

## Section 4(1)(b)(i) of RTI Act 2005

### **Particulars of Organisation, Functions and Duties of the National Commission for Minorities**

1. The Central Government has constituted the National Commission for Minorities to exercise the powers conferred on and to perform the functions assigned to, it under NCM Act, 1992. The Statutory Commission came into the being w.e.f. 17.05.1993.
2. The Commission consists of a Chairperson, a Vice-Chairperson and five Members who are nominated by the Central-Government from amongst persons of eminence, ability and integrity.
3. Provided that five Members including the Chairperson shall be from amongst the minority communities.
4. The Chairperson and every Member holds office for a term of three years from the date he assumes office.
5. The Chairperson, Members and employees of the Commission are deemed to be public servants within the meaning of section 21 of the Indian Penal Code.
6. The Central Government provides the Commission with a Secretary and such other officers and employees as may be necessary for the efficient performance of the functions of the Commission.

#### **Procedure to be regulated by the Commission:-**

- (1) The Commission shall meet as and when necessary at such time and place as the Chairperson may think fit.
- (2) The Commission shall regulate its own procedure.
- (3) All orders and decisions of the Commission are authenticated by the Secretary or any other officer of the Commission duly authorized by the Secretary in this behalf.

## **Functions of the Commission**

The Commission shall perform all or any of the following functions, namely:-

- (a) evaluate the progress of the development of minorities under the Union and States;
- (b) monitor the working of the safeguards provided in the constitution and in Laws enacted by Parliament and the State Legislatures;
- (c) make recommendations for the effective implementation of safeguards for the protection of the interests of minorities by the Central Government or the State Governments;
- (d) look into specific complaints regarding deprivation of rights and safeguards of the minorities and take up such matters with the appropriate authorities;
- (e) cause studies to be undertaken into problems arising out of any discrimination against minorities and recommended measures for their removal;
- (f) conduct studies, research and analysis on the issue relating to socio-economic and educational development of minorities;
- (g) suggest appropriate measures in respect of any minority to be undertaken by the Central Government or the State Governments;
- (h) make periodical or special reports to the Central Government on any matter pertaining to minorities and in particular difficulties confronted by them; and
- (i) any other matter which may be referred to it by the Central Government.

The Commission shall, while performing any of the functions mentioned in sub -clauses (a), (b) and (d) of sub section (1), Have all the powers of a civil court trying in suit and, in particular, in respect of the following matters, namely :-

- (a) summoning and enforcing the attendance of any person from any part of India and examining him on oath;
- (b) requiring the discovery and production of any document;
- (c) receiving evidence on affidavits;
- (d) requisitioning any public record or copy thereof from any court or office;
- (e) issuing commissions for the examination of witnesses and documents; and
- (f) any other matter which may be prescribed.

## Section 4(1)(b)(ii) of RTI Act 2005

### **Powers and Duties of officers and employees**

**Secretary:** Secretary is the administrative head of the Commission. He is the principal adviser to the Chairman/Commission on all matters of policy and administration relating to the Commission. He is assisted by one Joint Secretary, one Deputy Secretary/Director and two Under Secretaries.

**Joint Secretary:** The Commission has one Joint Secretary who assists the Secretary on matters relating to Grievances & Research and other issues. He/She is also the First Appellate Authority under RTI Act, 2005.

**Director / Deputy Secretary:** There is one Director / Deputy Secretary in the Commission who is responsible for disposal of Commission's business dealt with the Division under his charge.

**Under Secretary:** There are two posts of Under Secretaries one each for Administration and G&R Divisions.

**Administrative Officer:** He is in-charge of the Administration Section and looks after Establishment & Service matters of all staff, Members & Chairman. He is also functioning as DDO.

**Research Officer:** He is in-charge of Grievance & Research (G&R) Section and is assigned duties to look into the various grievances and petitions received from public etc.

**Section Officer:** He is in -charge of General Service Section and looks after procurement, maintenance, AMCs, Staff Cars etc.

