



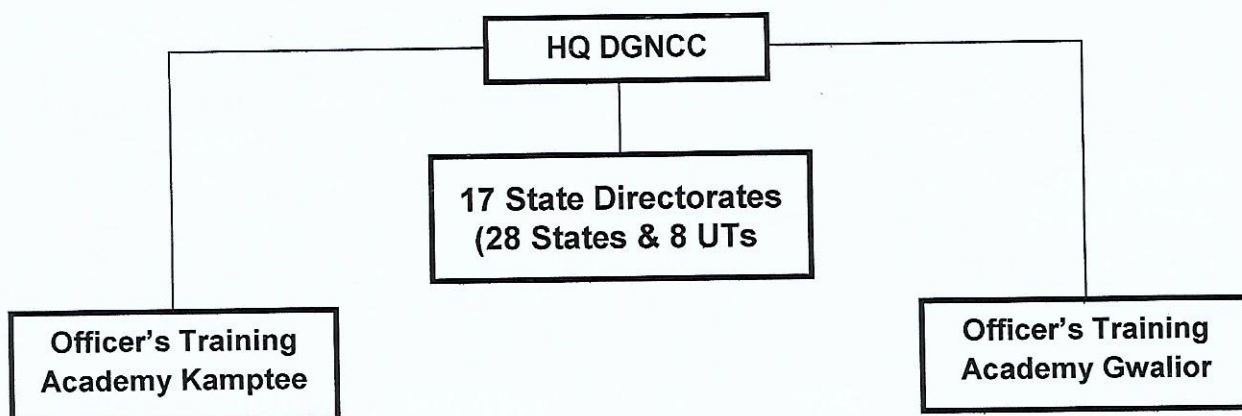
HQ DIRECTORATE GENERAL OF NATIONAL CADETS CORPS

Ministry of Defence

Information Under Section 4(1)(B) of the RTI Act, 2005

Section 4(1)(b)(i) : particulars of organization, functions and duties.

Organisation of Directorate General NCC



Broad functions/aims of NCC are as under:

(a) To develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure and ideals of Selfless Service amongst the Youth of the Country.

(b) To create a Human Resource of organised, trained and motivated Youth, to provide leadership in all walks of life and be always available for the service to the Nation.

(c) To provide a suitable environment to motivate the Youth to take up career in the Armed Forces.

(d) Broad duties. Work/duties of HQ DGNCC have been distributed among five Directorates as under :-

(i) Trg Dte - Providing/promoting Trg activities to NCC Cadets, Conducting of NCC Camp.

(ii) Plg&Coord Dte - Enrolment of NCC Cadets, Publicity & Coordination.

(iii) Lgs Dte - Providing of Accoutrements to NCC Cadets & other Lgs support.

(iv) MS Dte - Providing/regulating of Man Power services to NCC institutions, Disciplinary & Vigilance (DV) cases.

(v) P&F Dte - Matters related to civilians staff & budget/ financial matters.

Section 4(1)(b)(ii) : Powers and duties of its officers and employees

For detailed duties see **Charter of duties officers**

Section 4(1)(b)(iii) : Procedure followed in the decision making process including channels of supervision and accountability

Decision making hierarchy including channels of supervision and accountability are as per the Organisation chart and Charter of duties as per requirement of each case.

Section 4(1)(b)(iv) : Norms for the discharge of functions

(i) Main function/Norms of HQ DGNCC are to develop character comradeship, discipline, and leadership, secular outlook spirit of adventure & ideals of selfless service amongst the youth of the country. Provide environment to motivate the youth to take up a career in the Armed Forces. Services of NCC can be availed by joining NCC in school/colleges having this facility.

(ii) **Time limit** :- Time limit for achieving the targets are :-

- (a) Disposal of RTI application/appeals - 30 days.
- (b) Parliament Questions – 24 hrs.
- (c) Other issue – At the earliest

(iii) **Grievance addressal** :- Grievances received are examined & addressed by the competent authority as early as possible.

Section 4(1)(b)(v) : Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

The rules, regulations, instructions, manuals etc issued by Govt of India & HQ DGNCC from time to time are followed for discharging its functions.

Section 4(1)(b)(vi) : Statement of the categories of documents that are held by it or under its control.

Both classified and unclassified documents relating to the business allocated to this Ministry as per the Government of India (Allocation of Business Rules), 1961 are held.

Section 4(1)(b)(vii) : Particulars of any arrangement that exists for consultations with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

This office generally, does not directly deal with the members of public in relation to the formulation of its policy or implementation thereof. In the Central Advisory Committee (CAC) meeting consultations with or representation by the members of the public in relation to the formulation of its policy takes place.

Section 4(1)(b)(viii): A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Some of the Committees, councils, boards etc. under DG NCC are as under:

- (i) Central Advisory Committee
- (ii) State Advisory Committee
- (iii) Joint State Representative & ADG/DDG Conference

The minutes of above are circulated to all the concerned and are not placed in the public domain.

