

### **Section 4(1)(b) Right to Information Act**

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#### 4b(i) Particulars of organization - function and duties:

##### Organization :

National Textile Corporation Limited, (NTC) is a schedule "A" public sector company under the ambit of Ministry of Textile, Government of India, engaged in production of yarn and fabric through its 23 mills in operation, located all over India with 8.2 lac spindles and 408 looms producing around 550 lac kgs of yarn and 200 lac meters of fabric per annum. NTC also manufactures garments through its JV Companies.

In addition National Textile Corporation has well established retail network throughout the country with its 92 retail stores.

National Textile Corporation was established in 1968 to look after the functioning of 119 sick textile mills acquired through three Nationalisation Acts. NTC is on threshold of up-grading its technology in the operating mills and is looking forward to modernisation, expansion, product diversification etc. Venturing in to Technical Textiles – the sunrise sector of the future, transformation of its retail marketing outlets and enhancement of its Brand image are some of important current agenda of corporation.

##### Function:

To serve as a National Level Agency for the Production of yarn and fabric of the Textile Sector. The Corporate Objectives are as below.

1. To facilitate the availability of raw materials like yarn.
2. To manufacture of garments.
3. To play a proactive role for the benefit to the sector.
4. To manage the mills.

#### 4b(ii) Duties/responsibilities of the officers and employees:

NTC Limited is a commercial organization and the officers and employees are appointed to carry out the business operations of the Corporation, in line with the objectives set forth in the Memorandum of the Association of the Corporation and the set out vision & mission statement.

NTC is having various departments and the duties and responsibilities are assigned depending upon the various factors which may include the nature/volume etc. of the work assigned to that particular department.

##### Job responsibilities relating to Finance & Accounts and MIS Department

Sr. No.	Post	Responsibility
1	GM (MIS, Finance & Coordination)	Overall responsibility of Finance & Accounting, MIS, JV, MOU and Parliamentary matters of the corporation. This inter alias will include coordination of accounts finalization periodically, MIS, financial concurrence, insurance, taxation matters, coordinating statutory and C&AG audit, direct and overall supervision of finance and accounts activities at HO ad regional /sub offices, coordinate with other department where inter departmental information is required by

		CMD/competent authority, discharge other activities as assigned to him by competent authority.
2	DGM (F&A)	Overall responsibility of Finance & Accounting, matters of the corporation. This inter alias will include coordination of accounts finalization periodically, financial concurrence, insurance, taxation matters, coordinating statutory and C&AG audit, dealing with banks, direct and overall supervision of finance and accounts activities at HO ad regional /sub offices, coordinate with other department where inter departmental information is required by competent authority, discharge other activities as assigned to him by competent authority.
3	Sr . MANAGER/ MANAGER (F&A)	<p><b>At HO level -:</b> Supervision of finance and accounts matters at operational level, supervise the workforce reporting to him , organizing finalization of accounts periodically, insurance and taxation matters, ensure timely audit i.e. statutory and C&amp;AG, accounting records updates and periodical scrutiny thereof ,supervise personal claims and other payments responsible for all other activities assigned to him ,provide necessary support to staff working under him .</p> <p><b>At RO level -:</b> Responsible for supervision of financial and accounting matters of the office where he is posted , supervise the work force reporting to him, ensure finalization of RO accounts periodically, financial concurrence , insurance , taxation matters , ensure timely audits i.e statutory and C&amp;AG , ensure timely submission of subsidy claims to HO , coordinate with head office and timely submission of information's , bank reconciliation, process personal claims and other payment, responsible for all other activities assigned to him by FA &amp; CAO/Head of Accounts department, Provide all necessary support to staff working under him.</p>
4	JM/DM (F&A)	All activities related with F&A (salary administration) , income tax of employees. Preparation of balance sheet , employees provident fund , cash distribution, maintenance of account book on computer, voucher feeding , computation of income tax returns of the employees, audits of the regional office, tasks related to bank (payment information regarding cheques, bills DDS) and responsible for all other activities assigned to him by his superiors.
5	AM (F&A)	Passing of bills, voucher and book maintenance, data feeding in computer, disbursement of cash and responsible for all other activities assigned to him by his superiors.

