

The particulars of organization, functions and duties :

The National Council for Cement and Building Materials (NCB) is a Society registered under the Societies Registration Act, 1860. The various units of NCB are [CLICK HERE](#):

The functions and duties are as under :

- a) To promote research and other scientific work connected with Cement and Building Materials Trade or Industry and trades and industries allied with or accessory thereto; to establish, take over, amalgamate, maintain and/or close laboratories, institutes, workshops and conduct experiments therein; to encourage and foster education or persons engaged in or likely to be engaged in the said trades or industries; and to maintain schools and grant scholarships connected with the purpose of the society and to employ instructors and personnel as may be considered necessary for the said purpose and to pay remuneration to them.
- b) To edit, print, publish and exhibit books, papers and periodicals and to undertake literary activities bearing upon the said trades or industries or any of them and to collect, compile and publish scientific data and other information relating to the said trades or industries and to maintain libraries or museum for the said purpose; to employ skilled workers and professional technical advisers to carry out the objects of the society and to pay therefore such remuneration as may be considered expedient.
- c) To encourage discoveries, to examine and publish information regarding the nature and merits or inventions, improvement, material and designs connected with the said trades or industries or any of them and to take and acquire patents or licence relating to such inventions, improvements or processes and to acquire and register designs and standardization marks and to develop, perfect and test their value.
- d) To appoint investigators to study, in India or abroad, constitutional, administrative, economic and other scientific problems for the objects of the Society including the financial aspect.
- e) To accept grants of money from the Government, the Council of Scientific and Industrial Research and other public bodies, corporations, companies or persons for the purposes of the Society, on such conditions as may be agreed to.
- f) To assist the research work of any associations, institution or other body connected with Cement and Building Materials Trade or Industries or trades and Industries allied therewith or accessory thereto, the object of which association, institution or other body include scientific and industrial research , in such a manner as may be considered expedient.
- g) To undertake and execute any trusts connected with Cement and Building Materials Trade or Industry or trades and industries allied therewith or accessory thereto which may be conducive to any of the objects of the Society.
- h) To provide for funds for all or any of the objects of the Society whether affecting the whole of the trades or industries mentioned in clause (a) or merely one or more particular parts or sections or the said trades or industry or the business of any particular member of group or members of Society, in such a manner as may be considered expedient.
- i) To borrow or raise any money that may be required by the Society upon such terms as may be deemed advisable, and in particular any land , buildings, workshops, factories, laboratories, machinery, plant, apparatus, appliances and any right or privileges necessary or convenient for the purpose of the Society and to construct, erect, alter, improve and maintain any building and to manage, develop, sell, demise, let, mortgage, dispose of turn to account or otherwise deal with all or part of the same and also to sell the undertaking of the Society for cash or any other consideration with a view to the promotion of the objects of the Society.
- j) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments.
- k) To invest the moneys of the Society not immediately required in any one or more of the modes of investment as specified in the Income Tax Act as applicable to income of scientific research associations or research institutes with full power to alter, vary or transfer such investments in accordance with the law for the time being in force.
- l) To purchase, take on lease or in exchange, hire or otherwise acquire any movable or immovable property, and in particular any land , buildings, workshops, factories, laboratories, machinery, plant, apparatus, appliances and any right or privileges necessary or convenient for the purpose of the Society and to construct, erect, alter, improve and maintain any building and to manage, develop, sell, demise, let, mortgage, dispose of turn to account or otherwise deal with all or part of the same and also to sell the undertaking of the Society for cash or any other consideration with a view to the promotion of the objects of the Society.
- m) To pay all expenses, preliminary or incidental to the formation of the Society and its registration.
- n) To use the funds of the Society in the employment of persons of learning or skill, and the provision and use of buildings, and of instruments, materials and appliances, and of any of the equipment of the Society for any form of scientific studies which may be considered to have some bearing, whether immediate or ultimate, on practical problems involved in the nature of use of cement and building materials.
- o) To collect, arrange, index and publish information as to materials, patents, processes, machines, appliances and tools used or known in or in regard to cement and building material or the said trades or industries or likely to be useful thereto and to establish and maintain a Bureau of Information for the benefit of members of the Society.

Manual No. (ii)

The powers and duties of officers and employees :

Director General shall prescribe the duties of all officials and staff of the society and shall exercise such supervision and disciplinary controls as may be necessary in accordance with the prescribed rules.

The Administrative and Financial powers are delegated / sub-delegated by the Director General to the officials at the level of Directors, Head of Centres (HOCs) and Head of Services (HOSs) depending upon the job requirement. Directors/HOCs/HOSs in turn can subdelegate the powers to other senior officials depending on need with DG's approval.

Manual No. (iii)

The procedure followed in the decision making process, including channels of supervision and accountability:

The Business of the society shall be managed by the Board of Governors who may exercise all such powers and do all such things and acts as are provided in these Rules. Including the Chairman and Vice-Chairman, the Board of Governors shall be composed of eight members who shall be representatives of the Ordinary Members; the President of the Cement Manufacturer's Association; four representatives of the Government of India (concerned Ministry); one representatives of the consumers of cement and building materials in India, nominated by the Government of India (concerned Ministry); and the Director General. The Director General may himself function as the Secretary of the Society/Board of Governors or he may nominate a member of staff of the Society to act as a Non-Member Secretary. The senior most executive next to the Director General shall be invited to the meetings of the Board of Governors for assisting the Director General in the deliberations. Other senior executives as and when required for assistance may also be invited by the Director General.

