.	Shri V.K. Sharma, Executive Director(Engg.), (RBG-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, Bihar & Jharkhand.
13.	Shri M.C. Sharma, Chief General Manager(Engg.), NBCC(India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. E-mail: mc.sharma@nbccindia.com	Mob. No. 7752008800	Information relating to R&D, Document Management i/c digitisation.
14..	Shri Yogesh J.P. Sharma, Executive Director (Engg.), NBCC(India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. E-mail: yogesh.sharma@nbccindia.com	Mob. No. 8450971021	Information relating to BD, corporate communication & IT matters.

15.	Shri R.K. Aggarwal, Executive Director (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, AIIMS Trauma Centre & Some other works, New Delhi.
16.	Shri Alok Rastogi, Executive Director (Engg.), NBCC(India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: alok.rastogi@nbccindia.com	Mob No. 9958447314	Information relating at Re-development Railway Stations at various location.
17.	Shri R. Wanchoo, Executive Director (Trg./CSR), NBCC(India) Limited, MBP, Ghitorni, New Delhi. E-mail csr@nbccindia.com	Telephone No. 011-65196389	Information relating to Training & CSR matters.
18.	Shri Rajesh Bahal, Executive Director (Engg.), RBG-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 i/c AIIMS
19.	Ms. Reshma Dudani, Chief General Manager(Engg.), NBCC(India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: remktgr@nbccindia.com	Mob. No. 8527798421	Information relating to all RE Works, marketing of Re-development works.
20.	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.
21.	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.
22.	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.

23.	Shri V.K. Goel, Chief General Manager(Engg.), NBCC (India) Limited, 1st Floor, Office No. 1&2, BMC Bhawani Commercial Enclave, Sahidnagar, Bhubaneswar-751007, Odisha e-mail: odisha@nbccindia.com	Telephone No: 06742547754 Telefax : 06742547756	Information relating to all Odisha Works.
24.	Shri Pawan Kumar, 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
25.	Ms. A. Sabeena, Chief Executive Officer, NBCC Services Limited, Local Shopping Centre, East Kidwai Nager, New Delhi. Email: nsl@nbccindia.com	Mob No. 9871296397	All maintenance Works.
26.	Shri KPM Swamy, Chief General Manager(Engg.), SBG, NBCC(India) limited, Vidarabha Irrigation Development Corporation Works, 1 st Floor Canteen Building, VNIT Campus, South Ambazari Road, Nagpur (Maharashtra) e-mail: kpm.swamy@nbccindia.com	Mob. No. 8511136728	Information relating to Irrigation Works, Nagpur
27.	Shri Anil Mallah, Chief General Manager(Engg.), NBCC(India) Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003. e-mail: pmg@nbccindia.com	Mob. No. 8415924012	Information relating to PMG matters.
28.	Shri R.P. Mishra, General Manager(Engg.), NBCC(India) Limited, ESIC Medical College & Hospital Works, Ner Chowk, Bhangratu, Mandi (HP)- 175008 e-mail: himachal@nbccindia.com email: rp.mishra@nbccindia.com	Mob. N. 8527098119	Information relating to IIT Mandi & ESIC Works, Mandi
29.	Shri J.S. Singwal, General Manager(Engg.), NBCC(India) Limited, Jackgon Gate Building, 3 rd Floor, Lenin Sarani, Agartala-799001. e-mail: tripura@nbccindia.com	Mob. No. 8527798467	Information relating to All works in Tripura state.
30.	Capt. S. Sharan, General Manager(Engg.), NBCC(India) Limited, M-1/A, Chaltlang, Venglai, Aizwal-796012(Mizoram) e-mail: mizoram@nbccindia.com	Mob. No. 7086008098	Information relating to All work in Mizoram State.

31.	Shri D.K. Sharma, General Manager (Engg.), NBCC(India) Limited,C-13(4), Convoy Ground, Tadong,Gangtok-737102 (Sikkim) e-mail: sikkim@nbccindia.com	Mob. No. 8527798437	Information relating to All works in Sikkim State.
32.	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.
33.	Shri Suman Kumar, 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.
34..	Shri B.B.P. Sharma, General Manager(Engg.), SBG(Bihar), NBCC(India) Limited, 404, Maurya Tower, Maurya Complex, New Dak Bungalow Road, Patna(Bihar) e-mail: bihar@nbccindia.com	Mob. No. 8527798937	Information relating to All Works in Bihar State.
35.	Shri A.K. Soni, Addl. General Manager(Engg.), Zonal incharge, NBV=CC(India) Limited, 29-C, Rajpur Road, Opp St. Joseph School, Dehradun Email: uttarakhand@nbccindia.com	Mob. N. 9871303516	Information relating to All Uttrakhand & Rashtrapati Bhawan, Archeological Survey of India, CRPF Housing Works, G. Noida, NSEZ Works, Noida, National Police Memorial Works, New Delhi, Central Excise works, Nangalraya, NICSF Works, New Delhi, CRPF Works, Jharoda Kalan.
36.	Shri Sohan Lal, Addl. General Manager (Engg.), NBCC (India) Limited, ESIC Trauma Centre Works, Sarojini Nagar, Lucknow 226023 Email: slal_nbcc@yahoo.co.in Email: sohan.lal@nbccindia.com	Mob. N. 8527798412	Information relating to ESIC Works Lucknow & Kanpur, ONGC Works, ITO Works, NIA Works, RE Works, Indian Institute of skill Lucknow, & Indian Institute of Skill works, Kanpur
37.	Shri A.K. Pathak, Addl. General Manager(Engg.) NBCC(India) Limited, IIT Works, NBCC (India) Limited, 1st Floor, Office No. 1&2, BMC Bhawani Commercial Enclave, Sahidnagar, Bhubaneswar-751007, Odisha e-mail: anil.pathak@nbccindia.com	Mob. N. 8527632587	Information relating to All PMGSY, IIT Works Odisha.

38	Shri D.P.S. Tomar, General Manager(Engg.), NBCC(India) Limited, NBCC Green View, Sector-37D, Gurugram. e-mail: dps.tomar@nbccindia.com	Mob No. 8527798970	Information relating to NBCC Green View, Sector-37D & NBCC Heights, Sector89, Gurugram.
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