

NICSI

# RTI MANUAL NICSI

# RTI MANUAL (Intranet)

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# NICSI

## RTI Act, 2005

The Republic of India became the 48<sup>th</sup> Country in the World to enforce right of information as **“The Right to Information Act” w.e.f. 12.10.2005 in India**. This act empowers citizens of India to access the information available with the “Public Authority”. The basic aim of the act is to bring transparency & accountability in the working of “Public Authority” and thus containing the corruption. As per Section 2(h) of the Act, all the Central Public Sector Enterprises are Public Authority and hence NICSI being CPSE is obliged to provide the information sought by the citizen under this Act. (RTI Act is placed as appendix)

NICSI has complied the provision of Section 4(b) of the RTI Act, 2005 and the details information is as follows.

# NICSI

## ANNEXURE-I

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### OBLIGATIONS OF NICSI FOR PROACTIVE DISCLOSING of INFORMATION UNDER SEC.4(1)b OF RTI ACT

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#### CHAPTER

#### PARTICULAR

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# NICSI

Pursuant to Section 4 (1)(b) of the Right to Information Act, 2005

## Chapter I

### PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

#### 1. Particulars of organisation

- |    |                                 |   |
|----|---------------------------------|---|
| a) | Date of incorporation           | August 29 <sup>th</sup> , 1995  |
| b) | Mode of incorporation           | Section 25 of Companies Act 1956 (Section 8 of Companies Act 2013)  |
| c) | Name of of Public Authorities   | National Informatics Centre Services Inc.( NICSI)   |
| d) | Present status of the Company   | Government of India Enterprise  |
| e) | Share Capital                   |   |
|    | 1. Authorised                   | 20,000,000/   |
|    | 2. Subscribed, issued & paid-up | 200,000 of Rs 100/= each  |
| f) | Present Shareholding            |   |
| g) | Listing with Stock Exchanges    | No  |
| h) | Address of Registered Office    | NICSI, Hall no. 2,3 of 6 <sup>th</sup> Floor, NBCCTower, 15 <sup>th</sup> Bhikaji Cama Place, New Delhi 110066                      |
| i) | Address of Company's            | 1. Email : <a href="mailto:nicsi-admn@nic.in">nicsi-admn@nic.in</a><br>2. Website: <a href="http://www.nicsi.com">www.nicsi.com</a> |

# NICSI

## 2.0 Business of NICSI

### National Data Centre (NDC)

NICSI with the support of MeitY and NIC has established a Data Centre at Laxmi Nagar in 2008 and a National Data Centre (NDC) at Shastri Park, Delhi in 2011 & Bhubaneswar in 2018. NDC at Shastri Park/Bhubaneswar/Hyderabad/Pune have state-of-the-art Tier III facility and supports the country wide e-Governance initiatives by assisting various Government departments/PSUs/ State Government organizations through various services.

So far, more than 850 IT-projects for websites, data storages and application software have been hosted at NDC Shastri Park/ Bhubaneswar/ Hyderabad/ Pune/ Laxmi Nagar of various Government departments/PSUs/ State Government organizations through collocation/Cloud /shared/dedicated hosting services.

Data center services are provided and used across all segments of data center operations, ensuring the smooth functioning of an organization's IT infrastructure. Various teams or departments use these services to manage and support the data center environment. IT teams that use and provide data center services include the following:

**IT operations.** This group is responsible for day-to-day monitoring of the data center environment, including server maintenance, network management and systems administration.

**Networking.** This team manages an NDC networking equipment and network infrastructure, including routers, switches, firewalls and load balancers.

**Applications.** These IT professionals are responsible for deploying and maintaining enterprise applications, such as customer relationship management, enterprise resource planning and business intelligence.

**Security.** This group establishes and enforces access control policies, data center security monitoring and incident response procedures among other security and cyber security policies and procedures.

**Storage.** This team manages an NDC data storage infrastructure, including storage area networks, network-attached storage systems and backup systems.

