



National Capital Region Transport Corporation

Suo-Moto Disclosure under RTI Act 2005

2024



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➤ **Particulars of the Organization**

I. About RRTS Project

Regional Rapid Transit System (RRTS) is first-of-its-kind, rail-based, high-speed, high-frequency regional commuter transit system in India with design speed of 180 kmph. The Project is being implemented by National Capital Region Transport Corporation Ltd (NCRTC), a joint venture company owned by GOI (50%), and the Governments of Uttar Pradesh, National Capital Territory of Delhi, Haryana, and Rajasthan (12.5% each).

RRTS, with design speed of 180 km/hr. will be the fastest, most comfortable, and safest mode of commuter transport in National Capital Region (NCR). Phase-1 of RRTS comprises of three prioritised corridors viz. Delhi-Ghaziabad-Meerut, Delhi-Gurugram-Alwar, and Delhi-Panipat.

❖ **Vision**

Improve quality of life of people by providing equitability, fast, reliable, safe, comfortable, efficient & sustainable mobility solutions enabling economic development of NCR.

❖ **Values**

**Integrity
Collaboration
Ownership
Customer Focus
Continuous Learning**

II. Organization (Genesis, Formation of Departments)

❖ **Genesis**

The idea of an integrated commuter railway network to connect the National Capital Region and Delhi was mooted way back in 1998-99 in an Indian Railways commissioned study. The study had identified the possibility of an RRTS network that would provide such a connectivity using fast commuter trains. The proposal was re-examined in 2006 in the light of extension of the Delhi Metro to some of the NCR towns. The idea was subsequently taken up and owned by the National Capital Region Planning Board (NCRPB) while developing its “Functional Plan on Transport for NCR-2032”.

The NCRPB identified and recommended eight RRTS corridors to connect the towns in NCR with high-speed rail-based commuter transit services. The erstwhile Planning Commission subsequently formed a Task Force (2006) under the Chairmanship of Secretary, Ministry of Urban Development (MoUD) on RRTS for NCR. The Task Force in 2009 proposed to set up a Special Purpose Vehicle (SPV) with an initial corpus of Rs. 100 crores for implementing a wide-ranging integrated multi-modal transport system for suburban commuters that would lead to a balanced and sustainable growth across the region. Thus, was formed the idea of NCRTC that would be the nodal agency for implementing this multi-modal transport system for the NCR.

¹ Last Update on: 09.10.2024

❖ **Technological Innovations for the Project**

The RRTS trains will be operated with **ETCS Level 2 signalling system**, which is being used in India for the first time. LTE system based on 3GPP Release 15 has been adopted as communication backbone for the signalling system. ETCS Level 2 signalling system will not only facilitate interoperability but will also ensure services at high frequencies.

RRTS shall be equipped with **Automatic Train Operations (ATO) system**, a safety-enhancing device that controls the traction system helping acceleration, braking, or stopping trains resulting in easy driving. It will facilitate efficient and reliable RRTS services.

III. Offices

Corporate Office

National Capital Region Transport Corporation
GatiShakti Bhawan, INA
New Delhi – 110023
Phone: 011-24666700
Fax: 011-24666723
E-Mail: contactus@nrtc.in
Web: <https://nrtc.in/>

Corporate Office Extension

NCRTC Office Complex,
Under CWG Village flyover NH24,
CWG Village, Delhi – 110092.

CPM (Delhi) Office,

Delhi-Ghaziabad-Meerut
Under CWG Village flyover NH-24,
CWG Village, Delhi – 110092.
Phone.: 011-41178044

CPM(Ghaziabad) Office,

Delhi-Ghaziabad-Meerut
Khasra No.111, Delhi – Meerut
Road, Opposite Axon Honda,
Ghari Guldhar, Ghaziabad (U.P.)
Tel No. 0120-2807800,
Fax No. 0120-2807800

CPM (Modinagar) Office,

Delhi-Ghaziabad-Meerut,
Khasra No. 56, Village Ukharsa,
Muradanagar Tehsil Modinagar,
Ghaziabad, UP – 201206

CPM (Meerut) Office,

Delhi-Ghaziabad-Meerut
S.V.P.U.A.&T Old Campus,
NH-58, Modipuram, Meerut –
250110,
Tel. No. 0121-2662654/55

