

## **RIGHT TO INFORMATION ACT (RTI)**

### **Information under the RTI Act 2005**

#### **1. The Powers and Duties of its Officers and Employees:-**

#### **POWERS/AUTHORITY OF THE CHAIRMAN, NCCT**

1. To be the overall supervising and controlling authority
2. To preside over the meetings of NCCT and its Sub-Committees including VAMNICOM Sub-Committees.
3. To appoint officers in the pay scales of Rs.15600-39100 + 7600 GP and above subject to the recommendation of Standing Recruitment Sub-Committee/Departmental Promotion Committee.
4. To approve transfers/postings of Officers in the scale of Rs.15600-39100 + 7600 GP and above as at present.
5. To be the appellate authority against the orders of Executive Vice Chairman/Secretary in regard to all the employees.
6. To clear probation of the Officers in the pay scale of Rs.15600-39100 + 7600 GP and above to sanction thereof.
7. Final endorsing authority for Annual Confidential Reports in respect of officers in the grade of Rs.15600-39100 + 7600 GP.
8. To accord approval in matters of hiring/lease/sale/purchase of building for Cooperative Training Colleges.
9. To approve officers for deputation of training abroad.
10. To approve the Minutes of the NCCT and its Sub-Committee presided over by him.
11. To sanction Dearness and Other Allowances to the employees of NCCT as per the Government of India Rules.
12. To sanction House Building Advance to the employees of NCCT as per the Government of India Rules.
13. To sanction final payment of Provident Fund and Gratuity on retirement of Officer in the scale of Rs.15600-39100 +7600 G.P.

14. To sanction of expenditure above Rs.50,000/-.
15. Delegation of Power to any Non-Official or Official in the NCCT.
16. To waive the recovery of training cost.
17. Disposal of property left over on termination of Scheme not exceeding Rs.5,000/-
18. To sanction annual increment to the to the officers in the pay scale of Rs.15600-39100 + 7600 G.P.
19. Any other power which may be delegated by NCCT/Sub-Committee from time to time.

#### **POWERS/AUTHORITY OF VICE-CHAIRMAN, NCCT**

1. To preside over the meeting of NCCT and its Sub-Committees in the absence of the Chairman, NCCT.
2. To approve the minutes of the NCCT/Sub-Committees presided over by him.
3. To represent the NCCT in the Local Committee of Cooperative Training Colleges.
4. Appointment of Officers in the pay scale of Rs.15600-39100 + 6600 G.P. on the recommendation of Standing Recruitment Committee/Departmental Promotion Committee.
5. Appointment of Officers in the pay scale of Rs.9300-34800 + 5400 G.P. on the recommendations of the Standing Recruitment Committee/ Departmental Promotion Committee.
6. To exercise any power and function delegated by the Chairman/Sub-Committee.

#### **POWERS/AUTHORITY OF DIRECTOR GENERAL, NCCT**

1. To be the Executive Vice-Chairman of the NCCT.
2. To appoint Officers in the pay scale of Rs.15600-39100 + 6600G.P. on the recommendations of the Standing Recruitment Committee/Departmental Promotion Committee in the absence of the Vice-Chairman.
3. To appoint Officers in the pay scale of Rs.9300-34800 + 5400 G.P. on the recommendations of the Standing Recruitment Committee/Departmental Promotion Committee in the absence of the Vice-Chairman.
4. To approve the tour programme of the Secretary.

5. To approve all the claims of Secretary.
6. To write Confidential Report of Secretary.
7. To be the final endorsing authority for the Confidential Reports of Officers in the grade of Rs.9300-34800 + 5400 G.P.
8. To approve expenditure of Rs.30,000/- and above to the maximum of Rs.50,000/-
9. To place the required files to the Chairman
10. To exercise supervision over the academic matters of VAMNICOM
11. To grant earned leave to Officers i.e. Director & Professors of National Institute, Pune and Secretary, NCCT.
12. To exercise all powers and functions as delegated by the Chairman, Vice-Chairman of NCCT and its Sub-Committees.

## **POWERS/AUTHORITY OF SECERATRY, NCCT**

1. To exercise supervision and control over the officers and staff of NCCT Secretariat.
2. To implement decisions of the NCCT and its Sub-Committees and also decisions taken by Chairman, Executive Vice-Chairman.
3. To approve appointment of Subordinate Staff on the recommendations of the Selection Committee.
4. To approve the transfer and posting of Class III and Class IV category of staff.
5. To fix the price of the publications brought out by the NCCT.
6. To sanction expenditure upto Rs.30,000/- on individual transactions.
7. To manage the funds of NCCT and cause proper accounts to be maintained and audited.
8. To summon meetings of NCCT and other Sub-Committees as per direction of the Chairman.
9. To be responsible for collection and safety of NCCT funds.
10. To prepare agenda notes for NCCT and other Committees.
11. To allocate work and functions among the Officers and Staff of NCCT Headquarters.
12. To prepare the annual budget and Calendar of Courses for approval of the Chairman, NCCT.
13. To prepare annual report of consideration of NCCT.
14. To sanction tour programme of all the officers/staff in the NCCT Headquarters & Units.
15. Grant of leave to Officers and Staff of NCCT Headquarters.
16. Full powers to re-appropriate funds to meet the expenditure for each scheme as per the budgetary provision.
17. To waive recovery of the cost of training with the approval of the Chairman.