**Legal Officer:** He looks after the Legal matters of the Commission and advises the Commission on legal issue. He also assists the Commission in 'Hearings' held by the Commission.

## Section 4(1)(b)(iii) of RTI Act 2005

### **Procedure followed in decision-making**

The Commission functions as per the mandate laid down in NCM Act. It follows its own procedure. All matters relating to grievances and petitions are handled in G&R Section, which submits the cases to US, JS , Secretary & Members concerned (as per their allocation of work). The housekeeping functions including administration and establishment matters relating to the Commission and its employees are handled through the conventional system at the Section level.

Integrated Finance Division of Ministry of Minority Affairs looks after the financial & expenditure related proposals of the Commission.

Section 4(1) (b) (iv) of RTI Act 2005

**Norms set by the Commission for the discharge of its functions.**

The Commission is governed by NCM Act, 1992 as amended from time to time and also generally follows the norms set out for all Government of India offices by the Department of Personnel & Training/Department of Administrative Reforms & Public Grievances.

Section 4(1) (b) (v) of RTI Act 2005

**Rules, Regulations, Instructions, Manuals and Records held by the National Commission for Minorities or used by the employees of National Commission for Minorities for discharging the allocated functions.**

The Commission generally follows the rules and regulations, instruction and manuals such as Fundamental and Supplementary Rules, prescribed by Ministry of Personnel, Pension and Public Grievances; service/establishment manuals and instructions and financial rules issued by Department of Expenditure like the General Financial Rules, the Delegation of Financial Power Rules, the Central Civil Services (Conduct) Rules, the Central Civil Services (Classification, Control and Appeal) Rules, the All India Services Rules, the General Provident Fund Rules etc. applicable to Central Government Employees.

The Commission is also governed by Laws Rules & Regulations issued by Govt. of India from time to time, in respect of the Commission.

## Section 4 (1) (b) (vi) of RTI Act 2005

### **Categories of documents that are held by or are under the control of the Commission.**

The documents held by the Commission are as follows:-

1. Files relating to various petitions/grievances
2. Annual Reports of the Department since year 1978.
3. Files relating to various legal matters.

### **Administration Division**

- a) Service books and personal files.
- b) Files relating to posting, transfer, promotion, recruitment, retirement and other service relating activities.
- c) Records of general administration division relating to housekeeping, purchase and supply of materials for office administration.
- d) Internal telephone lists/directory of the officers and section of the Department.
- e) Particulars of vehicles owned/hired by the department and the log-books.
- f) Pay bill registers, pay rolls and other financial documents maintained by the DDO for drawing and disbursement of salary allowances and other payments due to the employees of this Department.

### **Publications**

1. NCM Act 1992
2. NCM Hand book of Laws Rules & Regulations
3. Compendium of Beneficiary Scheme for Minorities

Section 4(1) (b) (vii) of RTI Act 2005

**Particulars of arrangement that exists for consultation with or representation by the members of public in relation to the formulation of the Commission's policy and implementation thereof.**

Members of public give their petitions or applications either by dak or by e-mail. They can also meet Member/Chairman/Vice Chairman to give their petitions (with due appointment through their personal staff).

Section 4(1) (b) (viii) of RTI Act 2005

**Statement containing Boards, Councils or Standing Committees or other bodies under the National Commission for Minorities.**

The National Commission for Minorities has no Board, Council or Standing Committee.

## Section 4(1) (b) (ix) of RTI Act 2005

A Directory of Officers and Employees of the National Commission for Minorities.

