



भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
राष्ट्रीय अग्निशमन सेवा महाविद्यालय
NATIONAL FIRE SERVICE COLLEGE

राजनगर, नागपुर -440013
Rajnagar, NAGPUR - 440013

INFORMATION HANDBOOK

(As per provisions contained in the Right to Information Act, 2005)

2023-24

Telephone No. 0712-2982225 Telefax No. 2982224

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CHAPTER-1

INTRODUCTION

1. This College was established in 1956 at Rampur (U.P.). National Fire Service College is a subordinate office of Ministry of Home Affairs situated at its present location Rajnagar since, 2016. Earlier this College was shifted from Rampur in 1957 to its previous location at Civil Lines, Palm Road, Nagpur.
2. This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.
3. The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.
4. As required under the Act, the details of Central Public Information Officer (CPIO), Nodal Officer (suo-motu), Nodal Officer (RTI Online), & First Appellate Authority (FAA) are given in Chapter 18 of this document.

CHAPTER- 2

DESCRIPTION OF ORGANIZATION, FUNCTIONS AND DUTIES

National Fire Service College (**NFSC**) is a subordinate office of Ministry of Home Affairs situated at its present location Rajnagar since, 2016 earlier this College was shifted from Rampur in 1957 to last location Civil Lines, Nagpur. This College was established in 1956 at Rampur (U.P.).

Important Functions & duties :-

1. To cater the need of advanced fire fighting training of the country.
2. To act as a subordinate office of the Ministry of Home Affairs
3. To provide information to Ministry for policy making and decisions.
4. To impart training to Central/State Government, Municipal Corporations/Councils, Government PSU sponsored trainee officers.
5. To run Bachelor of Technology (Fire Engineering) a four year degree course affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur.

OBJECTIVES

The objectives of NFSC as redefined in the context of its enlarged activities have been as follows:

- i. To plan design and conduct post-entry foundational, and in-service courses for different grades of officers/employees of Fire Service to enable them to perform their duties, work effectively and to prepare them for greater responsibilities in future by increasing their professional competence;
- ii. To plan, design and conduct training programmes on specialized Short Term Courses for officers of Central and State Government, UT administration and other public bodies where Fire Service Setup exists;
- iii. To plan design and conduct Organisation Specific Courses on the basis of request from the various organisations;
- iv. To assess training needs at various levels in the State/Municipal Fire Services as well as the related field organizations and organize training programmes to meet those needs;
- v. To create and foster among the participants a positive and innovative outlook to work, and sense of fraternity and team-spirit;
- vi. To provide peripatetic faculty support to State/Regional Training Centres in areas like conducting examinations, setting examination papers and centralized evaluation thereof
- vii. To produce monographs and other training literature/ material relevant to the training courses designed and conducted by the College;
- viii. To assist Directorate General Fire Services, Civil Defence and Home Guards in hosting their programmes such as Standing Fire Advisory Council, Fire Service

Medal Distribution Ceremony etc. and other public bodies by providing consulting services in various areas of administration and management.

VISION

Develop an institution of excellence in training and research to build capacities in prevention, protection and firefighting needs of our nation & the world at large.

MISSION

1. To develop well educated fire professionals in order to prevent and protect people's life and property from fire and other accidents
2. To ensure maximum performance and render remarkable service by providing an effective and well-timed firefighting, rescue and lifesaving operations
3. To encourage, endorse and endure scientific research in Science, Technology and Engineering for fire & emergency services

CHAPTER-3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Delegation of Financial & Administrative Powers and Duties of Officers and Employees at NFSC is uploaded on the website www.nfscnagpur.nic.in.

CHAPTER-4

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS

Training Courses and Programmes Functions

1. **Training Calendar** is prepared and decided on the basis of inputs given by concerned faculty members through Director with approval of the Directorate General FS, CD & HG. Training programmes start from January to December every year. The Training Calendar with necessary details for inviting nominations from various organizations is published and uploaded on NFSC's website.

The Rules for admission into Professional Courses-2022 is available on college website which elaborates thorough process of admission upto declaration of results and awarding Diploma Certificates.

