

NICSI

RTI MANUAL NICSI

RTI MANUAL (Intranet)

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RTI Act, 2005

The Republic of India became the 48th 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.

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ANNEXURE-I

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

CHAPTER

PARTICULAR

- | | |
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- XV THE NAMES, DESIGNATION AND OTHER PARTICULARS OF CENTRAL PUBLIC INFORMATION OFFICERS

- XVI LIST OF ITEMS EXEMPTED (Confidential)

- A TRAINING & DEVELOPMENT

- B ANNUAL REPORT (RTI)

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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 th , 1995 |
| b) Mode of incorporation | Section 25 of Companies Act1956 (Section 8 of Companies Act 2013) |
| c) Name of of Public Authorities | National Informatics Centre Services Inc.(NICSI) |
| e) Present status of the Company | Government of India Enterprise |
| f) Share Capital | |
| 1. Authorised | 20,000,000/= |
| 2. Subscribed, issued & 200,000 of Rs 100/= each paid-up | |
| g) Present Shareholding | |
| h) Listing with Stock Exchanges | No |
| i) Address of Registered Office | NICSI, Hall no. 2,3 of 6 th Floor, NBCC Tower, 15 th Cama Place ,New Delhi 110066 |
| j) Address of Company's | 1. Email : nicsi-admn@nic.in
2. Website: www.nicsi.com & www.nicsi.nic.in |

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2.0 Business of NICSI

In order to facilitate provisioning of services in the ICT sector, Government of India set up National Informatics Centre Services Incorporated (NICSI) in 1995 as a section 25 company under NIC, Department of Electronics & Information Technology, Ministry of Communications & IT, GOI. The primary objective of formation of NICSI was to provide the economic, scientific, technological social and cultural development of India by promoting the utilization of Information Technology, computer-communication networks, informatics etc. by a spin off of the services, technologies, infrastructure and expertise developed by the National Informatics Centre (NIC).

Some of the major projects of NICSI are as given below;

National Knowledge Network (NKN)

Under NKN Project, all the Knowledge Institutions across the country are to be inter connected through high speed data communications network to encourage sharing of resources and collaborative research. It will facilitate creation, acquisition and sharing of knowledge resources amongst the large number of participating institutions, country-wide class rooms and help the country to evolve a Knowledge Society. Under the project, 1500 Knowledge Institutions are to be interconnected in the fields of education, R&D, Health Services, Agriculture, life skills research and libraries. NICSI with the support of NIC facilitates in designing and implementation of internal network capable of providing secure and reliable connectivity with ultra-high speed core with multiple 2.5/10G to 40/100 Gbps.

Implementation of State Wide Area Network (SWAN) in 9 States / UTs

NICSI with the support of DeitY and NIC has implemented SWAN Projects in 9 States under the National e-Governance Plan of Government of India, Department of Electronics and Information Technology (DeitY) through NIC. While the project is closed in Delhi and Sikkim States, it is under implementation at Uttaranchal, Uttar Pradesh, Manipur, Tripura and Lakshadweep and it is being implemented at Chandigarh and Puducherry with the financial assistance from the respective Government.

National Data Centre (NDC)

NICSI with the support of DeitY and NIC has established a Data Centre at Laxmi Nagar and a National Data Centre (NDC) at Shastri Park, Delhi. NDC at Shastri Park has state-of-the-art Tier III facility and supports the countrywide e-Governance initiatives by assisting various Government departments/ organizations through various services.

So far, around 44 projects have been hosted at Laxmi Nagar Data Centre, and 18 projects at Shastri Park NDC of various Government departments/ organizations through collocation/shared/dedicated hosting services.

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Development Centre

A new State of Art Development Centre has been made operational at Shastri Park, Delhi, 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 387 developers
- Workstation with internet connectivity
- Conference and Discussion Rooms with Video Conferencing facility
- Separate AHU for all cooling requirement.

E-Procurement

System developed to bring in more transparency and efficiency in the Government procurement process with:

- Advantages to bidders
- Less paper work/ People independent
- Real time updated data/ Automated processes
- Easy downloading of tender documents
- Bid submission from anywhere
- Intimation by mail on important events
- Information about the status of tenders
- Digital signing of bid documents
- Encryption of bid documents

NICSI has implemented around 27 e-Procurement projects at various government departments/organizations across the country.

