

PROACTIVE DISCLOSURES

NATIONAL DEFENCE COLLEGE, NEW DELHI, INDIA (MINISTRY OF DEFENCE)

Section 4(1) (b) (i): Particulars of organization, functions and duties

1. **Name and Address of the Organisation.**

National Defence College (NDC)
(Ministry of Defence)
6, Tees January Marg
New Delhi-110011
Tel-011-20843079 (Reception)
Fax-011-23013429
Email- info.ndc-mod@nic.in

2. **Head of the Organisation.** Head of the NDC is Commandant who is a Lieutenant General or equivalent three-star rank officer from the three services i.e. Indian Army (IA), Indian Navy (IN) and Indian Air Force (IAF), in rotation for a tenure of two years. Currently, Air Marshal Manish Kumar Gupta, AVSM is the Commandant, NDC.

3. **Aim.** The Aim of National Defence College is to equip future policy makers with the background necessary for a broad understanding of the varied social, economic, political, military, scientific and organisational aspects involved in the planning of National Strategy.

(a) With this aim in mind the National Defence College imparts training in national and international security related fields to the selected senior Defence and Civil Services officers and promotes research and understanding of various related issues by creating the necessary academic environment for such work.

(b) Along with the study, the college offers an opportunity to the Armed Forces and Civil Services officers of getting together and exchanging ideas and hence enabling a holistic appreciation of each other's challenges, both in peace and in war. The course not only cater to the needs of officers holding highly specialised appointments, but also provide general education to offer them a wider outlook on a great variety of state affairs. Such training becomes an additional qualification for officers already holding or likely to hold important appointments in the Government.

4. **Role.** The role of National Defence College is as follows: -

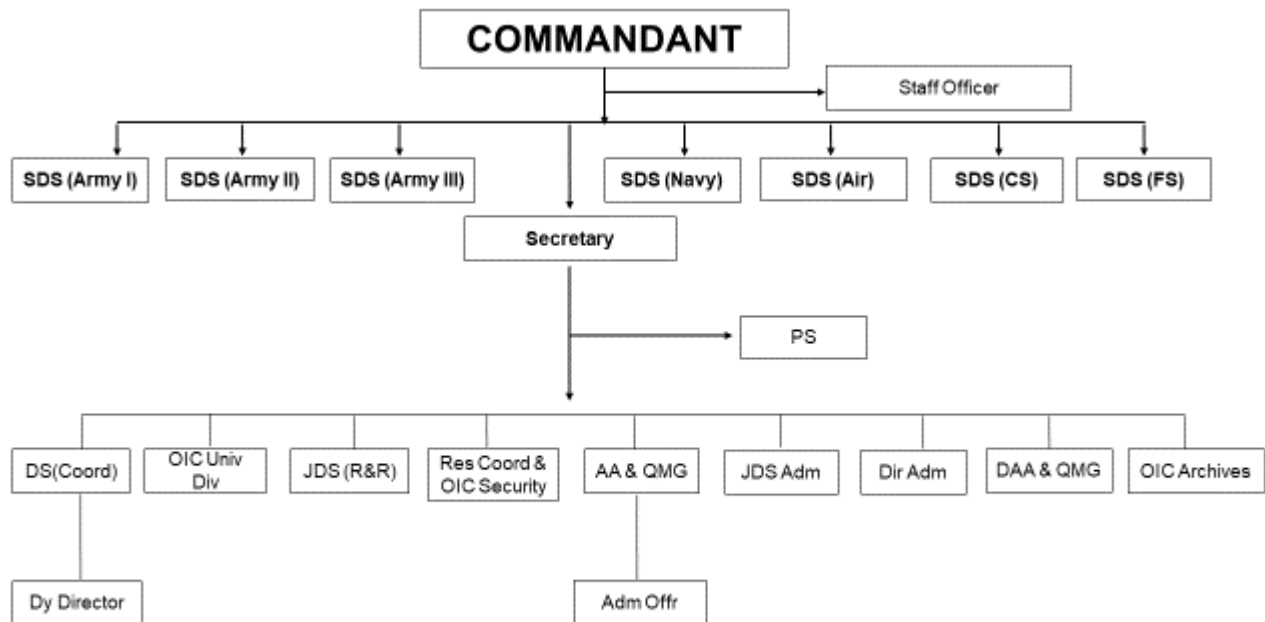
(a) To provide a structured exposure to diverse issues related to national security of a modern state, in general and India, in particular.

(b) To facilitate individual development by creating at the College the necessary academic environment related to National Security issues.