Administrative and Personnel Functions

Administrative Functions-

Being a Sub Ordinate Office of the Ministry of Home Affairs, Disaster Management Division, Government of India, all administrative and financial rules are applicable to the employees and faculty of the College. As this College also runs B. Tech (Fire Engg.) Course approved by AICTE, Rules in this regards also apply to Academic Faculty. All powers of Head of the Department are exercised by the Director, NFSC and those of Head of Office by an Officer as designated for this purpose.

Personnel Functions –

1. The Director, Faculty members and all Gazetted Officers are selected and appointed by Ministry of Home Affairs, Disaster Management Division, Government of India. Other staffs are appointed by the College through Staff Selection Commission.
2. Director is the controlling officer for all Officers and Staff except Professor, whose controlling officer is Director General, FS, CD & HG, MHA, New Delhi.

CHAPTER-5

NORMS SET FOR DISCHARGE OF FUNCTIONS OF NFSC TRANSCRIPT FROM CITIZEN'S/CLIENT'S CHARTER 2023-24 MAIN SERVICES / TRANSACTIONS AND SERVICE STANDARDS

S. No.	Services/Transaction	Service Standard	Responsible Section
1	Preparation of Annual Training Calendar	30 th September 2024	Training
2	Issuance of circulars of Courses	Five months before commencing the course	Training
3	Acceptance/non-acceptance of nominations before the commencement of the course	30 days before commencement of the Course	Training
4	Hostel facilities	On reporting at the Hostel	Hostel/Estate
5	Catering Service	As decided by Mess Committee	Establishment
6	Time taken to provide Hostel Room	Immediately on reporting at Hostel	Hostel/Estate
7	Grievance Redressal:-		Head of Department
	Average time taken to acknowledge to grievance received	Three working days	
	Average time taken to send communication for additional information	Fifteen working days	
	Average time taken for grievance settlement	Sixty working days.	

CHAPTER-6

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

For Discharging Administrative, Personnel & Financial Functions

Being a Subordinate Office of the Government of India, the College follows all such rules, regulations, instructions and manual issued by Ministry of Home Affairs and Directorate General Fire Service, Civil Defence and Home Guards, Ministry of Home Affairs from time to time and applicable to this College.

In addition to these rules/regulations, College also issues its own Standard Operating Procedures and Rules for various activities of this College and uploaded to College website.

Rules, Regulations and SOPs - uploaded on College website www.nfscnagpur-mha@nic.in

CHAPTER-7

LIST OF DOCUMENTS HELD OR UNDER CONTROL OF NFSC

Broad Classification of documents	Name of the document and its introduction	Category of document	Procedure to obtain the document	Held by/under control of
Establishment and Service Matters documents	Allocation of work among officials/staff in NFSC and filling up of post in NFSC	Official	By making written request	Administrative Officer (Establishment)
	Orders, Circulars, O.Ms, Notifications relating to Establishment and Service Matters documents			
General Administration Matters	Details of procurement of Stationary and Training Material	Official	By making written request	Administrative Officer & Accounts Officer (Administration)
	Annual Maintenance Contract of Horticulture, Catering, Housekeeping, Security etc.			
	Budgetary matters of NFSC.			
	Stock Register of stationary and non-stationary items			
	Orders, Circulars, O.Ms, Notifications relating to these Matters			
Scheme related documents	Details of projects undertaken in scheme.	Official	By making written request	Administrative Officer (Establishment)
	Documents related to			

	Solar rooftop harvesting system			
Financial Documents	Pay Bills and Pay Bill Registers	Official	By making written request	Accounts Officer/Drawing and Disbursing Officer
	Contingency Bills and Registers			
	Appropriation Registers			
Training Related Documents	Annual Training Calendars	Official	By making written request	Professor/ Deputy/Assistant Director (Training)
	Faculty Development Initiatives			

CHAPTER-8

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

1. Being a Subordinate Office of the Government of India, in policy matters relating to training the Directorate General Fire Service, Civil Defence and Home Guards, Ministry of Home Affairs is consulted.
2. As the primary function of the College is to conduct training courses for fire personnel of Central /State Governments and Public Sector Enterprises, beneficiary organizations are consulted wherever necessary and useful for designing training courses.
3. For a training College the participants of various courses are public, who are consulted through immediate reaction feedback with a view to modify the content and design of training courses and learning facilities for future participants.