**NATIONAL COMMISSION FOR MINORITIES**  
**FAX: 24693302/24698410 TOLL FREE No: 1800110088**

<b>Name/Designation</b>		<b>Office</b>	
<b>Syed GhayorulHasanRizvi</b> Chairperson Email: chairman-ncm@bic.in APS: InderjitDhamrait		<b>24690592</b>  24646312 24690592	
<b>Shri George Kurian</b> <b>Member</b>		<b>24642527</b>	
<b>Shri Sunil Singhi</b> Member		<b>24621177</b>	
<b>Ms.SulekhaKumbhare</b> Member		<b>24623710</b>	
<b>VadaDasturjiKhurshedKaikobadDastoor</b> Member Email: kkdncm17@gmail.com P.S.: Ms.Radha Sharma P.A : Ms.KanchanKaul		<b>24601752</b>  "	
<b>ShriAmarendraSinha</b> Secretary Email: secy-ncm@nic.in PPS : Sh. K. Viswanathan		<b>24694816</b> <b>24623820</b>  "	
<b>ShriAjoy Kumar</b> Additional Secretary P.A: Mohd. Yousuf		<b>24693639</b>  "	
<b>Shri T.M. Skaria</b> <b>Director</b> P.A.: Smt. D. Ambika		<b>24690809</b>  "	
<b>ShriArunavaSengupta</b> Under Secretary (G & R) P.A. : Smt. BinduSadana		<b>24624128</b>	
<b>ShriShariqSaeed</b> Under Secretary (Admn.) P.A. : Smt. BinduSadana		<b>24624128</b>	
<b>Shri Q. J. Ahmed, Consultant</b>		<b>24615583</b>	
<b>ShriSudhirGoel, A.O.</b>		<b>24616174</b>	
<b>Accounts Section (Ms.AamnaKhatoon)</b>		<b>24616174</b>	

**CPIO: Shri Shariq Saeed(Admin & GSS)**

Under Secretary

**Shri Arunava Sengupta (G&R)**

Under Secretary

**1st Appellate Authority: Shri T.M. Skaria**

Director

Section 4(1) (b) (x) of RTI Act 2005

Details of monthly remuneration received by each of the  
Officers/employees of National Commission for Minorities

Sl. No.	Designation	Name of incumbent	Pay band of the post
1.	Chairperson	Syed Ghayorul Hasan Rizvi	80000/- fixed
2.	Member	Shri George Kurian Ms.Sulekha Kumbhare Shri Sunil Singhi	80000/- fixed 80000/- fixed
3.	Secretary	Sh. Amarendra Sinha	80000/- fixed
4.	Additional Secretary	Sh. Ajoy Kumar	37400-67000 with GP Rs.10000
5.	Dy. Secretary	Vacant	15600-39100 with GP Rs.7600/-
6.	Under Secretary	Sh. A. Sengupta	15600-39100 with GP Rs.6600/-
	Under Secretary	Sh.Shariq Saeed	15600-39100 with GP Rs.6600/-
7.	PS to Chairperson	Vacant	9300-34800 with GP Rs.4600/-
8.	Legal Officer	vacant (on contract @ Rs. 40,000/-)	15600-39100 with GP Rs.6600/-
9	Senior Research officer	Vacant	15600-39100 with GP Rs.6600/-
10.	Administrative Officer	Sh. Sudhir Goel	15600-39100 with GP Rs.5400/-
11.	Section Officer	Vacant	9300-34800 with GP Rs.4600/-
12.	PP.S.	Sh. K. Viswanathan	15600-39100 with GP Rs.6600/-
13.	P.S./APS		9300-34800 with GP Rs.4600/- 9300-34800 with GP Rs.4600/- 9300-34800 with GP Rs.4600/-  9300-34800 with GP Rs.4600/- 9300-34800 with GP Rs.4600/-
14.	Librarian	-----	9300-34800 with GP Rs.4200/-
15.	Research Investigator	Vacant	9300-34800 with GP Rs.4200/-
16.	Assistant	Sh. Ravinder Kumar	9300-34800 with GP Rs.4200/-
17.	Accountant	Ms.Amna Khatoon	9300-34800 with GP Rs.4200/-
18.	Urdu Translator	Sh. S.R. Hussain	9300-34800 with GP Rs.4200/-

