

**(1) Section 4(1)(b)(i) of RTI Act 2005**

**Particulars of Organisation, Functions and Duties of the National Commission for Safai Karamcharis**

The National Commission for Safai Karamcharis (NCSK) was constituted on 12th August, 1994 as a statutory body by an Act of Parliament viz. 'National Commission for Safai Karamcharis Act, 1993', for a period of three years i.e. up to 31st March, 1997. As per sub-section (4) of Section 1 of the Act, it was to cease to exist after 31.3.1997. However, validity of the Act was extended up to March, 2002, and then up to February, 2004 vide Amendment Acts passed in 1997 and 2001 respectively.

With the lapsing of the "The National Commission for Safai Karamcharis Act, 1993" w.e.f. 29.2.2004, the Commission is acting as a Non-Statutory body of the Ministry of Social Justice and Empowerment whose tenure is extended from time to time through Government Resolutions as per details given below:

<b>Date of Govt. Resolution</b>	<b>Period for which term of non-statutory NCSK extended</b>
<b>24.02.2004</b>	31.08.2004
<b>09.09.2004</b>	01.09.2004 to 31.12.2007
<b>28.12.2007</b>	01.01.2008 to 31.03.2009
<b>02.03.2009</b>	01.04.2009 to 31.3.2010
<b>30.03.2010</b>	01.04.2010 to 31.03.2013
<b>06.03.2013</b>	01.4.2013 to 31.03.2016
<b>31.03.2016</b>	01.04.2016 to 31.03.2019

The National Commission for Safai Karamcharis comprises one Chairman (in the rank and status of the Union Minister for States) and four members, including a lady member (in the rank and status of the Secretary to the Government of India) and the Secretary (in the rank of Joint Secretary to the Govt. of India) along with other supporting staff.

**Procedure to be regulated by the Commission:-**

The Commission meets as and when necessary at such time and place as the Chairperson may think fit. The Commission regulates its own procedure. All orders and decisions of the Commission are authenticated by the Secretary or any other officer of the Commission duly authorized by the Secretary in this behalf.

The Chairperson and Members of the Commission undertake extensive touring of the country to study the socio-economic and living conditions of Safai Karamcharis and their dependents. During their visits, the members of the Commission interact with the Safai Karamcharis- both individually as well as through their representative associations. The grievances of the Safai Karamcharis are then taken up by the Commission with the concerned local civil and police authorities.

The Commission also receives complaints/petitions from Safai Karamcharis from all over the Country. The Commission calls for the factual reports in connection with these complaints/petitions from the concerned authorities and impress upon them to redress the grievances of the affected Safai Karamcharis.

Based on the information received through print or electronic media, the Commission suo motu takes cognizance of problems of Safai Karamcharis and try to resolve them by playing a pro active role.

Whenever a matter is to be investigated or inquired into or progress of any scheme, programme etc. has to be evaluated or non-implementation of any decision, guidelines, instructions, measures or provisions of any law in relation to Safai Karamcharis etc. has to be looked into, the Commission holds sittings, as often as may be necessary, in any part of the country, for the purpose.

Based on its findings, the Commission give its recommendations for rehabilitation and liberation of Safai Karamcharis from the scourge of manual scavenging to the Ministry of Social Justice and Empowerment from time to time as well as in its Annual Reports.

### **Functions of the Commission**

The mandate of the National Commission for Safai Karamcharis as laid down in the resolution dated 06.03.2013 read with resolution dated 02.03.2009, is as follows:

- (a) Recommend to the Central Government specific programmes of action towards elimination of inequalities in status, facilities and opportunities for Safai Karamcharis ;
- (b) Study and evaluate the implementation of the programmes and schemes relating to the social and economic rehabilitation of Safai Karamcharis; and scavengers, in particular;
- (c) Investigate specific grievances and take suo-motu notice of matters relating to non-implementation of: –
  - (i) programmes or schemes in respect of any group of Safai Karamcharis;
  - (ii) decisions, guidelines or instructions, aimed at mitigating the hardships of Safai Karamcharis;
  - (iii) measures for the social and economic upliftment of Safai Karamcharis;
  - (iv) the provisions of any law in its application to Safai Karamcharis; and take up such matters with the concerned authorities or with the Central or State Governments;
- (d) To study and monitor the working conditions, including those relating to health, safety and wages of Safai Karamcharis working under various kinds of employers including Government, Municipalities and Panchayats, and to make recommendations in this regard;
- (e) Make reports to the Central or State Governments on any matter concerning Safai Karamcharis, taking into account any difficulties or disabilities being encountered by Safai Karamcharis; and
- (f) Any other matter which may be referred to it by the Central Government.