CHAPTER-9

BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED

With a view to facilitate intra-institutional discussions and decision making on various matters of NFSC, following committees have been in existence:

1. Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 Committee:

I	Name of Boards, Council Committee etc	Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal)
II	Composition	1. Smt. Vaishali Singh, Assistant Director- Presiding Officer 2. Shri Dharmendra Pal, Assistant Director (Member) 3. Dr. Nutan Deshmukh, Librarian (Member) 4. Smt. M. R. Nikhar, Assistant, (Member) 5. Smt. J.G. Iyer, Jr. Translator, (Member) 6. Dr. Goutham Kumar, Assistant Professor (Member) 7. Dr. D.K. Singh, Asstt. Professor (Member) 8. Ku. Pooja Kathariya, B.Tech. Student (Member) 9. Shri Abhishek Kumar, B.Tech. Student (Member) 10. Ku. Laxmipriya Murugan, B.Tech. Student (Member)
III.	Date from which constituted	5 th February 2024
IV.	Term/ Tenure	The committee will remain in existence till further dissolution.
V.	Power and functions	The committee shall enquire into all types of cases relating to Sexual Harassment at Workplace submitted by women employees/students/trainees of NFSC and will dispose complaints for Redressal of the grievance made by a women employee in a time bound manner. A women employee/student/trainee may submit her complaints regarding Sexual Harassment at work place to the Complaints Committee directly.
VI.	Whether their meetings are open to the public?	NO
VII	Whether the minutes of	NO

	the meetings are open to the public?	
VIII.	Place where the minutes if open to the public are available?	NO

2. Anti-Ragging Committee for B. Tech Students. [Click here](#)
3. SC-ST Committee for employees & B. Tech Students [Click here](#)
4. Grievance Redressal Committee [Click here](#)

CHAPTER-10

DIRECTORY OF OFFICERS AND EMPLOYEES

Name of the office: National Fire Service College, Government of India, Ministry of Home Affairs, Rajnagar, Takli Feeder Road, NAGPUR-440013
(uploaded [on the College website](#))

CHAPTER-11

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICIALS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION (AS ON 31.03.2024)

The system of compensation including the Basic Pay and allowances is as per the 7th Central Pay Commission. The employees are paid following allowances:

Dearness Allowance: Paid to all employees as per the prevailing rates monthly

House Rent Allowance: 18% of basic pay monthly (Y class City) paid to employees as applicable.

Dress Allowance: - Paid to Multi-Tasking Staff once a year.

For further ease of record maintenance; the employees in NFSC are divided in following categories:-

GO-GPF: Gazetted Officers under General Provident Fund Scheme

GO-NPS: Gazetted Officers under New Pension Scheme

NGO-GPF: Non- Gazetted Officers under General Provident Fund Scheme

NGO-NPS: Non-Gazetted Officers under New Pension Scheme

MTS-GPF: Multi-Tasking Staff under General Provident Fund Scheme

MTS-NPS: Multi-Tasking Staff under New Pension Scheme

GO-GPF

Sl. No.	Name of the Officer/ Staff (S/Shri)	Designation	Level in Pay Matrix	Monthly Remuneration	Remarks
1	Jitendra Ravindra Jain	Administrative Officer	7(8)	103536	

GO-NPS

Sl. No.	Name of the Officer/ Staff (S/Shri)	Designation	Level in Pay Matrix	Monthly Remuneration	Remarks
1	Dharmendra Pal	Assistant Director Gr B	7(3)	76800	
2	Gagan Upadhyay	Assistant Director Gr B	7(3)	76800	
3	Parshant Kumar	Assistant Director Gr B	7(3)	78200	
4	Vaishali Singh	Assistant Director Gr B	7(3)	76800	