**Databases.** These IT professionals maintain the database infrastructure, ensuring proper data management and availability.

**Cloud.** This group manages all cloud infrastructure, including public, private and hybrid clouds used for various apps and workloads.

# NICSI

## **Development Centre**

A new State of Art Development Centre has been made operational at Shastri Park, Delhi, and Laxmi Nagar in which the infrastructure with developing environment in terms of Desktops, Servers, System Software and internet connectivity has been established for several e-Governance project teams.

The Development centre has the facility as under:

- Seating capacity of 89 developers at Development Centre Laxmi Nagar, Delhi
- Seating capacity of 417 developers at Block-3, 2<sup>nd</sup> Floor, Shastri Park
- Seating capacity of 104 developers at Block-3, 3<sup>rd</sup> Floor, Shastri Park
- Seating capacity of 402 developers at Block-3, 5<sup>th</sup> Floor, Shastri Park
- Seating capacity of 502 developers at Block-1, 2<sup>nd</sup> Floor, Shastri Park
- Desktop system
- Workstation with internet connectivity
- Drinking water and Physical security
- Conference and Discussion Rooms with Video Conferencing facility
- Separate AHU for all cooling requirement.

## **E-Hospital**

E-Hospital System developed is:

- A workflow based Application Software which addresses all the major functions of a Government hospital.
- To help small to large size hospitals to streamline patient care, hospital administration, ancillary services and clinical support activities.
- To provide an integrated solution for hospital and clinic needs, real time access to patient admission, patient records, ward-cabin-ICU management, patient treatment management and disposition, investigations, laboratory services, reports, finance and HR management etc.

## **NEXT GEN E-HOSPITAL**

- The Next Gen E-hospital application is the hospital management information system (HMIS) for internal workflows and processes of hospitals. NextGen ehospital is a one-stop solution which helps in connecting patients, hospitals and doctors on a single digital platform. This application is the cloud based hospital management information systems for digitization of internal workflows and processes of hospitals.

## **E-OFFICE**

- The eOffice product aims to support governance by ushering in more effective and transparent inter and intra-government processes. The vision of e-Office is to achieve a simplified, responsive, effective and transparent working of all government offices. The Open Architecture on which eOffice has been built, makes it a reusable framework and a standard reusable product amenable to replication across the governments, at the central, state and district levels. The product brings together the independent functions and systems under a single framework.



# NICSI

## iRAD

- iRAD, an initiative of MORTH India implemented by NICSI Meity is a road accident data collection platform from accident spot (by Police, Transport, Highways & Health Department) using mobile app, which can then be utilized for various purposes like finding the causes of road accidents and remedial measures to improve the road infrastructure, etc. iRAD is implemented in all 36 States/UTs.

NICSI Meity has also developed eDAR - an integrated portal as an extension of iRAD application specifically to facilitate the Claims procedure of Road Accidents. The eDetailed Accident Report (eDAR) is developed with the objective of early settlement of victim's claims (by Police, Motor Accidents Claims Tribunal, State Legal Service Authority, Insurance, and Courts) & to provide timely compensation to the victims of road accidents. The application also helps to curb the filing of false claims.

## CEDA

CEDA provides world class Data Analytics services to Government in an efficient and secure manner through its repository of world class tools and technologies. As a part of its service offerings, it will help the departments

- To define their analytic needs
- Identify the data sets that are required to meet the analytic needs
- Determine access to the relevant data sources (both within as well as outside the government)
- Build the required data analytic solutions
- In sharing the data in a secured manner
- In integrating departmental data silos and deliver an integrated whole-of government analytics for an integrated policy formulation

In particular, CEDA will offer the following services to Government:

- Data Quality Assessment Services
- Custom-built Data Analytics Solutions
- Pre-Built Domain-specific Data Analytics Solutions
- Social Media Analytics Platform
- Self Service Analytics
- Analytics on Mobile