(c) To develop a thorough and lasting mutual understanding between different organisations of the Government of India and selected foreign countries by providing necessary opportunities.

(d) To be an instrument for the Government of India to foster better understanding mutual co-operation and desirable linkages in the National, Regional and International Security related fields with selected foreign countries.

5. **Organization Chart.**



6. **Genesis, Inception, Formation, History.** After Independence when the higher defence organization of the country was being reviewed a need was felt for a larger number of officers trained to tenet higher appointments in the growing armed forces of a nascent but proud nation. Pre-Independence select Indian Army officers were sent to the prestigious RCDS Course in the UK. Hence, the need to replicate a similar institution was mooted. In

the Prime Minister, Pandit Jawahar Lal Nehru the armed forces found an enthusiastic supporter. He realised that strategic thinking was not an inborn talent but that can be learnt, cultivated and practiced. He understood the importance of formal learning, work experience, dialogue and coordination between intuition and analytical thinking, for developing a class of strategic thinkers who would take the lead in nation building and national security. He encouraged the idea of establishing a higher institute of learning for officers from all the branches of the government including military, bureaucracy, think-tanks, strategic establishments, industries etc.

7. The proposal to establish the National Defence College was approved by the Defence Committee of the Cabinet on 06 May 1959. The formal orders were issued by the Ministry of Defence on 15th September 1959. The directive stated, "the sanction of the president is accorded for setting up of a National Defence College in India for providing instruction to senior service and civil officers in the wider aspect of higher direction and strategy of warfare".

8. NDC was inaugurated on 27 April 1960 by Prime Minister Pandit Jawaharlal Nehru. Keeping in mind the situation and security environment prevailing at that time, Pandit Nehru, the great visionary that he was, outlined the importance of a border defence strategy. He stressed this as a necessity to meet new dangers of "continuing nature" on India's frontier. Realising the importance of effective coordination between the defence services and the economic, industrial, administrative and foreign policies of any state, he emphasised that the defence college had to develop a border outlook and understanding, which should translate into a more holistic strategy.

9. An extract of speech delivered by the first Prime Minister Pandit Jawaharlal Nehru on 27 April 1960 while inaugurating the National Defence College is as follows: -

"Defence itself is not an isolated subject. It is intimately connected with the economic aspects, industrial aspects, and many other aspects in the country. India today has become positively and actively defence conscious, more than at any time since independence. Our desire is to continue to live peacefully and co-operatively with all our neighbours. Nevertheless, no defence apparatus can exist in a purely idealistic way. It has to be very realistic and remain prepared for any emergency. The National Defence College has become a positive necessity to meet defence problems as they are likely to be in the future"

10. Since its inception in 1960, the college has trained 4586 students. Starting with 21 students in 1960, as on date the College has 4586 alumni of whom 1052 are from 73 countries.

Section 4(1) (b) (ii): Powers and duties of its officers and employees

11. The works/functions of the National Defence College are broadly distributed amongst Faculty and Staff Officers. The faculties are largely responsible for academics/training activities and staff officers for general administration/ logistics and training coordination related activities. The sections/ sectts are manned by manpower from the three Services and AFHQ Cadres.

Power & Duties of Officers.

12. **Commandant.** The financial powers delegated to the Commandant, NDC as per DFPDS-2021 are as under:-

(Rs in Lakh)

Ser No.	Heads	Financial Powers	
		Without Consultation	With Consultation
1	Information Technology Items/Services	10	400
2	Miscellaneous and Contingent items/services	4	1000
3	Organization of Seminar/ Workshop/Conference/ Training course in India	1	60
4	Expenditure out of ATG/ TTEIG/FP&TG Grant/ Education related services including libraries	6	100
5	Write Off of Losses of stores including MT Vehicles & MES Stores <u>Not Due</u> to Theft, Fraud, or Gross Neglect	2	40
6	Write Off of Losses of stores including MT Vehicles & MES Stores <u>Due</u> to Theft, Fraud, or Gross Neglect	-	7.5

13. **Senior Directing Staff.** The Senior Directing Staffs (SDS) are of the rank of Major General eqvt from the Indian Army, Navy, Air Force and Joint Secretary eqvt from the Indian Civil Services/ Indian Foreign Services. They are responsible to the Commandant for planning, preparation and supervision of the studies allotted to them and all matters pertaining to training curriculum.