NGO-GPF

Sl. No.	Name of the Officer/ Staff (S/Shri)	Designation	Level in Pay Matrix	Monthly Remuneration	Remarks
1	Dinkar Laxmanrao Mhaski	Artist - Cum - Draughtsman	9(20)	167040	
2	Jayashree Ganesh Iyer	Junior Hindi Translator	8(17)	133920	
3	Ram Awatar	Laboratory Assistant Grade - I	8(18)	137784	
4	Abhishek Chandan Gupta	Assistant	6(3)	68568	
5	Maya Ramkrishna Nikhar	Assistant	6(12)	87720	
6	Ramesh Chandra Manihar	Senior Demonstrator	6(8)	70800	
7	Sunil Ramlal Turkel	Driver	6(12)	87720	
8	Santosh Kamalsingh Pal	Leading Fireman	5(15)	79488	
9	Rajesh Madhusudan Sabnis	Leading Fireman	4(15)	63300	
10	Akhilesh Kumar	Fireman	3(16)	62520	
11	Laxman Jayram Masram	Carpenter	3(20)	69744	
12	Rajesh Baburaoji Yewale	Fireman	3(18)	66048	

NGO-NPS

Sl. No.	Name of the Officer/ Staff (S/Shri)	Designation	Level in Pay Matrix	Monthly Remuneration	Remarks
1	Nutan Kesharao Deshmukh	Librarian And Information Assistant	7(6)	92760	
2	Satyajit Pal	Lab Assistant	5(2)	57300	
3	Ashirwad Harichandra Galbale	Upper Division Clerk	4(9)	59664	
4	Avinash Kumar Singh	Stenographer Grade II	4(5)	48450	
5	Murari Ji	Hostel Warden	4(7)	51150	
6	Sagar Gajanan Panchbhai	Assistant Store Keeper	4(2)	44850	
7	Anil Lokhachand Waghmare	Electrician	2(5)	39657	
8	Arjun Kumar	Lower Division Clerk	2(4)	34575	
9	Ashishkumar Hiranjan Kolhe	Driver	2(9)	43200	
10	Avinash Chhotu Tambe	Fire And Rescue Operator	2(9)	43200	
11	Gaurav Syal	Fire And Rescue Operator	2(4)	34575	
12	Manish Ramdas Khandode	Fireman	2(10)	44400	
13	Nilesh Bhauraoji Fating	Fire And Rescue	2(9)	47736	

		Operator			
14	Rahul Narayan Gurnule	Fireman	2(10)	49080	
15	Raju Shalikram Sahare	Fire And Rescue Operator	2(4)	38481	
16	Rohit Rawat	Fireman	2(7)	37725	
17	Sudheer Wagmare	Fire And Rescue Operator	2(4)	34575	
18	Sumeet Mahipal Singh Kandwal	Lower Division Clerk	2(9)	47736	
19	Umeshkumar Shivbhushan Rav	Fireman	2(10)	44400	
20	Rajesh Kumar Deshmukh	Driver	1(5)	32475	

MTS-GPF

Sl. No.	Name of the Officer/ Staff (S/Shri)	Designation	Level in Pay Matrix	Monthly Remuneration	Remarks
1	Pramod Yashwant Kature	Multi Tasking Staff	4(17)	74280	
2	Rajendra Faqirchand Katharia	Multi Tasking Staff	4(17)	74280	
3	Rajesh Eknath Gajbhiye	Multi Tasking Staff	4(17)	72300	
4	Tukaram Mahadev Parshivanik	Multi Tasking Staff	4(17)	74280	
5	Bholaram Sannulal Barse	Multi Tasking Staff	3(18)	66048	
6	Gagan Chaman Arkhel	Multi Tasking Staff	3(18)	66048	
7	Hiranath Raghunath Tiwari	Multi Tasking Staff	3(19)	67896	
8	Ravi Ishwarsingh Chouhan	Multi Tasking Staff	3(18)	66048	
9	Munnishankar Gariban Ram	Multi Tasking Staff	2(18)	54900	
10	Sunil Babaraoji Dhawangale	Multi Tasking Staff	2(18)	60840	