E-Office

E-Office System developed is:

- An instrument for the Next Generation Government.
- Embedded with a Content Management Framework (CMF) which can enable employees to create their own content and submit the same for review and publication on the portal.
- A single platform to collaborate and share the documents in any format electronically.

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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.

Core Banking

An integrated Core Banking Application (CCBS) is especially designed to meet the requirements of the State Cooperative Banks(SCBs), District Central Co-operative Banks(DCCBs), and Primary Agricultural Co-operative Societies(PACS), which provides better integration of information flow facilitating better monitoring and planning. Salient features of CCBS are:

- Core Banking solution for SCB, DCCB & PACS
- SOA architecture
- Requirements based customization of CCBS at the time of installation
- Multilingual support

Smart card based Driving License project in Rajasthan and UP

- NICSI is engaged by department of Rajasthan and UP State Transport Department to implement Smart Card based Driving License project
- Project involves issuance of smart card based driving licenses covering Transport Authorities in Rajasthan and UP State for a period of three / five years.

Initiatives of NICSI

i) Implementation of ERP in NICSI

NICSI had aimed at the integration of all its business processes and sub-processes into a single unified system. Hence, an integrated ERP system is being implemented in NICSI to effectively and efficiently achieve and manage its activities.

3. Subsidiaries & Joint Ventures (if any)

(a) Subsidiary Companies

NIL

(b) Joint Ventures

NIL

3.0 Mission & objectives

The Mission/Vision of NICSI is to be a dominant player in implementation of e-

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Governance projects to help in achieving accelerated socioeconomic development of the country; NICSI executes ICT projects on behalf of its clients (Central/State Govt. Ministries/Departments and their organizations) in coordination with NIC. NICSI has its headquarters at New Delhi with current strength of nineteen offices at State level.

NICSI is the one stop complete IT solution provider having technical expertise coupled with unmatched prices working exclusively to cater to Government of India/State Governments/Public Sector Enterprises.

Objectives

- To support faster implementation of ICT projects.
- To procure hardware, software and support services for Government organizations at competitive rates through tendering and/or strategic alliance/agreements with leading ICT and management organizations.
- To help in the promotion and adoption of new technology in the area of ICT.
- To support creation of expertise within Government in the frontier areas of ICT -enabled change management.
- To promote the use of Information & Communication Technology (ICT) in Government section.
 1. Digital Infrastructure as a Utility to Every Citizen
 2. Governance & Services on Demand
 3. Digital Empowerment of Citizens

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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 General Managers/Dy.GMs by MD of the company. All the General Managers report to MD & all project managers reports to their respective GMs/Dy.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 & 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 & 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 Amit Agrawal IAS, Additional Secretary, MeitY	Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003	01124361055	as-meity[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 Sushil Pal Joint Secretary, MeitY	Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003	01124363071	spal[dot]1999[at]meity[dot]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
6	Shri V T V Ramana DDG, NIC	National Informatics Centre, A-Block CGO Complex, Lodhi Road, New Delhi-110003	01124305516	ramana[at]nic[dot]in
7	Dr. Shubhag Chand DDG, NIC	National Informatics Centre, A-Block CGO Complex, Lodhi Road, New Delhi-110003	01123792252	shubhag[at]nic[dot]in

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Sr.No.	Name	Office Address	Phone Number	E-mail ID
8	Shri Rajiv Rathi DDG, NIC	National Informatics Centre, A-Block CGO Complex, Lodhi Road, New Delhi-110003	01124305355	rajiv[at]nic[dot]in
9	Ms. Alka Misra DDG, NIC	National Informatics Centre, A-Block CGO Complex, Lodhi Road, New Delhi-110003	01124362598	amishra[at]nic[dot]in
10	Dr. Ms. Suchitra Pyarelal DDG, NIC	Kerala State Centre, CDAC Building, Vellayambalam, Thiruvananthapuram-695033 Kerala.	04712729894	suchitra[at]nic[dot]in
11	Shri Pramod Kumar Singh DDG & SIO (Gujarat), NIC	Deputy Director General (Scientist-G) State Informatics Officer Gujarat	07923252946	pk[dot]singh[at]nic[dot]in
12	Dr. Vinay Thakur Managing Director, NICSI	National Informatics Centre Services Incorporated, Hall no. 2 & 3, 6th Floor, NBCC Tower 15, Bhikaji Cama Place, New Delhi-110066	01126105291	mdnicsi[at]nic[dot]in