**4b(iii) The procedure followed in the decisions making process including channels of supervision and accountability:**

The Board of Directors in NTC Ltd. has overall control and supervision over the decisions of the company; without prejudice to the general powers conferred by Article 93 and subject to the provisions of Section 179 of the Companies Act, 2013. The company has a Board approved Delegation of Power(DOP), which facilitates the delegation of decision making subject to ultimate control and general supervision of the Board of Directors. According to DOP, except on the matters which specially require prior approval of the Board, CMD/NTC has been authorized to exercise all or any of the powers vested in the Board for management and administration of the company. These powers can be further subdelegated by CMD to sub-ordinate officers as and when required. The DOP has facilitated smooth decision making process and proper functioning of the operations of the company in the best interest.

Further NTC has laid down a well defined procedure to systematize the decision making process in Board Meetings in an informed and efficient manner with a view to professionalizing the corporate affairs.

**4b(iv) The norms set by it for the discharge of its function:**

Disclosure under revision

**4b(v) The rules, regulations instructions, manuals and records held by it or under its control or used by its employees for discharging its function:**

The rules, regulation & HR Manual cover the functioning of following areas of Human Resource:

- NTC CDA Rules
- Pay Scale
- House Rent Allowance
- Leave Rules
- Recruitment & Joining Rules
- Promotion Rules
- Performance Appraisal System
- Medical Rules
- TA/DA rules including LTC
- Grievance policy & procedure
- Gratuity Schemes
- Industrial Dearness Allowance
- Additional Increment rule on acquiring higher qualification
- Various other rules/regulations related to employees conduct, compensation & benefits, performance management etc.

**4b(vi) A statement of the categories of documents that are held by it or under its control:**

### **HR Department**

HR department maintains all documents/Registers/Files/Books etc which are required statutory or otherwise in respect of the employees of the Corporation.

### **Finance and Account**

Records related to finance and account including books of accounts, Balance Sheet etc.

**4b(vii) The particulars of any arrangement that exists with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:**

Disclosure under revision

**4b(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 to open to public, or the minutes of such meetings are accessible for public:**

Details of members of Board & Committees are mentioned in the website of the Company [www.ntcltd.org](http://www.ntcltd.org) . Meetings of Board & Committees are being attended by the constituent members. Minutes of the meetings of Board & Committees are not accessible to public.

**4b(ix) A Directory of its officers and employees:**

**Head Office, Regional Offices & Mills: Senior Officers :**

<b>S.NO</b>	<b>Name</b>	<b>Designation</b>	<b>Office Tel. Number</b>
<b>1</b>	Sh . Vivek Plawat	Executive Director	011-24360963
<b>2</b>	Sh A. Arulsamy	Executive Director-SRO	0422-2236985
<b>3</b>	Sh Pankaj Agarwal	Chief General Manager & Company Secretary	011-24362632
<b>4</b>	Sh Manoj Kumar K.G	Chief General Manager	011-24360864
<b>5</b>	Sh A. Sukumar	Chief General Manager	022-23078058
<b>6</b>	Sh P.K. Jain	Chief General Manager	022-22686648
<b>7</b>	Sh S.B. Singh	Chief General Manager	011-24360939
<b>8</b>	Sh Vikas Agarwal	General Manager	011-24362592
<b>9</b>	Sh S.S.Vasan	General Manager	0490-2332404
<b>10</b>	Sh S. Venkatesh	General Manager	0471-2352189
<b>11</b>	Sh P. Kungumaraju	General Manager	0422-2270473
<b>12</b>	Sh G. Chandramouli	General Manager	0422-2572168
<b>13</b>	Sh K.Balasubramanian	General Manager	0877-2101388

14	Sh Ashok Kumar Vyas	General Manager	022-22686600
15	Sh Sandeep Sharma	General Manager	02184 – 222244
16	Sh M.P.Sivasamraj	General Manager	04575-232211
17	Sh K. Chandhran	General Manager	0488-2751340
18	Sh R. Seenivasagam	General Manager	0422-2430128/2432524
19	Sh L. Murugan	General Manager	04564-208597
20	Sh Dinesh Kumar Nasa	General Manager	022-24184316