MTS-NPS

Sl. No.	Name of the Officer/ Staff (S/Shri)	Designation	Level in Pay Matrix	Monthly Remuneration	Remarks
1	Aradhya Raj	Multi Tasking Staff	1(2)	33375	
2	Ashish Kumar	Multi Tasking Staff	1(1)	32625	
3	Bhanu Pratap Singh	Multi Tasking Staff	1(1)	32625	
4	Jyothin Raj P V	Multi Tasking Staff	1(6)	33375	
5	Kapil Balaji Kalpe	Multi Tasking Staff	1(1)	32625	
6	Mahendra Shrawan Koche	Multi Tasking Staff	1(1)	32625	
7	Monu Kesharwani	Multi Tasking Staff	1(4)	31575	
8	Prafulla Kumar Panda	Multi Tasking Staff	1(4)	34200	

9	Puneet Kumar	Multi Tasking Staff	1(3)	30675	
10	Raushan Kumar	Multi Tasking Staff	1(6)	33375	
11	Richa Sinha	Multi Tasking Staff	1(2)	33375	
12	Sanjeet Kumar	Multi Tasking Staff	1(4)	31575	
13	Subhas Lokhande	Multi Tasking Staff	1(5)	32475	
14	Vijay Kumar Sahoo	Multi Tasking Staff	1(2)	33375	
15	Yaseen Fajlani	Multi Tasking Staff	1(5)	32475	
16	Yashwant Singh	Multi Tasking Staff	1(1)	32625	

Academic Pay Structure

Sl. No.	Name of the Officer/ Staff (S/Shri)	Designation	Level in Pay Matrix	Monthly Remuneration
1	Dhananjay K Singh	Assistant Professor	Academic Pay Structure (Basic Pay 77500/-)	137612
2	Goutham Kumar Nadakuditi	Assistant Professor	Academic Pay Structure (Basic Pay 77500/-)	137612
3	N Aravindan	Assistant Professor	Academic Pay Structure (Basic Pay 75200/-)	120304

CHAPTER-12

NATIONAL FIRE SERVICE COLLEGE, NAGPUR

Expenditure Statement for the F.Y. 2023-24

Major Head-2070-Other Admn. Services

Minor Head-108- Fire Protection and Control

04-National Fire Service College-Demand No. 49

HEAD	PARTICULARS	RE 2023-24/ Final Allocation	Amount authorized to CPWD	EXPENDITURE RE UPTO 31.03.2024	% of Exp.
04-01-01	Salaries	27500000		27372918	100%
04-01-02	Wages	600000		559125	93%
04-01-05	Rewards	700000		639943	91%
04-01-06	Medical Treatment	1100000		894144	81%
04-01-07	Allowance	20200000		20074930	99%
04-01-08	Leave Travel Concession	700000		366046	52%
04-01-09	Training Expenses	50000		6118	12%
04-01-04	Pensionary Charges	3000000		0	0%
04-01-11	Domestic Travel Expenses	1600000		1559522	97%
04-01-12	Foreign Travel Expenses	0		0	0%
04-01-13	Office Expenses	43000000		42483072	99%
04-01-14	RRT for Land and Building	10000000		9463888	95%
04-01-16	Printing and Publications	50000		1770	4%
04-01-18	Rent for Others	0		0	0%
04-01-19	Digital Equipment	100000		97121	97%
04-01-24	Fuel and Lubricants	300000		277946	93%
04-01-26	Advertisement & Publicity	400000		254015	64%
04-01-27	Minor Civil and Electrical work	5200000	5104576	5104576	98%
04-01-28	Professional Services	4000000		3921994	98%
04-01-29	Repairs and Maintenance	1500000		1457180	97%
04-01-40	Awards and Prizes	0		0	0%
04-01-32	Contributions	0		0	0%
04-01-34	Scholarship	0		0	0%
Total 2070-REVENUE		120000000		114534308	95%