14. **College Secretary.** The College Secretary is responsible for the overall administration of the College, Research Wing, University Division, Nav Raksha Bhawan and NDC Outhouses and such matters of training, as may be delegated to him by the

Commandant from time to time. He is to function as Chairman of the College Canteen Board. He will maintain close liaison with the SDC IC of the study, with a view to initiating timely follow-up action in his spheres of responsibility. He will be assisted by the staff officers posted at NDC and other officers in discharging his duties to include Station Commander of NDC & NRB; Office O&M of work; Budget, Finance and Audit; General Co-ordination; Allotment of office and residential accommodation; Major/Minor Works; Ex-officio Secretary of the College Mess board and President Mess Committee etc.

15. **Staff Officers (SOs).**

15.1 **DS (Coord).** DS Coord is responsible for the co-ordination of studies, training and all training tours and visits. Also responsible for planning, expenditure and control of the Annual Training Grant including settling of audit objections and functions as secretary of the Faculty meeting etc.

15.2 **Research Coordinator.** Research Co-ordinator is responsible for efficient functioning of Research Wing and coordinating with all activities connected with the selection of Research Fellows (Refel) from the three services and conduct of specialized research by them. Also responsible to carry out the duties of OIC Security for all security arrangements of NDC Complex and Nav Raksha Bhawan. OIC Security NDC is also to function as the Canteen Officer and be responsible to the Chairman, College Canteen Board for its efficient functioning and audits etc.

15.3 **Junior Directing Staff (Research Reference) (JDS (R&R)).** JDS (R&R) is responsible to the Comdt through SDS(IC) Library and Secy for the efficient functioning of the College Library and sourcing of research material including referencing, documentation of relevant research/ module studies. He is responsible for the planned expenditure, control and accounting of Education Training Grant (ETG) including settlement of audit objections. He is the Editor of the NDC Journal 'Kootneeti' and of the NDC Seminar Papers. He is also responsible for proper maintenance and accounting of NDC Journal Fund etc.

15.4 **Assistant Adjutant and Quarter Master General (AA & QMG).** AA&QMG is responsible to the College Secretary for the administration of the College. His charter includes— Custodian of all Indian Army manpower posted/ attached to the college; Maintenance and roadworthiness of the mechanical transport on the charge of the NDC; Welfare of staff at NDC and NRB; Maintenance and operation of Public Fund Account including settlements of audit objections; Tour Claims; Procurement of stores out of I&M Grant; Living Allowance in r/o ITEC and SAP Officers; Liaison with MHA, MEA, Income Tax office, FRRO and Custom Authorities wrt clearances in r/o foreign course members; Planning and execution of Foreign Country Study Tour (FCST) and Strategic Neighbourhood Study Tour

(SNST); Correspondence related to delegation visits from FFCs; OC troops for all service personnel posted/ attached to NDC etc.

15.5 Deputy Assistant Adjutant and Quarter Master General (DAA & QMG).

The charter of DAA & QMG includes – Preparation of major and minor works and liaison with HQ Delhi area for sanction of works and supervision during execution of GE of New Delhi; Upkeep and Maintenance (B&R, E&M and furniture) of the College, NRB, Vikram Vihar flats and Outhouse accommodation. Also responsible to the Chairman NRB for all aspects of NRB accommodation and to the College Secretary for maintenance of NRB through CPWD and all other College accommodation through MES etc.

15.6 SO to Commandant. The Staff Officer to the Commandant in addition to the routine duties carries out following administrative functions - arrangement of the Commandant's tours/ visits, preparation of tour programmes; maintain the Commandant's Fund Account; Member of the College Mess Board; Assist President Rakshika and maintain the Rakshika Fund in the capacity of OIC Raskshika and responsible for administration of Nav Raksha Bhawan in the capacity of OIC NRB etc.

15.7 GSO (Systems). The GSO (Systems) is the IT officer of the NDC and his charter includes – Promulgation/ of the NDC Computer Security Policy; Operation and maintenance/ upkeep of all IT and audio video equipment of lecture hall, Library, AF briefing hall and IAG rooms; Efficient running of internet including Wi-Fi at the College; Budgeting and procurement / maintenance of Hardware/ Software/ Data Communication Network and management of IT Inventory; AMCs; Maintenance of NDC website and NIC mail services; Maintenance support for EPABX Equipment system; Maintenance support MTNL telephones; Processing of MTNL telephone bills etc.

15.8 OIC University Division. OIC Univ Div is responsible for the efficient functioning the College University Division and coordination of all activities connected with the award of one year full-time Executive MBA Degree in 'Strategic Leadership & Public Policy' under aegis of Indian Institute of Technology, Madras to the enrolled members. He is also responsible for expenditure, control and accounting of the 'University Division Fund' and 'Memento Fund' etc.