Proj Coord (DEL-SNB) Office,

Delhi-Gurugram-SNB-Alwar,
Laxmibai Nagar,
New Delhi – 110023

CPM (Gurugram) Office,

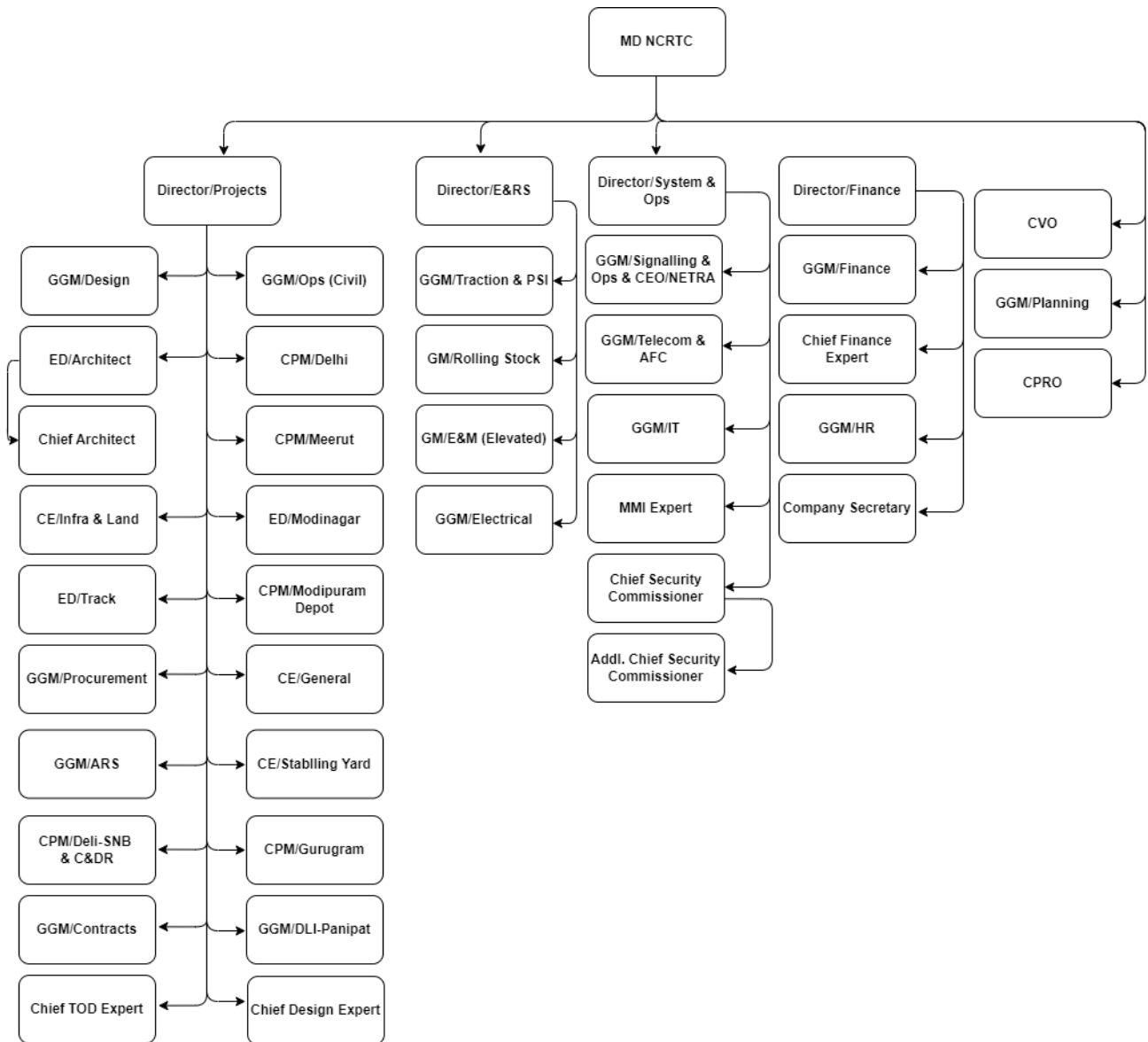
Delhi-Gurugram-SNB-Alwar
Leisure Valley Road,
Near Westin Hotel, IFFCO Chowk,
Sector 29,
Gurugram – 122001

NCRTC Express Transit Limited (NETRA) a subsidiary of NCRTC

Corporate Office

NCRTC Express Transit Ltd
GatiShakti Bhawan, INA
New Delhi – 110023
Phone: 011-24666700

Organization Structure



**The figure represents the hierarchy of Directors/Functional Heads in the organization who are assisted by a team of Dy. HoDs, Executives and other staff as per the functional requirement of NCRTC.*

SECTION 4 (1) (b) (ii)

➤ Powers and Duties of its officers and employees

The powers and duties are derived as per Schedule of Powers approved by the Competent Authority.