18. To prepare a panel of Readers to examine the manuscripts to be published under the Book Fund Scheme for the approval of the Publication Sub-committee.
19. To arrange for the publication of the books under Book Fund Scheme.
20. Disposal of property left over on termination of Scheme not exceeding to value of Rs.5,000/- subject to the approval of the Chairman.
21. To approve quotations for purchase of paper, award of printing, printing order, sale of books, right of commission payment to booksellers, fixation of sale price of books published under the Book Fund Scheme.
22. To write the Confidential Report of the Officers of Non-Secretariat in the scale of Rs.15600-39100 + 7600 G.P.
23. To be the final endorsing authority of the confidential reports of office staff written by Divisional Heads.
24. To service the Standing Recruitment Committee/Departmental Promotion Committee in case of recruitment and proportion as per the procedure laid down.
25. To write off the loss of unserviceable dead stock item upto Rs.5000/- subject to the approval of the Chairman.
26. To write off unserviceable dead-stock item upto Rs.100/-.
27. To delegate powers and functions to any officer in the NCCT Headquarters.
28. To perform all other duties and functions entrusted to him by NCCT and its Sub-Committees, Chairman, Vice-Chairman and Executive Vice-Chairman.
29. To sanction HBA to Class III & IV staff. (X mating of NCCT.)

**POWERS/AUTHORITY OF DIRECTOR, VAMNICOM, PUNE:-**

1. To convene meeting of the VAMNICOM Sub-Committees as per directions of the Chairman.
2. To prepare agenda notes for the meetings of the VAMNICOM Sub-Committee.
3. To take action on the policies decided by the NCCT and its Sub-Committees relating to National Institute, Governing Council and Executive Committee of the NCUI with the approval of Sub-Committee on VAMNICOM.

4. Full powers of appropriation of funds provided in the sanctioned estimates for each scheme and placed at the disposal of the VAMNICOM.
5. Re-appropriation of funds from one secondary; unit of appropriation to another within a primary unit.
6. Sanction of expenditure of miscellaneous and contingent nature upto Rs.50,000/- in each case.
7. Approving substance and form of all contracts involving expenditure not exceeding Rs.50,000/-.
8. Disposal of worn-out dead stock or property left out after the termination of scheme in cases involving total values not exceeding Rs.10,000/-.
9. Selecting and appointing all staff except Professors, Readers, Senior Lecturers, Registrar and Assistant Registrar and officers of equivalent ranks and fixing their conditions of service within the board framework of approved scales and strength.
10. Granting leave and increments and other administrative matters pertaining to the officers and staff of the Institute.

**2. The procedure followed in the decision making process including channels of supervision and accountability**

The Chairman and Director General, NCCT are vested with the powers as mentioned above. The Secretary, NCCT at the Headquarter co-ordinates the activities of the training institutions through the Directors and other sub-ordinate staff posted in various Sections. The organizational chart of NCCT is given at **Annexure-I**.

The decision making process is vested with respective Committee such as NCCT Committee, Administration & Finance Sub-Committee, Academic & Publications Committee.

The Policy decision making power is vested with the NCCT constituted by the Government of India, Ministry of Agriculture, Department of Agriculture & Cooperation. The Administration & Finance Sub-Committee is constituted by the Chairman, NCCT and the decisions pertaining to Administration & Finance are decided by the Administration & Finance Sub-Committee and then placed before the NCCT Committee for approval. The Academic & Publication Committee looks after academic matters such as approving the syllabus for Diploma Programmes, Training Material, Case Studies, Management Cases and also publication of the materials. Apart from this, certain decisions are taken after getting the approval of the

Government of India, Ministry of Agriculture, Department of Agriculture & Cooperation.

**3. The Norms set by it for discharge of its functions:-**

The norm for discharging of the functions is fixed by the Government of India. The norm in respect of the training programmes is fixed by the NCCT. As far as the financial operations are concerned, General Financial Rules of the Government of India and other relevant Grant-in-Aid rules and instructions of the Government of India is applicable.

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

The Government of India rules and regulations are applied apart from the rules made by NCCT.

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