However, with the enactment of “The Prohibition of Employment as Manual Scavengers and Their Rehabilitation Act, 2013”, the mandate and scope of the Commission has also been enlarged. As per Section 31(1) of the said Act, the Commission shall perform the following functions, namely:-

- (a) To monitor the implementation of the Act;
- (b) To enquire into complaints regarding contravention of the provisions of the Act, and to convey its findings to the concerned authorities with recommendations requiring further action; and
- (c) To advise the Central and the State Governments for effective implementation of the provisions of the Act.
- (d) To take suo motu notice of matter relating to non-implementation of the Act.

In the discharge of its functions, the Commission have the powers to call for information with respect to any matter specified above from any Government or local or other authority.

## **(2) Section 4(1) (b) (ii) of RTI Act 2005 Powers and Duties of officers and employees**

### **Secretary:**

Secretary is the administrative and financial head of the Commission. He is the principal adviser to the Chairman/Commission on all matters of policy and administration relating to the Commission. He is assisted by one Deputy Director and one Under Secretary. He is also the First Appellate Authority under RTI Act, 2005 for matters relating to Administration Section of the Commission.

### **Deputy Director (R&D):**

The Commission has one Deputy Director (R&D) who assists the Secretary on matters relating to Grievances & Research and other substantive issues pertaining to Safai Karamcharis and Manual Scavengers. He is also the First Appellate Authority under RTI Act, 2005 for matters concerning R&D Section of the Commission.

### **Under Secretary (Admn):**

The Commission has one Under Secretary who is in-charge of the Administration Section and looks after Establishment & Service matters of all staff, Members & Chairman. He is also designated as Head of Office of the Commission. He is also the CPIO under RTI Act, 2005 for matters relating to Administration Section of the Commission.

### **Assistant Director (R&D):**

The Commission has one Assistant Director (R&D) who is in-charge of Research and Development (R&D) Section and assists the Deputy Director (R&D). AD (R&D) is also the CPIO under RTI Act, 2005 for matters relating to R&D Section of the Commission.

### **Section Officer (Admn):**

The Commission has one Section Officer (Admn) who is in -charge of Administration Section and assists the Under Secretary (Admn). He is also designated as the DDO for the Commission.

## **(3) Section 4(1) (b) (iii) of RTI Act 2005 Procedure followed in decision-making**

The Commission functions as per the mandate laid down in Ministry of Social Justice and Empowerment's Resolution No. 17015/18/2003-SCD-VI dated 9.9.2004. It follows its own procedure. All matters relating to grievances and petitions of Safai Karamcharis/Manual Scavengers and non-implementation of "The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013" are handled in R&D Section, which submits the cases to Deputy Director(R&D), Secretary & Chairman/Members concerned (as per their allocation of work). The housekeeping functions including administration and establishment matters relating to the Commission and its employees are handled through the conventional system at the Section level.

**(4) Section 4(1) (b) (iv) of RTI Act 2005 Norms set by the Commission for the discharge of its functions.**

The Commission is governed by Ministry of Social Justice and Empowerment's Resolution No. 17015/18/2003-SCD-VI dated 9.9.2004 and generally follows the norms set out for all Government of India offices by the Department of Personnel & Training/Department of Administrative Reforms & Public Grievances.

**(5) Section 4(1) (b) (v) of RTI Act 2005 Rules, Regulations, Instructions, Manuals and Records held by the National Commission for Safai Karamcharis or used by the employees of National Commission for Safai Karamcharis for discharging the allocated functions.**

The Commission generally follows the rules and regulations, instruction and manuals such as Fundamental and Supplementary Rules, prescribed by Ministry of Personnel, Pension and Public Grievances; service/establishment manuals and instructions and financial rules issued by Department of Expenditure like the General Financial Rules, the Delegation of Financial Power Rules, the Central Civil Services (Conduct) Rules, the Central Civil Services (Classification, Control and Appeal) Rules, the All India Services Rules, the General Provident Fund Rules etc. applicable to Central Government Employees. The Commission is also governed by Laws Rules & Regulations issued by Govt. of India from time to time, in respect of the Commission.