SECTION 4 (1) (b) (iii)

➤ The Procedure followed in the decision-making process, including channels of supervision and accountability.

The affairs of the organization are carried out as per Government guidelines for implementation of Regional Rapid Transit System (RRTS) project. The decision-making process are regulated as per SoP and following are followed in decision making process –

Dealing Executive - > Dy. HoD - > HoD - > Functional Director - > MD

The process ends at approving authority as per SoP.

SECTION 4 (1) (b) (iv)

➤ **The Norms set by NCRTC for the discharge of function by the various departments.**

Well defined procedure and guidelines for discharge of various functions are available which are as under:

I. Delegation of powers –

Functions are discharged as per the laid down policies and guidelines of NCRTC. Further, for effective discharge of the same, the function and power are also being delegated to lower tiers of organisational hierarchy.

II. Guidelines of Chief Vigilance Commission -

NCRTC being a Government Company follow the guidelines of Chief Vigilance Commission (CVC) issued from time to time.

III. Compliance of provisions of Statutes, etc.-

While discharging the respective functions, executives are required to comply with the applicable provisions of Indian Constitution, Statues and Rules & Regulations applicable to NCRTC.

SECTION 4 (1) (b) (v)

➤ **The Rules, Regulations, Instructions, Manuals, and record held by NCRTC under its control or used by its employees for discharge of functions.**

The functions of the NCRTC are governed by its policies, rules, manuals, and guidelines, as well as other statutory laws and regulations. Officers adhere to these, along with the Memorandum and Articles of Association, the Companies Act of 2013, other applicable acts and rules, various NCRTC manuals and policies, and the Schedule of Powers, while performing their duties.

- **Matters pertaining to works, contract, commercial, procurement, etc.**
- Procurement Manual
- **Matters pertaining to personnel and industrial relations** - Various HR policies are in place and are followed for day-to-day establishment matters.

SECTION 4 (1) (b) (vi)

➤ **A Statement of the categories of documents that are held by NCRTC or under its control**

Some of the documents held by the Company under its control are listed below:

- I. Documents pertaining to incorporation.**
 - Memorandum & Article of Association
- II. Documents pertaining to Accounts.**
 - Annual Reports (Financial Statements) and other related documents and records
- III. Documents pertaining to Company Affairs**
 - Annual Returns & Forms under the Companies Act, 2013 filed with the Registrar of Companies etc.
 - All other statutory records that are required to maintain under the provisions of the Companies Act, 2013.
- IV. Documents pertaining to Establishment matters.**
 - Documents containing the details of Employees and other related documents.

SECTION 4 (1) (b) (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.**

NCRTC has organised various public interaction meetings as and when require for execution of its RRTS project.

SECTION 4 (1) (b) (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 so 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**

The Management of the Company is vested with the Board of Directors. There are some statutory committees as well as some other committees. None of the meetings of Board/Committees are open to public. However, the shareholders of the company can attend the Annual General Meeting of the company.

SECTION 4 (1) (b) (ix)

➤ **A directory of its officers and employees.**

NCRTC Directory is available on - Telephone Directory – NCRTC

SECTION 4 (1) (b) (x)

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

The pay scales for Executives (Officers) and Non-Executives (Staff) of NCRTC w.e.f. 01.01.2017 are as under:

I. Board Level and Below Board Level

Grade	Pay scale (in Rs.) IDA
Board	200000-370000
	180000-320000
E9	150000-300000
E8	120000-280000
E7	100000-260000
E6	90000-240000
E5	80000-220000
E4	70000-200000
E3	60000-180000
E2	50000-160000
E1	40000-140000
E0	30000-120000

II. Non-Executives

Grade	Pay scale (in Rs.) IDA
NE8	29500-105850
NE7	27500-97350
NE6	25500-90650
NE5	22800-75850
NE4	20250-65500
NE3	18250-59200
NE2	16250-52950
NE1	14500-44400

In addition to the above, Dearness Allowance (IDA), House Rent Allowance, Perks & Allowances, Medical facilities, Provident Fund, Gratuity, Superannuation Benefits etc. are provided as applicable to the respective cadres in accordance with the Company's rules as applicable and amended from time to time.

