

**Norms for the Discharge of Function**

National Council for Cement and Building Materials (NCB) discharges its functions as per the rules & regulations as approved by its Board of Governors (BOG).

The norms for discharge of function are as per the procedures, however the time limits have been indicated apart from the necessary checks schedule is also followed.

Time limit to reply RTI Application - Within 30 Days after receipt of application

Time limit to reply RTI Appeal - Within 30 Days after receipt of application

Time limit to reply Public Grievances - NCB follows the instructions issued by Department of Administrative Reforms And Public Grievances (DARPG )

# NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

INTERACTIVE ORGANISATIONAL STRUCTURE  
(September 2020)

**DIRECTOR GENERAL  
(DG)**

PROJECT PLANNING,  
MONITORING & IPR  
(PPM&IPR)

SECRETARIAT - (SEC)

EXECUTIVE COMMITTEE  
(EC)

STATUTORY COMMITTEES  
1. Staff Consultation Committee  
2. Internal Complaint Committee  
3. Safety Committee

HUMAN RESOURCE  
PLANNING (HRP)

CPIO & CVO

CENTRES

CENTRE FOR CEMENT  
RESEARCH & INDEPENDENT  
TESTING  
(CRT)

CENTRE FOR CONSTRUCTION  
DEVELOPMENT & RESEARCH  
(CDR)

CENTRE FOR MINING,  
ENVIRONMENT, PLANT  
ENGINEERING & OPERATIONS  
(CME)

CENTRE FOR QUALITY MANAGEMENT,  
STANDARDISATION & CALIBRATION  
SERVICES  
(CQC)

CENTRE FOR CONTINUING  
EDUCATION SERVICES  
(CCE)

CENTRE FOR INDUSTRIAL  
INFORMATION SERVICES  
(CIS)

HEAD OF CENTRES

HOC-CRT

HOC-CDR

HOC-CME

HOC-CQC

HOC-CCE

HOC-CIS

EXPERTISE GROUPS

- MIM Mineralogy and Microstructure
- NCS New Clinker Systems
- LCC Low Carbon Cement
- HTT High Temperature Technologies
- XRS XRD & XRF SRM
- AAT Advance Analytical techniques
- AFR Alternate Fuel & Raw Materials
- ACP Advanced Comminution & Particle Technology
- PYR Advanced Pyro-processing
- ECN Energy Conservation
- REN Renewable Energy
- CCU Carbon Capture & Utilization
- POW Power System & Instrumentation
- SDS Structural Design & Seismic Evaluation
- GPC Geo-polymer Concrete
- RMR Repair Materials & Rehabilitation
- ACC Advance Concrete Composites
- RCP Reinforcement Corrosion - Prevention and Mitigation
- CDM Concrete Durability and Microstructure
- BND BND & SRM
- LAM Lab Accreditation Management
- ILN Institutional Linkages & Networking

Geology and Raw Materials (GRM)  
Cement and Other Binders (COB)  
Waste Utilization (ARM & SCM) (WAU)  
Refractories and Ceramics (REC)  
Fundamental and Basic Research (FBR)  
Independent Testing Laboratories (ITL)

Mineralogy Lab (Optical Microscopy, Scanning Electron Microscope, XRD, XRF)  
Analytical Laboratory Services (ALS)  
High Temp Investigations (HTI)  
Comminution Lab

Concrete Technology (CON)  
Structural Assessment and Rehabilitation (SAR)  
Structural Optimization and Design (SOD)  
Construction Technology and Management (CTM)

Mechanical & Physical Investigation (MPI)  
Structural Testing and Non-destructive Evaluation (STN)  
Concrete Durability and Microstructure Evaluation (CDM)

Process Optimization and Productivity (POP)  
Project Engineering and System Design (PESD)  
Advanced Fuel Technology (AFT)  
Energy Management (EMG)  
Environmental Sustainability & Climate Change (ESCC)  
Quality Assurance - Electrical & Mechanical (QAG)

Environment Monitoring Lab (EML)

Calibration Laboratories Services (CLS)  
Certified Reference Materials (CRMs)  
Inter-Laboratory Services (ILS)  
Total Quality Management (TQM)

Independent Calibration Laboratory (ICL)

Long Term Course (LTC)  
Short Term Course (STC)  
Simulator Based Course (SBC)  
Special Training Programme (STP)

Seminars & Conferences (SMC)  
Integrated IT Solution (ITS)  
Technical Insight (TIS)  
Library (LIB)  
Publications and Image Building (PIB)  
International/ National Linkages (INL)

**SUPPORT SERVICES**

RESOURCES & INFRA-STRUCTURE	FINANCE & ACCOUNTS SERVICES (FAS)	HUMAN RESOURCE & ADMINISTRATIVE SERVICES (HRS)	MATERIALS MANAGEMENT SERVICES (MMS)	ESTATE MANAGEMENT & TECHNICAL SERVICES (ETS)
SERVICE INCHARGE	SI-FAS	SI-HRS	SI-MMS	SI-ETS
HEAD OF SERVICES	HOS-FAS	HOS-HRS	HOS-MMS	HOS-ETS

**UNIT MANAGEMENT**

NCB-UNITS	N C B - BALLABGARH	N C B - HYDERABAD	N C B - AHMEDABAD	N C B - BHUBANESWAR
UNIT INCHARGE	UIC-NCB-B	UIC-NCB-H	UIC-NCB-A	UIC-NCB-BH

*[Signature]*  
06/09/2024  
Dr. N. Mohapatra  
Director General