# NICSI

## Chapter II

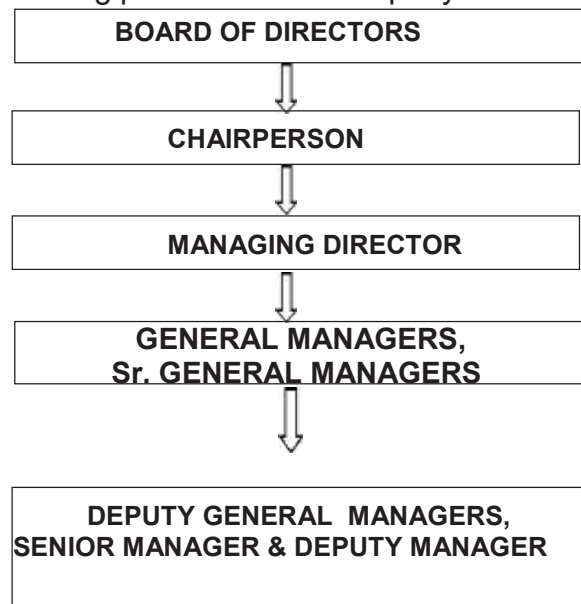
### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

Powers and duties of officers and employees are as specified in Delegation of Power, work allocation in the Central & State Govt. Guidelines, Service rules etc. Also, complying with applicable provisions of statues, rules & regulations.

## Chapter III

### **PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The decisions making process of the company follows the following channel



The overall management of the company is vested with the Board of Directors of the company. The board of directors of the company is the highest decision making body.

The day to day work is entrusted to the Senior General Managers by MD of the company. All the General Managers report to MD & all Deputy General Manager, Senior Manager, Manager and Deputy Manager reports to their respective Senior GMs/GMs.

## Chapter IV

### **THE NORMS SET FOR DISCHARGE OF FUNCTIONS**

1. The company has defined Delegation of Power, Service Rules etc. Also, complying with applicable provisions of statues including companies Act 2013.
2. Government Guidelines & Policies, Procedures
3. Delegation of Powers
4. Accounts Manual
5. Guidelines of Department of Public Enterprises
6. Guidelines of Chief Vigilance Commission **etc.**

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF THEIR FUNCTIONS**

**1. Matters pertaining to company affairs such as**

1. Memorandum of Association & Articles of Association.
2. Government Guidelines
3. President Directives issued from time to time

**2. Matters pertaining to Finance & Accounts**

1. Accounting policies.
2. Accounting standards.
3. Accounting Manual.
4. Delegation of Powers

**3. Matters pertaining to Tender, Procurement, etc.**

1. Contract/Tender Documents/Empanelment
2. Delegation of Powers.
3. GFR & Govt. Guidelines/Policies

**4. HR/Administration/Service Related matters**

1. Employees' (Conduct, Discipline and Appeal) Rules.
2. Leave Rules.
3. Medical Attendance and Treatment Rules.
4. Promotion as per NIC policy.
5. Rules pertaining to House Building Advance, Conveyance Advance, etc. as per NIC
6. Service Rules.
7. Personal files
8. Various internal policies

**5. Human Resources Development & CSR, R&R (Community Development)**

1. As per the provisions of the Companies Act,2013

**6. Public relations, publicity**

1. Advertisement guidelines as per Central Bureau Of Communication (earlier DAVP)

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL**

Various categories of documents that are being held by the Company or under its control are given below:

#### **1. Documents pertaining to incorporation**

1. Memorandum of Association & Articles of Association

#### **2. Documents pertaining to incorporation**

1. Statutory Registers under the Companies Act, 1956/2013
2. Annual Reports.
3. Returns & Forms filed with the Government Authorities.

#### **3. Documents pertaining to General Meetings**

1. Notices and Minutes Book of General Meetings of the shareholders, etc.

#### **4. Documents pertaining Accounts:**

1. Books of Accounts
2. Statement of Annual Financial Results
3. Annual Report
4. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc..
5. Vouchers, etc.

