

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 Nationalization Acts. NTC is on threshold of up-grading its technology in the operating mills and is looking forward to modernization, 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>At HO level -: 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&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>At RO level -: 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&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 & 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 sub delegated 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. 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:

| S.NO | Name | Designation | Office Tel. Number |
|-------------|-----------------------|-----------------------|---------------------------|
| 1 | Sh. Vivek Palawat | Executive Director | 011-24360963 |
| 2 | Sh. Manoj Kumar K.G | Chief General Manager | 022-22686600 |
| 3 | Sh. P. Kungumaraju | General Manager/OIC | 022-22686600 |
| 4 | Sh. S. Venkatesh | General Manager/OIC | 0422-2231665 / 2230667 |
| 5 | Sh. S.S.Vasan | General Manager | 022-22686600 |
| 6 | Sh. Suresan Kaiprath | General Manager | 011- 24366520 |
| 7 | Sh. Vikas Agarwal | General Manager | 079-22165009 |
| 8 | Sh. K.Balasubramaniam | General Manager | 0755-2742412 |
| 9 | Sh. Lokesh Hastawala | General Manager | 011-24362511 |
| 10 | Sh. Sandeep Sharma | General Manager | 07325 -243345 |
| 11 | Sh. M.P.Sivasamraj | General Manager | 04575-232211 |
| 12 | Sh. R Sudhakaran | General Manager | 0422-2231665 |
| 13 | Sh. R. Seenivasagam | General Manager | 08172-243004 |
| 14 | Sh. L. Murugan | General Manager | 011-24362447 |
| 15 | Sh. Dinesh Kumar Nasa | General Manager | 011-24360911 |
| 16 | Sh. Amit Singh | General Manager | 07223-250613 |
| 16 | Sh. Subrata Paul | General Manager | 0422-2432524 |
| 17 | Sh. B Ramesh | General Manager | 0877-2275346 |
| 18 | Sh. Sameer Aggarwal | General Manager | 0422-2231665 |

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 | 20,600-46,500 | |
| 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.

Name & Designation of First Appellate Authority

& Public Information Officers

| Sr. No | Name Designation of PIO | First Appellate Authority/ PIO for Office | Address | Contact no |
|---------------|---|---|---|-------------------|
| | NTC HEAD OFFICE | | | |
| 1 | Sh. Rajesh Kumar Singh, Senior Manager Legal, | PIO, Head Office | NTC Ltd, Scope Complex, Core-IV, 7-Lodhi Road, New Delhi-110003 | 24362511 |
| | NTC, Southern Region Office, (SRO) | | | |
| 1 | Sh. L. Murugan, General Manager (Estates) | PIO NTC, SRO | NTC Ltd, SRO 35 Somasundaram Mill Road, Coimbatore-641009 | 9442371528 |
| | NTC, Western Region Office, (WRO) | | | |
| 1 | Smt. Deepika Keluskar Jt. Manager (HR) | CPIO for NTC WRO & Its whole Units for | NTC Ltd., WRO 3 rd Floor, NTC House, 15 N.M. Marg, Ballard Estate Mumbai: 400 001 | 7738527816 |
| 2 | Smt. Deepika Keluskar Jt. Manager (HR) | Podar Process, Indu Dyework (Indu 6) JV Mills: (Indu No. 1, Apollo Mills, Gold Mohur Mills, New City Mills) | NTC Ltd., WRO 3 rd Floor, NTC House, 15 N.M. Marg, Ballard Estate Mumbai: 400 001 | 7738527816 |
| 3 | Sh Alok Pratap Singh | PIO, Sub Office, Kanpur | NTC Ltd, 14/82, Sylverton, Civil Lines, Kanpur-208001 | 8921632609 |
| 4 | Shri Ajay Dixit Sr. Manager(Technical) | PIO Sub office Ahmedabad & for Units Mills under its office | Rajnagar Textile Mills, Ahmedabad 1791 Aashram Road, Near Hundai Showroom, Ahmedabad-380009 | 9421562726 |
| 5 | Shri Tapan Kumar Parui Manager (Finance) | PIO Sub office Kolkata & for Units Mills under its office | NTC, Sub-Office Kolkata 7 Jawaharlal Nehru Road, Kolkata-700013 | 8584048857 |
| 6 | Shri Mahesh Bunkar Asst. Manager (Tech.-HR)/Factory Manager | PIO Sub office Indore/NBT/BT & for Units Mills under its office | NTC, Sub-Office Indore /NBT/BT 41 Jangampura Malganj Chaurah, Indore-452002 | 7350263816 |
| 7 | Shri S. I. Siddique | PIO for India United Mill No. 5 | India United Mill No. 5 A.G. Pawar Lane, Kalachauki, Mumbai-400 027 | |
| 8 | Shri Prakash S. Kamble | PIO for Tata Mills | Tata Mills Dadasaheb Phalke Road, Dadar (E), Mumbai 400 014 | 9969007038 |

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| 9 | Ankit Sharma Jt. Manager (Podar Mills) | PIO for Podar Mills | Podar Mills N.M. Joshi Marg, Chinchpokali, Mumbai-400 011 | 9969176620 |
| 10 | Dharmendra Kumar Yadav Jt. Manager (Tech.) | PIO for Closed Mills :(Jam Mills, Bharat Txt Mills, Jupiter Mills, Mumbai Txt. Mills, New Hind Txt Mills, Elphinstone Mills, Madhusudan Mills, | NTC Ltd., WRO 4 th Floor, NTC House, 15 N.M. Marg, Ballard Estate Mumbai: 400 001 | 9867239600 |
| 11 | Shuchika Patial Jt. Manager (IT) | PIO for Indu 2, 3, 4, Kohinoor Mill 1,2,3, Finlay Mills (Mumbai), Digvijay Mills | NTC Ltd., WRO 3 rd Floor, NTC House, 15 N.M. Marg, Ballard Estate Mumbai: 400 001 | 9971675993 |
| 12 | Shri Dharmendra Piparewar Jt. Manager (HR) | PIO for Finlay Mills, Achalpur SR Mills, Akola RSRG Mohta Mills, Akola RBBA Mills, Hinganghat Model Mills, Nagpur | Finlay Mills, Achalpur-444805, Dist. Amaravati | 9657726595 |
| 13 | Shri P.S. Patil Asst. Manager (Eng) | PIO for Aurangabad Textile Mills, Aurangabad Nanded Textile Mills, Nanded Dhule Textile Mills, Dhule Chalisgaon Textile Mills, Chalisgaon | Aurangabad Textile Mills, Kotwalpura, Aurangabad-43100 | 9730531274 |
| 14 | Shri Indrajit Ganguly Jt. Manager (RMD) | PIO for Retail Marketing Division, NTC Ltd., WR, Mumbai | NTC, New Delhi | 9650601139 |