SECTION 4 (1) (b) (xi)

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

NIL

SECTION 4 (1) (b) (xii)

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

NA

SECTION 4 (1) (b) (xiii)

- **Particulars of recipients of concessions, permits or authorisations granted by it**

NA

SECTION 4 (1) (b) (xiv)

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

Information relating to Company profile, Business, Financial performances, Share holding pattern, Annual Report is held by the company in electronic form and is available on the website of the Company [NCRTC | Progress through speed](#)

SECTION 4 (1) (b) (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**

NCRTC, being a relatively small company, the information can be arranged by CPIO in his office. Any person aggrieved can call from the NCRTC Gati Shakti Bhawan reception or meet CPIO in person to collect the information in accordance with the RTI Act 2005.

SECTION 4 (1) (b) (xvi)

➤ **The names, designations, and other particulars of the Public Information Officers**

❖ **Appellate Authority**

Shri Manoj Singh
Group General Manager/HR
National Capital Region Transport Corporation,
GatiShakti Bhawan, INA,
New Delhi – 110023
Telephone: 011 2466 6700
Fax: 011-011 2466 6723

❖ **Central Public Information Officer**

Mr. Vishal D. Yagyik,
General Manager/HR
National Capital Region Transport Corporation,
GatiShakti Bhawan, INA,
New Delhi – 110023
Telephone: 011 2466 6700
Fax: 011 2466 6723

❖ **Assistant Public Information Officer**

Mrs Ajita Verma
Sr. Dy. General Manager/HR
National Capital Region Transport Corporation,
GatiShakti Bhawan, INA,
New Delhi – 110023
Telephone: 011 2466 6700
Fax: 011 2466 6723

SECTION 4 (1) (b) (xvii)

➤ **Such other information as may be prescribed; and thereafter update these publications every year**

The information is being maintained by respective sections.

SECTION 4 (1) (c)

All relevant facts while formulating important policies or announcing the decisions which affect public:

- i) Recruitment ([link to website page](#))
 - ii) Tenders ([link to website page](#))
 - iii) Latest News ([link to website page](#))
 - iv) Project Insight ([link to website page](#))
-

SECTION 4 (1) (d)

Provide reasons for its administrative or quasi – judicial decisions to affected persons:

NCRTC does not provide any decisions which are quasi – judicial in nature

SECTION 25

Annual Return of NCRTC

SECTION 6

Section 6(1) of Right to Information Act 2005 provides for charging initial fees as prescribed for providing information to the applicant.

Applicants who wish to seek information under RTI Act 2005 from NCRTC may submit the amount of initial fee of Rs.10/- by IPO/Bankers Cheque/DD along with their application drawn in favour of National Capital Region Transport Corporation.

FREQUENTLY ASKED QUESTIONS (FAQs) ON RTI ACT

Q.1: What is information under RTI Act?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advice, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2: What is a Public Authority?

A "public authority" is any authority or body, or institution of self-government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the appropriate Government. It also includes the bodies owned, controlled or substantially financed and non-Government organizations substantially financed directly or indirectly by funds provided by the appropriate Government.

Q.3: What is a Central Public Information Officer?

Public authority must designate some of its Officers as 'Central Public Information Officer (CPIO)' under section (5) of the RTI Act and the CPIO shall deal with the requests received from persons seeking information and render reasonable assistance to the persons seeking such information under purview of this Act.

Q.4: What does record mean under RTI Act?

Record under RTI Act includes:

- (a) any document, manuscript and file.
- (b) any microfilm, microfiche and facsimile copy of a document.
- (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (d) any other material produced by a computer or any other device.

Q.5: What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he/she is not required to pay any fee under this Act. However, the applicant should submit a proof in support of his/her claim to belong to the below poverty line as defined by appropriate Government.

Q.6: Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.7: Is there any provision for exemption from Disclosure of information?