19.	Hindi Translator	Ms.Durgawati,(outsourcing @ Rs. 16,500/-)	9300-34800 with GP Rs.4200/-
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	20. Research Assistant	Sh. S. Najeeb Ahmad Sh. Mudassir (Out Sourced @ Rs. 16500/- ) Ms. Samina (Out Sourced @ Rs. 16500/- )	9300-34800 with GP Rs.4600/- 9300-34800 with GP Rs.4200/- 9300-34800 with GP Rs.4200/-
21.	Personal Assistant	Smt. D. Ambika Smt. Bindu Sadana	9300-34800 with GP Rs.4600/- 9300-34800 with GP Rs.4600/- 9300-34800 with GP Rs.4200/- 9300-34800 with GP Rs.4200/- 9300-34800 with GP Rs.4200/- 9300-34800 with GP Rs.4200/-
22.	Steno (Urdu)	Sh. Mohd. Yusuf	5200-20200 with GP Rs.4200/-
23.	Steno Grade 'D'	Smt. Anita Jain Sh. J.P. Singh	5200-20200 with GP Rs.2800/- 5200-20200 with GP Rs.2400/-
24.	UDC	Sh. Shatrughan Yadav Ms. Mehajbeen Mufti  Ms. Rajni	5200-20200 with GP Rs.2400/- 5200-20200 with GP Rs.2400/- 5200-20200 with GP Rs.2400/- 5200-20200 with GP Rs.2400/-
25.	LDC	(outsourced @ Rs. 10000/-) Sh. Tanveer Alam (co-terminus)	5200-20200 with GP Rs.1900/- 5200-20200 with GP Rs.1900/-
26.	Staff Car Driver	Sh. Satyapal Sh. R. Rajamanikam Sh. Kailash Kumar Sh. Naresh Sh. Anil Kumar Prasad  Sh. Kadar Velu Sh. Rohtas	5200-20200 with GP Rs.2800/- 5200-20200 with GP Rs.2800/- 5200-20200 with GP Rs.2400/- 5200-20200 with GP Rs.2400/- 5200-20200 with GP Rs.1900/-  5200-20200 with GP Rs.1900/- 5200-20200 with GP Rs.1900/-
27.	Despatch Rider	Vacant	5200-20200 with GP Rs.2400/-
28.	Gestetner Operator		5200-20200 with GP Rs.2000/-
29.	Daftary	Sh. H.B. Thapa	5200-20200 with GP Rs.2000/-
30.	Jamadar	Sh. Mohd. Yusuf	5200-20200 with GP Rs.1800/- 5200-20200 with GP Rs.1800/- 5200-20200 with GP Rs.1600/- 5200-20200 with GP Rs.1600/- 5200-20200 with GP Rs.1800/-
31.	Library Attendant	vacant	5200-20200 with GP Rs.1800/-

32	Peon	Sh. Bhagwati Prasad Sh. Rajan Singh Smt. Rupali Gandhi Smt.Shanti Pandey Sh. Pradeep Kumar ) Sh.Udai Raj (outsourced @ 7500/-) Sh.Ansar Usmani (outsourced @ 7500/-)	5200-20200 with GP Rs.1900/- 5200-20200 with GP Rs.1800/- 5200-20200 with GP Rs.1800/- 5200-20200 with GP Rs.1800/- 5200-20200 with GP Rs.1800/- 5200-20200 with GP Rs.1800/- 5200-20200 with GP Rs.1800/- 5200-20200 with GP Rs.1800/- 5200-20200 with GP Rs.1800/-
33	Safai Karamchari	Sh. Ram kishore Sh. Vinod Kumar	5200-20200 with GP Rs.2000/- 5200-20200 with GP Rs.1800/-

Note: The officers and employees are entitled to draw Pay, Grade Pay, Dearness Allowance, House Rent Allowance and other allowances such as Transport Allowance, Deputation Allowance at applicable rates.

Section 4(1) (b) (xi) of RTI Act 2005

**Budget allocated to agencies, particulars of all plans, proposed expenditure and reports on disbursement made.**

The National Commission for Minorities does not have any agency, attached or subordinate formation under it. The entire budget allocated to the Commission is under non-plan.