**(6) Section 4 (1) (b) (vi) of RTI Act 2005 Categories of documents that are held by or are under the control of the Commission.**

The documents held by the Commission are as follows:-

- a) Files relating to various petitions/grievances
- b) Annual Reports of the Department since its inception.
- c) Files relating to substantive subjects allocated to the Commission.
- d) Service books and personal files.
- e) Files relating to posting, transfer, promotion, recruitment, retirement and other service relating activities.
- f) Records of general administration division relating to housekeeping, purchase and supply of materials for office administration.

- g) Internal telephone lists/directory of the officers and section of the Commission.
- h) Particulars of vehicles owned/hired by the Commission and the log-books.
- i) Pay bill registers, pay rolls and other financial documents maintained by the DDO for drawing and disbursement of salary allowances and other payments due to the employees of this Commission.
- j) The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013
- k) The Prohibition of Employment as Manual Scavengers and their Rehabilitation Rules, 2013
- l) Pamphlet/Publicity material of the Commission
- m) Annual Reports of the Commission

**(7) Section 4(1) (b) (vii) of RTI Act 2005**

**Particulars of arrangement that exists for consultation with or representation by the members of public in relation to the formulation of the Commission's policy and implementation thereof.**

Members of public give their petitions or applications either by dak or by e-mail. They can also meet Member/Chairman to give their petitions (with due appointment through their personal staff).

**(8) Section 4(1) (b) (viii) of RTI Act 2005 Statement containing Boards, Councils or Standing Committees or other bodies under the National Commission for Safai Karamcharis.**

The National Commission for Safai Karamcharis has no Board, Council or Standing Committee.

**(9) Section 4(1) (b) (ix) of RTI Act 2005**

**A Directory of Officers and Employees of the National Commission for Safai Karamcharis.**

Sl. No.	Name of Officers/officiala S/Shri/Smt./Ms.	Designation	E-mail	Telephone No.	Mobile No.
1.	Manhar Valjibhai Zala	Chairman	chairman.ncsk@gov.in	011-24648924 011-24601707(Fax)	9879155111
2.	Dilip Kallu Hathibed	Member	hathibeddilip10@gmail.com	01124649357(Telefax)	9370114909
3.	Manju Diler	Member	manjudiler80@gmail.com drspchauhan76@gmail.com	011-24649350(Telefax)	9675699352 9412188058
4.	SwamiSadanand Maharaj	Member	ssmmember.ncsk@gmail.com	011-24649356(Telefax)	9870570777
5.	Jagadish Hiremani	Member	jhiremani.ncsk@gmail.com	011-24648923(Telefax)	9880026780
6.	Narain Dass	Secretary	dass.narain@nic.in	011-24649352 011-24648922(Fax)	9599330949
7.	Varinder Singh	Dy. Director	vsingh71@rediffmail.com	011-24649351	
8.	Jatender Singh	Under Secretary	jatender.singh@nic.in	011-24649354	
9.	Yasmin Sultana	Asstt. Director	sultanayasi@rediffmail.com	011-24648921	
10.	Prem Prakash	SO (A)	ddoncsk-mosje@gov.in	011-24618119	

**(10) Section 4(1) (b) (x) of RTI Act 2005 Details of monthly remuneration received by each of the Officers/Employees of National Commission for Safai Karamcharis.**

**Details of the sanctioned posts in the National Commission for Safai Karamcharis (NCSK)  
for the period from 1.4.2016 to 31.3.2019**