#### **5. Documents pertaining to Contracts, Commercial etc.**

1. Tender Documents
2. Tender Specifications & drawings for projects.
3. Approved drawings and documents.
4. Test & Pre Dispatch Inspection Reports

#### **6. Documents pertaining to projects**

1. Detailed Project Report/ Technical proposals of Projects
2. Documents relating to procurement on behalf of clients.

#### **CONFIDENTIAL DOCUMENTS:**

3. Cost Estimate.
4. Evaluation Reports

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5. Technical & Administrative approvals
6. Bids of the bidders

## **7. Documents pertaining to establishment matter**

1. Annual Performance Appraisal Reports of employees( Maintained at NIC)
2. Delegation of Powers
3. Service Rules

## **8. Documents pertaining to operation of Community Development and other welfare scheme**

1. MOU with MeitY.

## **9. Documents pertaining to general administration**

1. Land and other property related documents;

## **10. Advertising guidelines**

Through Central Bureau Of Communication (earlier DAVP)

## **11. Documents pertaining to legal matters -**

1. Respondents written statements and other documents submitted to Hon'ble Courts, tribunals, etc.
2. Orders of Hon'ble courts; etc.

## **12. Agreements**

1. Agreement with Clients

## **13. Licences**

Not Applicable

## Chapter VII

### **THE PARTICULARS OF ANY EXISTING ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF**

Not Applicable

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## Chapter VIII

A STATEMENT ON 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 TO THE PUBLIC

### Board of Directors:

| Sr.No | Name   | Office Address  | Phone Number | E-mail ID                              |
|-------|--|---|--------------|--|
| 1.    | Shri Bhuvnesh Kumar IAS, Additional Secretary, MeitY & Chairperson NICSI | Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003 | 01124363114  | bhuvnesh[dot]k[at]meity[dot]gov[dot]in |
| 2.    | Shri Rajesh Singh JS & FA MeitY  | Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003 | 01124363097  | faoffice[dot]deity[at]nic[dot]in       |
| 3.    | Shri Sanket Bhondve Joint Secretary, MeitY                               | Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003 | 01124364751  | js.digigov[at]gov[dot]in               |
| 4.    | Shri S K Marwaha Scientist G and Group Coordinator                       | Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003 | 01124365940  | smarwah[at]meity[dot]gov[dot]in        |
| 5.    | Smt. Sunita Verma Scientist G and Group Coordinator                      | Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003 | 01124364810  | sunita[at]meity[dot]gov[dot]in         |

## NICS

|     |   |  |             |                                 |
|-----|---|--|-------------|---------------------------------|
| 6.  | Shri V T V<br>Ramana DDG,<br>NIC                            | National<br>Informatics<br>Centre, A-Block<br>CGO Complex,<br>Lodhi Road,<br>New Delhi-<br>110003  | 01124305516 | ramana[at]nic[dot]in            |
| 7.  | Dr. Shubhag<br>Chand, DDG<br>DDG, , NIC                     | National<br>Informatics<br>Centre, A-Block<br>CGO Complex,<br>Lodhi Road,<br>New Delhi-<br>110003  | 01123792252 | shubhag[at]nic[dot]in           |
| 8.  | Dr. Susheel<br>Kumar, DDG<br>NIC                            | National<br>Informatics<br>Centre, A-Block<br>CGO Complex,<br>Lodhi Road,<br>New Delhi-<br>110003  | 01124305515 | susheel[dot]kumar[at]nic[dot]in |
| 9.  | Ms. Jayanthi<br>S.,DDG &<br>ASIO, NIC<br>Karnataka          | Deputy Director<br>General<br>(Scientist-G),<br>State<br>Informatics<br>Officer, Centre<br>of Excellence for<br>Blockchain<br>Technology,<br>Bengaluru       | 08022866492 | s[dot]jayanthi[at]nic[dot]in    |
| 10. | Shri Pramod<br>Kumar Singh<br>DDG &<br>SIO(Gujarat),<br>NIC | Deputy Director<br>General<br>(Scientist-G),<br>State<br>Informatics<br>Officer Gujarat  | 07923252946 | pk[dot]singh[at]nic[dot]in      |
| 11. | Dr. Vinay<br>Thakur<br>Managing<br>Director, NICS           | National<br>Informatics<br>Centre Services<br>Incorporated,<br>Hall no. 2& 3,<br>6th Floor, NBCC<br>Tower 15,<br>Bhikaji Cama<br>Place, New<br>Delhi- 110066 | 01126105291 | mdnicsi[at]nic[dot]in           |