**4b(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation:**

Scale No.	Designation	Pay Scale	DA Pattern
E-8	EXECUTIVE DIRECTOR	51,300-73,000	IDA
E-7	CHIEF GENERAL MANAGER	43,200-66,000	
E-6	GENERAL MANAGER	36,600-62,000	
E-5	DEPUTY GENERAL MANAGER	32,900-58,000	
E-4	SENIOR MANAGER	29,100-54,500	
E-3	MANAGER	24,900-50,500	
E-2	JOINT MANAGER	20,600-50,500	
E-1	DEPUTY MANAGER	16,400-40,500	
E-0	ASSISTANT MANAGER/MANAGEMENT TRAINEE	12,600-32,500	
S-1	SUPERVISOR(TECHNICAL)	11,600-26,000	
SS-7	SR.ASST (DEPT), PERSONAL ASSISTANT, RECEPTIONIST GR.I	11,600-26,000	
SS-6	ASST (DEPT), SR STENOGRAPHER,RECEPTIONIST GR.II	10,000-23,000	
SS-5	JR ASST (DEPT) SR STENOGRAPHER, RECEPTIONIST SR DRIVER (GR.I)	9,000-22,000	
SS-4	CLERK,JR STENOGRAPHER, RECEPTIONIST SR DRIVER GR.II	8,600-21,000	
SS-3	SR ATTENDER, SR WATCHMAN, DRIVER	8,400-20,200	
SS-2	SR ATTENDER, WATCHMAN, JR.DRIVER	8,200-19,000	
SS-1	UNSKILLED POSITIONS LIKE SR ATTENDER, JR WATCHMAN	7,000-17,000	

Beside the basic pay and IDA, other allowances/facilities are being provided to the employees of the corporation i.e. House Rent Allowances, Reimbursement of Medical expenses, Transport allowance, LTC etc.

**4b(xi) The budget allocated to each of its agency indicating the particulars of all plans proposed expenditure and reports on disbursement made:**

Corporation has no agency to which budget is allocated. However, yearly revenue and capital budget is prepared against which fund is disbursed to regional /sub offices as per requirement.

**4b(xii) The manner of execution of subsidy, programmes including the amounts allocated and details of beneficiaries of such programmes:**

Corporation does not receive any subsidy however grant in aid is received from Government of India against reimbursement of expenditure incurred under ISDS.

NTC started training Scheme under Integrated Skill Development Scheme (ISDS) of Government of India in the 10 centers located at NTC mills to impart training to 5588 persons in MES course. An amount of Rs 10,000 per trainee is being funded by Government. So far NTC has received a grant of Rs 167.64 Lakhs from Government under the Scheme. Out of the target of training 5588 persons, as on date 3643 persons have already been trained.

**4b(xiii) Particulars of recipients of concessions permits of authorizations granted by it:**

Disclosure under revision.

**4b(xiv) Details in respect of the information available to or held by it reduced in an electronic form:**

The following information, which have been reduced to electronic form are available at company website: [www.ntcltd.org](http://www.ntcltd.org)

- CDA Rules
- Contacts Us
- Career
- Committee/Sub-Committee
- Other useful Link
- Office Locations

**4b(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:**

There is no library or reading room is maintained for general public/citizen in the corporation. However, the citizen can easily get information related to corporation's activities from website: [www.ntcltd.org](http://www.ntcltd.org)