S.No.	Name of the Post	No. of Posts	Pay Band (PB) and Grade Pay (GP) as per 6th CPC	Pay in Pay Matrix as per 7th CPC
1	Chairperson	One	Apex Scale Rs. 80000/-	Level 17 (Rs. 2,25,000/-)
2	Members	Four	Apex Scale Rs. 80000/-	Level 17 (Rs. 2,25,000/-)
3	Secretary(Jt. Secretary Level)	One	PB-4 Rs. 37400-67000 GP Rs.10,000/-	Level 14 (Rs.1,44,200-2,18,200)
4	Principal Private Secretary for the Chairperson on co-terminus basis	One	PB-3 Rs. 15600-39100 GP Rs.6600/-	Level 11 (Rs.67,700-2,08,700)
5	Steno Grade 'D' for Chairperson on co-terminus basis	One	PB-1 Rs.5200-20200 GP Rs. 2400/-	Level 4 (Rs. 25,500-81,100)
6	Private Secretary, one for each Member, on co-terminus basis	Four	PB-2 Rs. 9300-34800 GP RS.4800/-	Level 8 (Rs. 47,600-1,51,100)
7	Personal Assistant, one for each Member on co-terminus basis	Four	PB-2 Rs. 9300-34800 GP Rs.4200/-	Level 6 (Rs.35,400-1,12,400)
8	Private Secretary for Secretary	One	PB-2 Rs. 9300-34800 GP Rs.4800/-	Level 8 (Rs. 47,600-1,51,100)
9	Under Secretary (Admn)	One	PB-3 Rs. 15600-39100 GP Rs.6600/-	Level 11 (Rs.67,700-2,08,700)
10	Deputy Director	One	PB-3 Rs. 15600-39100 GP Rs.6600/-	Level 11 (Rs.67,700-2,08,700)
11	Steno Grade 'D' for Under Secretary (Admn) and Deputy Director	Two	PB-1 Rs.5200-20200 GP Rs. 2400/-	Level 4 (Rs. 25,500-81,100)
12	Assistant Director	One	PB-2 Rs. 9300-34800 GP Rs.5400/-	Level 9 (Rs. 53,100-1,67,800)
13	Section Officer	One	PB-2 Rs. 9300-34800 GP Rs.4800/-	Level 8 (Rs. 47,600-1,51,100)
14	Assistant	Two	PB-2 Rs. 9300-34800 GP Rs.4200/-	Level 6 (Rs.35,400-1,12,400)
15	L.D.C.	Four	PB-1 Rs.5200-20200 GP Rs. 1900/-	Level 2 (19,900-63,200)
16	Research Assistant	Two	PB-2 Rs. 9300-34800 GP Rs.4200/-	Level 6 (Rs.35,400-1,12,400)
17	Sr. Hindi Translator	One	PB-2 Rs. 9300-34800 GP Rs.4200/-	Level 6 (Rs.35,400-1,12,400)
	<b>Total Posts</b>	<b>32</b>		

**(11) Section 4(1) (b) (xi) of RTI Act 2005 Budget allocated to agencies, particulars of all plans, proposed expenditure and reports on disbursement made.**

The National Commission for Safai Karamcharis does not have any agency, attached or subordinate formation under it. The entire budget allocated to the Commission is under non-plan. The Budgetary Allocation/Actual Expenditure of the Commission during last 7 years and the current year is as under:

**Rupees in Lakh**

<b>Financial Year</b>	<b>BE</b>	<b>RE</b>	<b>Actual Expenditure</b>
2010-11	219.00	166.70	152.77
2011-12	234.00	270.00	255.00
2012-13	286.00	271.00	271.00
2013-14	312.00	248.00	245.00
2014-15	339.00	367.00	339.00
2015-16	379.00	379.00	364.68
2016-17	409.00	275.10	218.65
2017-18	450.00	450.00	----
2018-19	592.00	----	

**(12) Section 4(1) (b) (xii) of RTI Act 2005 Particulars of subsidy programmes**

The National Commission for Safai Karamcharis does not execute any subsidy programme.

**(13) Section 4(1) (b) (13) of RTI Act 2005 Particulars of recipients of concessions, permits or authorizations granted by the National Commission for Safai Karamcharis.**

**(14) Section 4(1) (b) (14) of RTI Act 2005 Details of the information available to or held by it, reduced in electronic form.**

The information relating to the functions/activities of the Commission are displayed on its website.

**(15) Section 4(1) (b) (15) of RTI Act 2005 Particulars of facilities available to citizens for obtaining information including working hours of the library or reading room.**

The National Commission for Safai Karamcharis has no public library or reading room. However, there is a small visitor's waiting room for visitors who come to meet Chairman/Members.

**(16) Section 4(1) (b) (16) of RTI Act 2005 Particulars of Public Information Officers for the Commission.**

**Central Public Information Officer:**

Sh. Jatender Singh, Under Secretary – Matters concerning Administration.

Ms. Yasmin Sultana, Assistant Director – Matters concerning R&D.

**Appellate Authority Name & Designation:**

Sh. Narain Dass, Secretary - Matters concerning Administration.

Sh. Varinder Singh, Deputy Director - Matters concerning R&D.