15.9 JDS (Adm). JDS Adm functions as Mess Secy and Wine Secretary; Responsible for proper maintenance/ functioning of NDC officer's Mess and audits of the NDC Officers Mess Account; Maintenance of Anchor Bar, Dining Hall, Officer's Galley and Mess Store; Annual Stock Taking Board pertaining to the property held by Mess Fund and Wine Fund.

15.10 **Director Adm.** Director Adm function directly under the College Secretary and responsible for– Management of AFHQ manpower; Administrative and Establishment matters related to all civilian officers/ staff of the College, Processing of all long-term cases with the MoD/ HQrs to include PE revision, NDC expansion and DFPDS etc; IC matters– MoU/ SA/ IA with foreign NDCs/Univ etc; Parliament Questions; Legal cases; RTI matters being CPIO of NDC; Ccomplaint Handling Authority for Civilians/Non-Combatants; Management of Records And Policies related thereto; Reports>Returns to MoD and other authorities; Implementation of all Rajbhasha related policies in NDC; Management of Departmental Canteen; Govt Approval for FCST/SNST; Assist the College Secretary in follow up of cases with Ministries/Departments etc.

15.11 **Deputy Director (Coord).** Deputy Director (Coord) is responsible for the smooth and efficient functioning of the Training Division. His charter includes– Handling of ATG for procurement and distribution of stores, honorarium and other training related expenditures; Coordination of Guest Speakers; Arrangement of training related internal functions and events; Coordination of call on the President of India by course members; Parliament visit; Local sightseeing tours etc.

15.12 **Administrative Officer (AO).** AO is to assist AA & QMG in the smooth and efficient functioning of Accounts Section. His responsibilities include– Supervising all financial correspondence regarding all domestic and foreign tours; Liaison with PCDA, MEA, paying auth of all Services and auth travel agents in discharging all duties; Correspondence for timely drawn of advances for all course members for study tours and its timely settlement; Supervise SKT Section; Maintenance/ updation of various ledgers etc.

15.13 **OIC Archives.** OIC Archives is responsible for efficient functioning of the College Archive Section. He is responsible for proper updation/ maintenance of ex-NDC alumni data; handling and maintenance of documents of historical nature; Planned expenditure and control accounting of Alumni Association Fund; Responsible for organizing/ coordinating NDC annual alumni meet every year etc.

Section 4(1) (b) (iii): Procedure followed in the decision-making process including channels of supervision and accountability.

16. The cases are generally processed at the Office / Section level and the files are submitted to/by the Faculty and Staff officers, as per the requirement of each case for timely decisions.

17. The work allocation information given above under Section 4(b) (ii) indicating distribution of work amongst various officers ensure the accountability.

Section 4(1) (b) (iv): Norms for the discharge of functions.

18. The norms set by Govt. of India as a whole are followed and timely decisions are taken.

Section 4(1)(b) (v): Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

19. The rules, regulations, instructions, manuals etc. issued by Govt. of India from time to time are followed for discharging its functions.

Section 4(1)(b) (vi): Categories of documents held by the authority under its control.

20. Both classified and unclassified documents relating to the task allocated to NDC are held.

Section 4(1)(b) (viii): Boards, Councils, Committees and other Bodies constituted as part of the Public Authority.

21. Some of the Committees, boards etc. under National Defence College are as under:

- (a) Board of Studies
- (b) Academic Council
- (c) College Library Board
- (d) College Sports & Entertainment Board
- (e) College Canteen Board
- (f) Raksha Bhawan Board
- (g) Mess Committee
- (h) Rakshika Committee

Section 4(1) (b) (ix): Directory of officers and employees.