One Chairman and one Vice-Chairman shall be appointed from amongst its own members at a meeting of the members of the newly constituted Board of Governors each year prior to the Annual General Meeting of that year.

Functions and Powers of the Board of Governors

- It shall be the function of the Board of Governors generally to carry out the objects of the Society as set forth in the Memorandum of Association.
- The Board of Governors shall have the management of all the affairs and funds of the Society and shall have authority to exercise all the powers of the Society subject to (a) limitations laid down by a resolution of the Society and (b) limitations in respect of expenditure laid down by Government of India (concerned Ministry) from time to time.
- Subject to the provision of these Rules and Regulations, the Board of Governors shall administer and manage the affair of the Society and in particular the following matters :
 - i) Preparation and sanction of budget estimate, the sanctioning of expenditure, making and execution of contract, the investment of the funds of the Society and the sale or alteration of such investment and accounts and audit;
 - ii) Procedure for appointment of officers and staff of the Society.
 - iii) The terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Society.
- The Board of Governors shall have control in regard to all matters relating to the management and organization of the Society.
- To set up, constitute and organize local braches of the Society in such a manner and on such terms as may be considered necessary in the interest of the Society.
- To constitute Committee(s) consisting of two or more persons, not necessarily members of the Society and vary the same and delegate them such powers as may be considered necessary for the purpose.
- To delegate such administrative, financial and other powers as may be considered necessary to any of its Committees and other authorities of the Society.

Functions and Powers of other Authorities

Director General

- A Director General or other responsible technical officer shall be appointed by the Board of Governors who shall be in charge of the general direction and supervision of the work of the Society.
- Subject to these Rules, the Director General shall in all matters under his charge, have powers similar to those of the Director of a National Laboratory under the Council of Scientific and Industrial Research (CSIR) and such other powers as may be given to him from time to time by the Board of Governors / Society. He may in writing delegate and / or sub-delegate such of the powers as he may consider necessary to other officials of the Society.
- He shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary controls as may be necessary in accordance with the prescribed rules.
- It shall be the duty of the Director General to coordinate and exercise general supervision over all activities of the Society.
- The Director General shall exercise his powers under the superintendence and control of the Board of Governors.

Executive Committee:

- With a view to achieving the objectives of collegiate management and to assisting the Director General deal with the detailed executive functions of the Society, there shall be an Executive Committee which shall function within the framework of these Rules and Regulations and shall exercise such powers as may be delegated to it by the Board of Governors. The Executive Committee shall be composed of the members, who for the time being, head the various Divisions of activities of the Society, with the Director General as its Chairman and such other focal executives considered necessary by the Director General.

Manual No. (iv)

The norms set by NCB for the discharge of its functions:

The discharge of functions of NCB is as per the rules and regulations and other guidelines approved by the Board of Governors.

Manual No. (v)

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

- a) Memorandum of Association.
- b) Rules and Regulations
- c) NCB Service Rules
- d) NCB Cadre Rules
- e) NCB Contract Service Rules
- f) NCB Conduct Discipline and Appeal Rules
- g) NCB Medical Rules
- h) NABL Documents
- i) ISO 9001-2000 Manuals / Documents

Manual No. (vi)

The statement of the categories of documents that are held by it or under its control:

- a) Annual Report.
- b) Books and Journals (available in Library)
- c) Published documents of NCB (for circulation and sale)
- d) Reports of Sponsored (R&D) Projects completed.
- e) Reports of Programmed (R&D) Projects completed.
- f) Minutes of Meetings of Board of Governors, Executive Committee, other Board Committees.
- g) Records pertaining to Finance & Accounts, Personnel, Stores & Purchase etc.

Manual No. (vii)

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

We take the suggestions / recommendations from industry on R&D and training activities.

Manual No. (viii)

A statement of 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 for public:

- a) Board of Governors (BOG)
- b) Research Advisory Committee (RAC)
- c) Infrastructural Development Committee (IDC)
- d) Administration and Finance Committee (AFC)
- e) Advisory Committee for NCB-Hyderabad.

The participation in the above Committees is limited to its members or representative member companies and not open to the public. The minutes of meetings of these committees / boards are accessible to the respective members and senior staff members of NCB.

Manual No. (ix)

A directory of its officers and employees:

Annexure – I

Manual No. (x)

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

Annexure – I

System of compensation : As per Central Government pay scales with modifications approved by BOG.

Manual No. (xi)

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Annexure – II

Manual No. (xii)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

N/A

Manual No. (xiii)

Particulars of recipients of concessions, permits or authorizations granted by it:

N/A

Manual No. (xiv)

Details in respect of the information, available to or held by it, reduced in an electronic form:

- i) Centrewise activities
- ii) Training Programme Calendar
- iii) Details of important events like Seminar / Workshop
- iv) SRM/CRM Rate list and Calibration charges.
- v) Newsletter
- vi) RTI – CPIIO / APIIO
- vii) RTI Act – 2005 – Manuals under Section 4(b) (as per website www.ncbindia.com)

Manual No. (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:

- i) Library – Generally not meant for public use. However, with prior permission of Director General, the facility may be availed.

Manual No. (xvi)

The names, designations and other particulars of the Public Information Officers [CLICK HERE](#) :

Manual No. (xvii)

Such other information as may be prescribed.

N/A

[Annexure I](#)

[List of NCB Officials \(CLICK HERE\)](#)

[Annexure II](#)