# NICS I

## Chapter IX

A directory of its officers and employees;

| Sl.No. | Name                           | Designation            | Place of Posting | Email id                         | Phone Number |
|--------|--------------------------------|------------------------|------------------|----------------------------------|--------------|
| 1      | Dr. Rajesh Kumar Mishra        | Managing Director      | Delhi            | mdnicsi[AT]nic[DOT]in            | 01126105291  |
| 2      | Shri Jitender Kumar            | Chief General Manager  | Delhi            | kundalji[AT]nic[DOT]in           | 01122900582  |
| 3      | Shri Manoj Kumar Kulshreshth   | Chief General Manager  | Delhi            | mkk[AT]nic[DOT]in                | 01122900516  |
| 4      | Shri Naveen Agrawal            | Chief General Manager  | Delhi            | srgm-na[AT]nicsi[DOT]nic[DOT]in  | 01122900547  |
| 5      | Shri Ram Krishan               | Sr. General Manager    | Delhi            | ramkrishan[AT]nic[DOT]in         | 01122900524  |
| 6      | Md. Ziya Ur Rehman Badar       | Sr. General Manager    | Delhi            | mzr[DOT]badar[AT]nic[DOT]in      | 01122900553  |
| 7      | Shri Rahul Sharma              | Sr. General Manager    | Delhi            | rahul.sh[AT]nic[DOT]in           | 01122900586  |
| 8      | Shri Bhupendra Kumar Sharma    | General Manager        | Delhi            | bks[AT]nic[DOT]in                | 01122900510  |
| 9      | Shri Gyan Prakash Singh        | General Manager        | Delhi            | gm[AT]nicsi[DOT]nic[DOT]in       | 01122900506  |
| 10     | Shri Ramdatt Upadhyay          | General Manager        | Delhi            | upadhyay[DOT]rd[AT]nic[DOT]in    | 01122900512  |
| 11     | Shri Neeraj Chawla             | Deputy General Manager | Delhi            | neerajc[AT]nic[DOT]in            | 01122900581  |
| 12     | Shri Kumar Jyoti               | Senior Manager         | Delhi            | kumar[DOT]jyoti[AT]nic[DOT]in    | 01122900517  |
| 13     | Shri Mahesh Kumar              | Deputy Manager         | Delhi            | maheshk[AT]nic[DOT]in            | 01122900518  |
| 14     | Shree Jeevan Nath              | Assistant Manager      | Delhi            | jeevan[DOT]nath[AT]nic[DOT]in    | 01122900584  |
| 15     | Shri V. Sivaranakrishnan       | Sr. General Manager    | Chennai          | siva[DOT]tn[AT]nic[DOT]in        | 04425672555  |
| 16     | Shri Swadesh Kumar Shrivastava | General Manager        | Bhopal           | swadesh[DOT]sh[AT]nic[DOT]in     | 07552554600  |
| 17     | Shri Narendra                  | Dy.                    | Patna            | narendra[DOT]kumar[AT]nic[DOT]in | 943163301    |