4070- CAPITAL OUTLAY ON OTHER ADMN. SERVICE

HEAD	PARTICULARS	RE 2023-24/ Final Allocation	Amount authorized to CPWD	EXPENDITURE RE UPTO 31.03.2024	% of Exp.
09-00-51	Motor Vehicles	14100000		14057340	100%
09-00-52	Machinery & Equipment	1100000		1032232	94%
09-00-71	Information, Computer, Telecommunications Equipment (ICT)	300000		262500	88%

09-00-74	Furnitures and Fixtures	2100000		2023336	96%
09-00-77	Other Fixed Assets	0		0	0%
09-00-80	Intangible Assets	0		0	0%
Total4070-CAPITAL		17600000		17375408	99%
Grand Total 2070+4070		137600000		131909716	96%

CHAPTER-13

DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM

Sl. No.	Details of information available in electronic form	Name/title of the document/record/other information	Location where available
1	Training Programmes of NFSC	Annual Training Calendar	NFSC website www.nfscnagpur.nic.in
2	Contact No. of all officers/employees	Telephone Directory	NFSC website www.nfscnagpur.nic.in
3	Decision making and work distribution	Organisation Chart	NFSC website www.nfscnagpur.nic.in
4	Annual Report of NFSC (bilingual)	Knowledge Portal	NFSC website www.nfscnagpur.nic.in
5	RTI Handbook	Annual Report/Hindi Report	NFSC website www.nfscnagpur.nic.in
6	Notification/Circular/Opportunity	Information Handbook 2023-24	NFSC website www.nfscnagpur.nic.in

CHAPTER 14

PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION

The Facilitation Centre in NFSC is a part of Reception Counter/R & I Section. On all working days, any information pertaining to all the sections is available at the Reception Counter/R & I Section from 9.30 A.M- 6.00 P.M.

Office address:- Takli Feeder Road, Rajnagar, Nagpur-440013

Contact details :- Telephone No. 0712-2982225, Telefax-0712-2982224

Email- nfscnagpur-mha@nic.in, ao.nfscnagpur-mha@nic.in

CHAPTER 15

INFORMATION RELATED TO PROCUREMENT MADE BY NFSC **SINCE 01.04.2023 TO 31.03.2024**

Sr. No	Type of Procurement	Qty	Contract No./ Supply Order No.	Tender Awarded date	Total Amount (Including GST)	Procured through PORTAL
1.	Bulk Water Carrier	01	FC/42-29#7- Bulk Water Carrier/ 2022-23	09 Mar 2023	17,85,340	CPP Portal
2.	Non-Comprehensive Annual Maintenance Contract for Air Conditioner	-	GEMC – 511687747704201	12 Apr 2023	95,849	GeM Portal
3.	Wireless Van	01	FC/42-29/#17- Bulk Wireless Van/ 2023-24	18 Apr 2023	1,22,72,000	CPP Portal
4.	Hiring of Sanitation Service	20	GEMC- 511687719254388	03 May 2023	5912813	GeM Portal
5.	Hiring of Professionals for Application Development and Maintenance	02	GEMC- 511687743409407	13 Jun 2023	54504.00	GeM Portal
6.	Security Manpower Service	24	GEMC- 511687705224692	13 Jun 2023	7154761	GeM Portal
7.	Biometric Attendance Machine	10	GEMC - 511687785861098	14 Jun 2023	1,99,973	GeM Portal
8.	Horticulture Service	10	GEMC- 511687759041008	06 Sep 2023	2280097	GeM Portal
9.	Comprehensive Annual Maintenance Contract for Water Cooler and Water Purifier	-	GEMC – 511687735673536	04 Oct 2023	99 271	GeM Portal
10.	Comprehensive Annual Maintenance Contract for Integrated security, CCTV surveillance system	-	GEMC – 511687708218387	12 Oct 2023	5,98,800	GeM Portal
11.	Manpower Outsourcing Services : CONSULTANT TEACHING FACULTY	03	GEMC- 511687744082814	12 Oct 2023	2910728	GeM Portal
12.	High Resolution LCD Projector for Conference Hall	01	GEMC - 511687787630405	16 Feb 2024	2,62,500	GeM Portal
13.	40 Seater conference table	40	GEMC – 511687735857644	16 Feb 2024	4,04,000	GeM Portal
14.	Revolving Chair for Conference Hall	40	GEMC - 511687714401915	16 Feb 2024	3,19,160	GeM Portal
15.	Hostel Chair	50	GEMC - 511687755400141	16 Feb 2024	1,70,000	GeM Portal
16.	Class Room Table for Professional Courses	22	GEMC - 511687758587232	16 Feb 2024	1,10,000	GeM Portal
17.	Hostel Table	50	GEMC - 511687779435676	16 Feb 2024	2,47,500	GeM Portal
18.	Chairs for classrooms of Professional Courses	44	GEMC - 511687725317947	16 Feb 2024	1,31,956	GeM Portal
19.	Laboratory Table for Physics Lab	08	GEMC - 511687758234846	16 Feb 2024	3,60,000	GeM Portal
20.	Non Revolving Chair for Conference Hall	44	GEMC - 511687731740724	19 Feb 2024	2,80,720	GeM Portal