Sub-section (1) of section (8) and section (9) of the Act enumerate the types of information which are exempted from disclosure. Sub-section (2) of section (8), however, provides that information exempted under sub-section (8) (1) or exempted under the Official Secrets Act, 1923 can be disclosed, if public interest in disclosure overweighs the harm to the protected interest.

Q.8: Is there any assistance available to the Applicant for filing RTI application?

If any person is unable to make a request in writing, they may seek the help of the Central Public Information Officer (CPIO) to write application and the Central Public Information Officer shall render reasonable assistance. Where a decision is taken to give access to a disabled person to any document, the CPIO shall provide such assistance to the person as may be appropriate for inspection.

Q.9: What is the Time Period for Supply of Information?

In normal course, the information to an applicant shall be supplied within 30 days from the receipt of their application by the public authority (Section 7 of RTI Act). If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer, or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.10: Is there any provision of Appeal under the RTI Act?

If CPIO does not supply information within the prescribed time of 30 days or 48 hours, as the case may be or the applicant is not satisfied with the information furnished, the applicant may prefer an appeal to the First Appellate Authority (FAA) who is Senior in rank to the Central Public Information Officer (CPIO). Such appeal should be filed within a period of 30 days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Central Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of 30 days from the date of receiving such request or in exceptional cases within 45 days of the receipt of the appeal.¹³

Q.11: Is there any scope for second appeal under the RTI Act?

If the First Appellate Authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the First Appellate Authority, the applicant may prefer a second appeal with the Central Information Commission (CIC) within 90 days from the date on which the decision should have been made by the First Appellate Authority or was actually received by the appellant.

Q.12: Whether Complaints can be made under this Act?

If yes, under what conditions? If any person is unable to submit a request to a Central Public Information Officer either by reason that such an Officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Central Public Information Officer or the Appellate Authority, as the case may be; or he has been refused access to any information requested under the RTI Act; or has not been given a response to a request for information within the time limit specified in the Act; or has been required to pay an amount of fee which the applicant considers unreasonable; or believes that he has been given incomplete, misleading or false information, the applicant can make a complaint to the Central Information Commission (CIC).

Q.13: What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for the information. The definition of third party includes a public authority other than the public authority to whom the request has been made and shall disposed/treated as per section (11) and other provisions of RTI Act.

Q.14: What is the Method of Seeking Information?

Any person who desires to obtain information under this Act should make an application to the Central Public Information Officer (CPIO) of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. The applicant should make appropriate payment of Rs.10/- as mentioned above as application fee under RTI Act at the time of submitting the application in the prescribed Performa of that public authority if any.

Q.15: Will there be any additional payment for receiving information?

Fee chargeable for providing information u/s 7(1) is as under:

- (a) Rs. 2/- for each page created or copied (in A4 or A3 size paper).
- (b) Actual charge or cost price of a copy in larger size paper.
- (c) Actual cost or price for samples or models.

(d) Rs. 5/- per hour for inspection of records.

No fee for the first hour. For providing information u/s 7(5) in printed or electronic format, the following fee has been prescribed:

(a) Rs. 50/- per diskette or floppy.

(b) Price fixed for the printed publication or Rs. 2/- per page of photocopy for extracts from the publication.

Q.16: What if CPIO receives other Public Authority RTI requests wrongly?

Under Section (6) (3) of the RTI Act, where an application is made to a public authority requesting for information:

- (i) which is held by another public authority; or
- (ii) The subject matter of which is more closely connected with the functions of another public authority; the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer.

LIST OF APPENDICES

- **RIGHT TO INFORMATION ACT 2005** **APPENDIX I**

- **RIGHT TO INFORMATION (REGULATION OF FEES AND COST) RULES, 2005** **APPENDIX II**

- **RIGHT TO INFORMATION (REGULATION OF FEE AND COST) (AMENDMENT) RULE, 2005** **APPENDIX III**

- **RIGHT TO INFORMATION (REGULATION OF FEE AND COST) AMENDMENT RULES, 2006** **APPENDIX IV**

- **CENTRAL INFORMATION COMMISSION (APPEAL PROCEDURE) RULES, 2005** **APPENDIX V**

- **DOPT CIRCULARS - COMPENDIUM** **APPENDIX VI**

- **CVC CIRCULAR FOR SEEKING SIMILAR REPEATED INFORMATION** **APPENDIX VII**