**4b(xvi) The name designations and other particulars of the public information officers:**

**Name & Designation of Public Information Officers**

S. No.	Name Designation of PIO	PIO for Office	Address	Contact no
1	Sh. Rajesh Kumar Singh Senior Manager (Legal) / PIO, NTC Ltd, New Delhi	CPIO for NTC Head Office, New Delhi	National Textile Corporation Ltd, Core IV, Scope Complex, 7, Lodhi Road, New Delhi - 110003	011-24362511/2541
2	Sh. P. R. Mishra Dy Manager (Legal/Admn)/PIO, NTC-Western Region Office	CPIO for NTC-Western Region Office, Mumbai	National Textile Corporation Ltd.,NTC-WR, NTC House, 15, N.M. Marg, Ballard Pier, Mumbai -400001	090259677461
3	Sh. K. Madhusoodanan, DGM-Tech/PIO	CPIO for NTC- Southern Region Office	National Textile Corporation Ltd.-Southern Region, 35-B, Somasundram Mills Road, Coimbatore-641009.	09712616659
4.	Sh. Anil Kumar Rai Dy Manager/PIO	CPIO for NTC- Sub office, Kanpur and mills under this office.	Mill Incharge, Swadeshi Cotton Mills,133/60, Juhi, Kanpur-208014	9838963787
5	Sh. Tarun Kumar Parui, Manager (Fin)/PIO	CPIO fot NTC sub office Kolkata & its mills/units	National Textile Corporation Ltd, 7, Jawaharlal Nehru Rd, Kolkata-700013	08584048857
6	Sh. R. L. Parlia Asst. Manager-Mktg,	CPIO for NTC sub office Indore & itsmills/unit	National Textile Corporation Ltd, Sub Office Indore, 41, Jangampura, Indore-452002	09711388678
7	Sh. Partik Shah Joint Manager/PIO	CPIO for Rajnagar Textiles Mills, NTC suboff. Ahmedabad & its Mills/units	1791, Aashram Road, Near Hundai Showroom, Ahmedabad-380009	22122658
8	Sh. P. W. Motling Dy Manager(SQC)	CPIO for	Dadasaheb Phulke Road, Dadar (E), Mumbai-400014	022-24146978/79



		a Mills and R & D Dept(Tata Mills)		
9	Sh. K. S. Mahajan Joint Manger(HR)/PIO	PIO, for India United Mills No 5, Mumbai	India United Mill No. 5, A.G, Pawar Lane, Byculla, Mumbai-27	23713566/68
10	Sh. P.T. Deshmukh Joint Manager(HR)/PIO	CPIO for Podar Mills and all JV Mills in Mumbai	Podar Mills, N.M. Joshi Marg, Chinchpokli, Mumbai-400011	9322004305
11	Sh. B. P. Naik Joint Manager (HR/Vig)	CPIO for Barshi Textile Mills	Barshi Textile Mills, 2553, Bhoyare Road, P.B. No. 30, Barshi Dist Sholapur.	8087617736
12	Sh. B. P. Deshmukh Dy Manager(HR)	CPIO for all closed Mills in Mumbai including Finlay Mills( Digvijay Mill Compound)	10/11, Dr SS Rao Road, Parel, Mumbai-400013	9769230342
13	Sh. Sagnik Sen Joint Manager(Mktg)	CPIO for RMD, NTC-WR, Mumbai	NTC House, 3 <sup>rd</sup> Floor, 15, N. M. Mang, Ballard Pier, Mumbai-400001	24708821/24708228
14	Sh. Bipin Mohane Asstt Manager(HR)	PIO for Finaly Mills, Acalpur SR Mills, Akola RSRG Mohta Mills, Akola RBBA Mills, Hinganghat Model Mills, Nagpur	Finlay Mills, Achalpur-444805, Dist. Amaravati	09752457422
15	Sh. S.S. Kapadne Joint Manager(Eng)	PIO for Dhule Textile Mills, Dhule Chalisingaon Textile Mills, Chalisingaon	Dhule Textile Mills, P. B. No. 2, Dhule-424001	9423918619
16	Sh. P. S. Patil Asstt Manager(Eng)	PIO for Aurangabad Textile Mills, Aurangabad Nanded Textile Mills, Nanded	Aurangabad Textile Mills, Kotwalpura, Aurangabad-431001	9730531274
17	Sri K.C Pawar Sr.manager(HR)	Appellate Authority NTC Ltd .WRO 3 <sup>rd</sup> Floor ,NTC House 15 Marg Estate Mumbai: 400 001	WRO 3 <sup>rd</sup> Floor ,NTC House 15 Marg Estate Mumbai: 400 001	7720082397

18	Shri D.R.Hajanis Asst. Manager (Company Secretrial Dept)	ACPIO NTC Ltd. ,WRO 4 <sup>th</sup> Floor NTC house 15 N.M.	WRO 4 <sup>th</sup> Floor NTC house 15 N.M Marg. Ballard estate Mumabi 400 001	9820882044
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