# NICS

|    |                              |                     |                    |                                  |             |
|----|------------------------------|---------------------|--------------------|----------------------------------|-------------|
|    | Kumar                        | General Manager     |                    | OT]in                            | 4           |
| 18 | Shri Sudhir Kumar Sharma     | General Manager     | Jammu              | sudhir[DOT]sharma[AT]nic[DOT]in  | 01912546672 |
| 19 | Shri A. Maruthi Kumar        | General Manager     | Hyderabad          | kumar[DOT]maruthi[AT]nic[DOT]in  | 04023221904 |
| 20 | Shri R. Rajasekaran          | Dy. General Manager | Puducherry         | raja[DOT]pon[AT]gov[DOT]in       | 9944758172  |
| 21 | Ms. Manju Aggarwal           | General Manager     | Haryana            | a[DOT]manju[AT]nic[DOT]in        | 01722700275 |
| 22 | Shri Manu Mohan B            | Dy. General Manager | Thiruvananthapuram | manu[AT]nic[DOT]in               | 04712725180 |
| 23 | Shri Ashutosh Kumar Nigam    | General Manager     | Lucknow            | ashutosh[DOT]nigam[AT]nic[DOT]in | 05222239087 |
| 24 | Shri Sanjay Pandey           | General Manager     | Guwahati           | sanjay[DOT]pandey[AT]nic[DOT]in  |             |
| 25 | Shri Gangaram Devaba Kumbhar | Manager             | Pune               | gd[DOT]kumbhar[AT]nic[DOT]in     | 9096138063  |
| 26 | Shri Sunny Jain              | CS                  | Delhi              | nicsi-cs[AT]nic[DOT]in           | 01122900522 |

# NICSI

**(X) STATEMENT ON MONTHLY REMUNERATION RECEIVED BY EACH OF OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

| Name                           | Designation            | Gross Remuneration |
|--------------------------------|------------------------|--------------------|
| Dr. Rajesh Kumar Mishra        | Managing Director      | 399344             |
| Shri Jitender Kumar            | Chief General Manager  | 379811             |
| Shri Manoj Kumar Kulshreshth   | Chief General Manager  | 369014             |
| Shri Naveen Agrawal            | Chief General Manager  | 358400             |
| Shri Ram Krishan               | Sr. General Manager    | 338270             |
| Md. Ziya Ur Rehman Badar       | Sr. General Manager    | 317291             |
| Shri Rahul Sharma              | Sr. General Manager    | 338270             |
| Shri Bhupendra Kumar Sharma    | General Manager        | 328571             |
| Shri Gyan Prakash Singh        | General Manager        | 328571             |
| Shri Ramdatt Upadhyay          | General Manager        | 324863             |
| Shri Neeraj Chawla             | Deputy General Manager | 252260             |
| Shri Kumar Jyoti               | Senior Manager         | 156097             |
| Shri Mahesh Kumar              | Deputy Manager         | 144686             |
| Shree Jeevan Nath              | Assistant Manager      | 112544             |
| Shri V. Sivaranakrishnan       | Sr. General Manager    | 339587             |
| Shri Swadesh Kumar Shrivastava | General Manager        | 325628             |
| Shri Narendra Kumar            | Dy. General Manager    | 243079             |
| Shri Sudhir Kumar Sharma       | General Manager        | 298986             |
| Shri A. Maruthi Kumar          | General Manager        | 302438             |
| Shri R. Rajasekaran            | Dy. General Manager    | 224596             |
| Ms. Manju Aggarwal             | General Manager        | 289471             |
| Shri Manu Mohan B              | Dy. General Manager    | 244318             |
| Shri Ashutosh Kumar Nigam      | General Manager        | 286848             |
| Shri Sanjay Pandey             | General Manager        | 289295             |
| Shri Gangaram Devaba Kumbhar   | Manager                | 172820             |
| Shri Sunny Jain                | CS                     | 165000             |

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## Chapter XI

**BUDGET ALLOCATED TO EACH OF COMPANY AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE**

**NIL**

## Chapter XII

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

## Chapter XIII

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE COMPANY**

**NIL**

# NICSI

## Chapter XIV

### DETAILS IN RESPECT OF THE INFORMATION AVAILABLE OR HELD BY THE COMPANY, REDUCED IN AN ELECTRONIC FORM

1. Annual Reports

## Chapter 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

Interested people can visit this website for desired information. If the required information is not available in the website they can send email to PIO, NICSI at ; [rti-nicsi@nic.in](mailto:rti-nicsi@nic.in) seeking the required information. If the required information is available and can be provided, the same will be provided within reasonable time.