Section 4(1)(b)(x) : Directory of officers and employees

Telephone details of the co-ord officer of internal Dtes (05) are as under :-

S. No.	Dte	Appt	Telephone Number
(a)	P&F	Dy Director (Finance)	26194434
(b)	Training	GSO-1 Trg (A)	26712144
(c)	P&C	Dy Director (Coord)	26716707
(d)	Logistics	Dy Director Lgs (Coord)	26177259
(e)	MS	Dy Director MS (Coord)	26195681

Section 4(1)(b)(x) : Monthly remuneration received by officers and employees

Officers and employees in the Department of Defence are being paid monthly remuneration in their respective Pay Band/Level according to their entitlement as notified by Govt of India.

Section 4(1) (b) (xi) : Budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made

The details of Budget allocation for the FY 2021-22 are as under :-

₹ in Crores

Sl. No.	Head of Account	Allotment FY 2021-22
(a)	Pay & allowances	1375.33
(b)	Transportation	19.12
(c)	Stores	65.27
(d)	Revenue Works	25.00
(e)	Expdr on Training	145.84
(f)	Information Technology	5.00
(g)	Charged Expenditure	0.20
(h)	Capital	15.00
Total		1650.76

Section 4(1) (b) (xii) : Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes

Not applicable.

Section 4(1) (b) (xiii) : Particulars of recipients of concessions, permits or authorization granted by it.

Not applicable.

Section 4(1) (b) (xiv) : Details in respect of the information, available to or held by it. Reduced in a electronic form.

As available on the website of the HQ DGNCC.

Section 4(1) (b) (xv) : The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading Room, if maintained for public use.

Website of the HQ DGNCC. However, there is no public library or reading room maintained by this Department for public use.

Section 4(1) (b) (xvi) : the names, designations and other particulars of the Public information officers.

The details of present Public information Officers at HQ DGNCC are as under :-

- (a) CPIO - Cmde Viresh Das (Plg&Coord)
- (b) Appellate Authority - AVM Arun Bhaskar Gupta, VSM, ADG (A)

The details of previous PIOs (w.e.f. 01 Jan 2015) are as under :-

- (i) CPIO - Cmde PK Banerjee, VSM (30.12.14 – 31.07.17)
Air Cmde Sunil Kumar, AVSM, YSM (31.07.17 – 30.06.20)
- (ii) Appellate Authority - AVM HJ Walia (01.01.15 – 31.10.17)
R Adm B Dasgupta, AVSM, YSM, VSM
(23.01.18 – 07.08.18)
R Adm Alok Bhatnagar, NM
(07.04.19 – 25.03.20)

Note :- IPO/ Cheque/ DD forwarded to this office w.r.t RTI applications should be in favour of "DGNCC Public Fund Account".

Suo Moto disclosure of more items under Section- 4

Ref DoPT OM No. 1/6/2011 – IR dated 15.4.13

Para 1.1

Information related to Procurement - Available at Appendix 'A'

Para 1.3

Transfer Policy & Transfer order-

Posting Policy : Whole Time Lady Officers (WTLOs) is available at Appendix 'B'

Para 1.8

Budget - Budget for visits/tours for the year 2020-21 – 256.97 Cr (pay & allowance).

Details of DG Visit

DG NCC visits/ tours for the period 1.4.20 to 31.3.21

(i) DG NCC undertook the following domestic official visits :-

<u>S. No.</u>	<u>Places</u>	<u>Date</u>	<u>Expenditure</u>
(a)	NCC Dte NER	05.02.21 to 09.02.21	As per entitlement
(b)	NCC Dte Odisha	27.02.21 to 03.03.21	-do-

(ii) No other people/ official were included in official delegation.

(iii) No foreign visit was undertaken during the period.

Para 1.9

Details of Parliament Questions, RTI applications/appeals received in the year 2020-21 & their disposal are as under.

<u>Issue</u>	<u>Received</u>	<u>Replied</u>
Parliament Questions	17	17
RTI Applications	178	174
RTI Appeals	40	40

Para 1.10

Programme to advance understanding of RTI (Section 26) Due to COVID-19 Educational Programmes/Training of PIOs could not be undertaken in the year 2020-21. They will be considered for the same this year as and when conducted by the Training Institutes.

Para 1.11

Third Party Audit - Third party audit for the year 2020-2021 is to be carried but by the Defence HQ Training Institute (DHTI), Room No 185A, B Block, New Delhi-110011 in Jul/Aug 2021. The audit report will be submitted accordingly.

Para 1.12

Constitution of consultative committees on RTI :- Two consultative committees as under have been constituted on RTI :-

(a) A Consultancy Committee on SUO-MOTU disclosure under RTI as under has been constituted on vide this office note no 15312/RTIA/NCC HQ/Coord dated 27 Jul 2021:-

Presiding Officer : Col Coord
Members : GSO-1 Trg 'A'
Dy Dir Coord (P&C)
Dy Dir (Pers)
Dy Dir Coord (Lgs)
Dy Dir Coord (MS)

(b) A Committee of PIOs : Identification frequent sought info under RTI as under has been constituted on vide this office note no 15312/RTIA/NCC HQ/Coord dated 28 Jul 2021:-

Presiding Officer : Cmde (P&C) CPIO
Members : Col Coord & ACPIO
Dy Dir Coord (P&C)

Para 1.13

CAG & PAC Paras - Nil