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Chapter IX

CONTACT DETAILS OF IMPORTANT PERSONS:

Sl.No.	Name	Designation	Gross Remuneration(Rs.)
1	Dr. Vinay Thakur	Managing Director	3,14,844
2	Smt. Anjali Dhingra	Sr. General Manager	3,27,558
3	Shri. Jitender Kumar	General Manager	3,20,861
4	Shri Gautam Khanikar	General Manager	3,11,735
5	Shri Naveen Agrawal	General Manager	3,11,735
6	Shri Manoj Kumar Kulshreshtha	General Manager	3,20,861
7	Shri Sajjad Akhtar	General Manager	2,94,159
8	Shri Ram Krishan	General Manager	2,94,159
9	Dr. Yoginder Talwar	General Manager	2,94,159
10	Shri Mahendra Pal	General Manager	2,94,159
11	Md. Zia Ur Rehman Badar	General Manager	3,04,383
12	Shri Bhupendra Kumar Sharma	General Manager	2,85,709
13.	Shri. Gyan Prakash Singh	General Manager	2,85,709
14.	Ms. Sailabala Prusty	General Manager	2,74,154

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15.	Shri Ramdutt Upadhay	General Manager	2,83,195
16.	Shri Shajan Joseph	Deputy General Manager	2,13,039
17.	Shri Kumar Jyoti	Senior Manager	1,55,535
18.	Shri Mahesh Kumar	Deputy Manager	1,27,074

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Out Side Delhi Officer

Sl.No.	Name	Designation	Gross Remuneration(Rs.)
1.	Shri Surjit Singh	General Manager	3,27,392
2	Shri Ajit Kumar Pattanayak	General Manager	2,83,872
3	Shri V. Sivaramakrishnan	General Manager	2,95,933
4	Shri Hari Sharma	General Manager	2,88,984
5	Shri Swadesh Kumar Srivastava	General Manager	2,83,872
6	Shri Laxmikant Anantrao Garje	General Manager	2,63,654
7	Shri Satyesh Kumar Sharma	General Manager	2,45,312
8	Shri Kishore Tanwani	Deputy General Manager	2,43,544
9	Shri Narendra Kumar	Senior Manager	2,12,184
10.	Shri Erina Kiran Kumar	Senior Manager	1,74,592
11.	Shri Sudhir Kumar Sharma	General Manager	2,53,312
12.	Shri A Maruthi Kumar	General Manager	2,63,654
13.	Shri K.V.Rama Murthy	General Manager	3,31,085
14.	Shri. R. Rajasekaran	Senior Manager	1,74,592
15.	Ms. Manju Aggarwal	General Manager	2,52,352

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16.	Shri Naresh Chandra Agarwal	General Manager	2,72,692
17.	Shri Ashok Kumar	Senior Manager	1,74,592
18.	Shri Manu Mohan B	Deputy General Manager	2,12,992
19.	Shri Sanjay Pandey	Deputy General Manager	2,38,432

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

Details of Pay Scales of Executives & non-executives is given in chapter IX.

Chapter XI

BUDGET ALLOCATED TO EACH OF COMPANY AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE Page no. 48 Reply from HOD Accounts

Amount in Rs. Crore

	2019-20	2020-21	2021-22	2022-23
Budget	1,281.51	1,017.59	1,306.78	1,364.55
Actual	1,168.55	1,258.38	1,431.47	

Chapter XII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE COMPANY Page no. 44

Reply from CS Team

Delegation of Power

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Chapter XIII

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

1. Annual Reports

Chapter XIV

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 ; nicsi-pio@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

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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 or 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 hour (or fraction thereof) thereafter

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/- per diskette or floppy
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

(20.01.2023)

Designation: 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

Public Information Officer

Name: Shri Bhupendra Kumar Sharma (01.05.2023)

Designation: General Manager

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

E-Mail ID: bks@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*****