Interested people can also send letters or e-mail to the Company seeking the desired (available) information.

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.

#### Application Fee

In accordance to directive given in the Gazette notification issued by Deptt. of Personnel & Training, Ministry of Personnel, Public Grievances and Pension, Govt. of India, vide no. 34012/8(s)/2005-Estt.(B) dated 16.09.2005, the application for obtaining Information under sub-section (1) of section 6 must be accompanied by prescribed application fee drawn in favour of account officer, payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under:-

Application fee : Rs 10/-

Mode of payment : By cash against proper receipt or by demand draft/banker's cheque/ Indian Postal Order

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

#### Additional fee

In case it is decided to provide the information, the Requester shall be informed of the additional fees, if any, required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

In accordance with directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section 7, of the Act an additional

# NICSI

fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

|   |  |  |
|---|--|--|
| a | For each page (in A-4 or A-3 size paper) | Rs. 2/- per page   |
| b | For a copy in larger size paper          | Actual charge / cost price   |
| c | For samples or models                    | Actual cost or price   |
| d | For inspection of records                | No fee for the first hour; and a fee of Rs. 5/- for each subsequent hour (or fraction thereof) |

Further, for providing the information under sub-section (5) of section of the Act, the fee shall be charged at the following rates:-

|   |  |  |
|---|--|--|
| a | For information provided in diskette or floppy | Rs. 50/- via electronic medium   |
| b | For information provided in printed form       | At the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication |

The mode of payment of above mentioned additional fees shall be the same as application fee.

## Appeal

In case the Requester who does not receive a decision within the time specified in sub-section (1) of clause (a) of sub-section (3) of section 7 of the Act or is aggrieved by decision of the Public Information Officer, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Appellate Authority for redressal of the grievance.

## Library Facility for general public

Library Facility not available.

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## Chapter XV

### THE NAMES, DESIGNATION AND OTHER PARTICULARS OF AA/ PUBLIC INFORMATION OFFICERS (Present)

#### Appellate Authority

Name: Shri Manoj Kumar Kulshreshth

Designation: Sr. General Manager

Full Address: NICSI, Hall No.2 & 3 , 6th Floor, NBCC Tower, Bhikaji Cama Place, New Delhi, 110066

E-Mail ID: [mkk@nic.in](mailto:mkk@nic.in)

#### Public Information Officer

Name: Shri Ram Krishan

Designation: Senior General Manager

Full Address: NICSI, Hall No.2 & 3 , 6th Floor, NBCC Tower, Bhikaji Cama Place, New Delhi, 110066

E-Mail ID: [rti-nicsi@nic.in](mailto:rti-nicsi@nic.in)

## Chapter XVI

### LIST OF ITEMS EXEMPTED FOR DISCLOUSER (CONFIDENTIAL)

1. Cost Estimate
2. Technical & Administrative Approvals
3. Bids / Tender documents of third party/ Evaluation Reports
4. Board and General meeting Agenda, Minutes & other strategic documents.
5. Vigilance Investigation Report
6. Future Plans & Strategies

## Chapter A

### TRAINING & DEVELOPMENT

To implement RTI in true spirit NICSI has organised sensitize program/workshop on the RTI Act.

## Chapter B

### ANNUAL REPORT( RTI)

NICSI published annual report on RTI on the website.

\*\*\*\*\*END\*\*\*\*\*