**The budget allocated to the Department in 2012-13.**

(Rs. In Thousands)

Sl.No.	Sub Head	Allocated BE for 2012-13	Allocated RE for 2012-13	Actual Expenditure for 2012-13
1	Salary	36000	34000	30096
2	Wages	150	135	004
3	OTA	190	171	111
4	TE(D)	4000	3100	2421
5	TE (F)	500	450	415
6	O.E.	20000	18000	10480
7	Medical Treatment	800	720	173
8	Research Studies & Publications	2000	1100	197
<b>Total</b>		<b>63640</b>	<b>59676</b>	<b>43897</b>

**The budget allocated to the Department in 14-15**

Sl.No.	Sub Head	Allocated BE for 2014-15	Allocated RE for 2014-15	Actual Expenditure for 2014-15
1	Salary	33100	42013	42013
2	Wages	100	14	13
3	OTA	150	135	134
4	TE(D)	2550	4200	4191
5	TE (F)	500		0
6	O.E.	35000	49800	16881+5000(CPWD)
7	Medical Treatment	900	172	155
8	Research Studies & Publications	700	575	513
<b>Total</b>	<b>73000</b>	<b>96909</b>	<b>68903</b>	<b>Total</b>

### The budget allocated to the Department in 15-16

Sl.No.	Sub Head	Allocated BE for 2015-16	Allocated RE for 2015-16	Actual Expenditure for 2015-16
1	Salary	47000	43450	43428
2	Wages	100	20	10
3	OTA	150	100	96
4	TE(D)	4500	1950	1850
5	TE (F)	500	200	85
6	O.E.	20000	19700	19700
7	Medical Treatment	900	700	431
8	Research Studies & Publications	2500	1000	0
	<b>Total</b>	<b>75650</b>	<b>67120</b>	<b>65600</b>

### The budget allocated to the Department in 16-17

Sl.No.	Sub Head	Allocated BE for 2016-17	Allocated RE for 2016-17	Actual Expenditure for 2016-17
1	Salary	47900	50000	49511
2	Wages	100	100	4
3	OTA	150	150	120
4	TE(D)	4500	2100	1611
5	TE (F)	500	-	-
6	O.E.	20500	20500	20043
7	Medical Treatment	900	900	567
8	Research Studies & Publications	2100	800	50
	<b>Total</b>	<b>76650</b>	<b>74550</b>	<b>71906</b>

Section 4(1) (b) (xii) of RTI Act 2005

### Particulars of subsidy programmes

The National Commission for Minorities does not execute any

subsidy programme.

Section 4(1) (b) (13) of RTI Act 2005

Particulars of recipients of concessions, permits or authorizations granted by the National Commission for Minorities.

-NIL-

Section 4(1) (b) (14) of RTI Act 2005

Details of the information available to or held by it, reduced in electronic form.

The information relating to the functions/activities of the Department are displayed on its website [www.ncm.nic.in](http://www.ncm.nic.in)

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Section 4(1) (b) (15) of RTI Act 2005

**Particulars of facilities available to citizens for obtaining information including working hours of the library or reading room.**

The National Commission for Minorities has a public library. The Library has large collections of books on varying subjects in Hindi, Urdu, Punjabi & English Languages. Besides Library subscribes to many leading dailies and magazines on diverse subjects in Hindi, Urdu & English Languages.

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Section 4(1) (b) (16) of RTI Act 2005

**Particulars of Public Information Officers for the Commission.**

**Central Public Information Officer:**

Name & Designation: (i) Sh. Shariq Saeed, Under Secretary For  
Administration and GSS Section  
(for his sphere of work)

(ii) Sh. Arunava Sengupta, Under Secretary  
for Grievance & Research matter

Office Address: National Commission for Minorities  
Lok Nayak Bhawan (5th Floor)  
Khan Market, New Delhi-110003

**Appellate Authority**

Name & Designation: (i) Shri T. M. Skaria, Director

**Transparency Officer** - Shri Ajoy Kumar, Additional Secretary -