CHAPTER 16

PROACTIVE DISCLOSURE OF RTI APPLICATIONS, APPEALS AND THEIR RESPONSES ON the Website

The above information is being uploaded on the NFSC website
<https://www.nfscnagpur.nic.in>

CHAPTER 17

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS,

		Central Public Information Officer	First Appellate Authority
1	Name:-	Shri Jitendra Jain,	Shri N. B. Shingane,
2	Designation:-	Administrative Officer	Director
3	Telephone No.	0712-2982225	0712-2599926
4	Telefax:-	0712-2982224	0712-2982224
5	Email:-	ao.nfscnagpur-mha@nic.in	nfscnagpur-mha@nic.in
6	Period since	26 th July, 2023	1 st August, 2024

CHAPTER 18

DETAILS OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PENDING OR FINALISED FOR MINOR PENALTY AND MAJOR PENALTY PROCEEDINGS

During the year 2023-24 one complaint received and a Minor Penalty has been imposed on one employee.

CHAPTER 19

PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI

The employees and officials of NFSC are regularly sensitised on RTI matters and are encouraged to participate in the training/workshops as suggested by Ministry outside. The CPIO is also encouraged to get well versed with the best practices with respect to RTI matters. Guidelines of RTI are regularly published by Public Authorities concerned.

CHAPTER-20

CAG AND PAC PARAS AND THE ACTION TAKEN REPORTS (ATRS) AFTER THESE HAVE BEEN LAID ON THE TABLE OF BOTH HOUSES OF PARLIAMENT

ISTM is an attached office of DoPT. The Action Taken Report on CAG and PAC paras is compiled and sent to Department of Personnel and Training which is the nodal agency for sending the final ATRs which is laid on the table of both houses of Parliament. Therefore, the above is not applicable in respect of NFSC.

CHAPTER-21

DETAILS OF THIRD-PARTY AUDIT OF VOLUNTARY DISCLOSURE

This Third Party Audit of Voluntary Disclosure has not been conducted so far. The same shall be initiated this year 2024-25.

CHAPTER-22

DETAILS OF QUESTIONS ASKED IN THE PARLIAMENT

NFSC is a Subordinate office of DoPT. Any questions pertaining to NFSC are answered by NFSC.

CHAPTER-23

DETAILS OF STQC CERTIFICATION

The process of obtaining of STQC certification is under process.

CHAPTER-24

LIST OF MATERIALS AVAILABLE AT (I) FREE OF COST AND (II) REASONABLE COST OF MEDIUM (I) FREE OF COST

All the documents available online in public domain or any document which is in .pdf and .doc or other accessible formats and open to public are available free of cost. No physical copy of any document is available free of cost.

The list of electronic documents available at www.nfscnagpur.nic.in in free of cost are:

- I. Annual Training Calendar
- II. Annual Report
- III. Citizen Charter
- IV. RTI Handbook
- V. Organisation Chart
- VI. Telephone Directory
- VII. Notifications/Circular/Opportunity
- VIII. Any other document which is not available on the website and is open to public.

(ii) At a reasonable cost of medium

No information is made available at a cost.