22. Contact details of officers are under: -

<u>Rank & Name</u>	<u>Appointment</u>	<u>Telephone Number</u>
Air Marshal Manish Kumar Gupta, AVSM	Commandant, NDC	23013409
Maj Gen Pawanpal Singh, VSM	SDS (Army-II)	23016413
AVM Manish V Patel, VM	SDS (Air)	23013443
Maj Gen APS Bal, AVSM, SM	SDS (Army-III)	23014320
Maj Gen H S Bajaj, VSM	SDS (Army-I)	23018947
RAdm Sandeep Singh Sandhu, NM	SDS (Navy)	23012131
Ms Anvita Sinha, IRPS	SDS (CS)	23016537
Brig Rajneesh Mohan, SM	Secretary	23016725
Gp Capt Harpreet Singh Bhati	DS (Coord)	20843078
Capt MV Orpe	JDS (Adm)	20843074
Cdr Rakesh Nain	JDS (R&R)	20843069
Lt Col N Karthik Reddy	AA & QMG	23011994
Col H S Bhinder	Research Coordinator	23014912
Lt Cdr Sumit Oberoi	GSO (Systems) (on PRC)	23011609
Col Sanjeev Sharma	GSO (Systems)	23011609
Sqn Ldr Harshita Srivastava	SO to Commandant	23011189
Cdr Rakesh Nain	OIC Univ Division	23014912
Col H S Bhinder	DAA&QMG	20843071
Shri SP Srivastava	Director (Adm) & OIC Archive	23013308
Smt Bhavya Saini Gupta	Dy Director (under posting)	20843078
Shri Aditya Singh	Dy Director (Coord)	20843078
Shri Ajit Kumar Das	Adm Officer (Accounts)	20843073
Vacant	LIO	23011065
Smt. Nageswara Rao Alapati	PPS to SDS (Army- I)	23018947
Shri Sumer Chand Verma	PPS to SDS(Army-III)	23014320
Shri P Srinivas Kumar	PPS to JS & SDS (CS)	23016537
Smt Hemashree Sangal	PS to SDS (Navy)	23012131
Shri NK Sinha	PS to Commandant	23013409
Shri Md Shamim Ahmad	PPS to SDS(Army-II)	23016413

Section 4(1) (b) (x): Monthly remuneration received by officers and employees.

23. Officers and employees in the Department of Defence are being paid monthly remuneration in their respective Pay Band/Level as mentioned below after revision of pay scales by 7th Central Pay Commission and the other allowance as applicable:

S. No	Post	Level
1	Secretary & equivalent	17
2	Special Secretary & equivalent	16
3	Additional Secretary & equivalent	15
4	Joint Secretary & equivalent	14
5	Director & equivalent	13
6	Jt Dir/Sr.PPS & equivalent	12
7	Dy Dir/PPS & equivalent	11
8	Admin Offr /PS & equivalent (NFS on completion of 4 years' Service in the grade)	10
9	Admin Offr/PS & equivalent	8
10	ASO/PA and equivalent	7
11	SSA/Steno D & equivalent	4
12	JSA/ Staff Car Driver & equivalent	2
13	MTS	1

Section 4(1) (b) (xvi): The names, designations and other particulars of the Public Information Officers.

24. Details are as follows: -

<u>CPIO</u>	<u>Appellate Authority</u>
Shri SP Srivastava, Director (Adm) CPIO, NDC National Defence College 6, Tees January Marg New Delhi-110011 Tele- 011-23013308 Fax- 011-23013429	Brigadier Rajneesh Mohan, SM Secretary, NDC First Appellate Authority National Defence College 6, Tees January Marg New Delhi-110011 Tele- 011-23016725 Fax- 011-23013429

Section 4(2): No of employees against whom Disciplinary action has been proposed/taken.

25. NIL

Section 26: Programmes to advance understanding of RTI.

26. Planned periodically.

Transfer policy and transfer orders [F No. 1/6/2011 – IR dt. 15.4.2013].

27. Planned and executed by respective CCAs.

Section 4(1) (b) (xi): Budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

28. Grant-wise Break-up of Defence Allocation and Expenditure:

(₹ in Crores)

Details of Grant	2023-24		2024-25		2025-26	
	Allocation	Expenditure	Allocation	Expenditure	Allocation	Expenditure
ATG	1.55	1.55	2.60	2.38	2.20	2.20
ETG	0.75	0.75	0.85	0.67	1.10	1.08
I&M	3.36	3.34	2.20	2.19	1.20	0.60
IT	1.77	1.77	1.29	1.29	1.67	0.51
Outsourcing (Conservancy, FMS, IT staff)	2.00	1.38	2.12	2.12	3.33	3.24
Grand Total	9.43	8.79	9.06	8.65	9.5	7.63

Foreign and domestic tours [F No.1/8/2012 – IR dt. 11.09.2012].

29. Details of Foreign tour for the last three years are as follows:-

Rank and Name (JS and above)	Countries Visited	Period		No. of members in official delegation
		From	To	
Calender Year 2025 (Study Tours)				
AVM Manish Kumar Gupta, AVSM SDS (Air)	Brazil - Italy	02.06.25	13.06.25	17
	Brunei	01.09.25	03.09.25	16
SDS (CS/ FS)	Malaysia - Japan	02.06.25	13.06.25	17
	Nepal	01.09.25	03.09.25	16
Maj Gen. Ajay Kumar Singh, AVSM, SM, SDS (Army – I)	Morocco – USA	02.06.25	13.06.25	16
	Kyrgyzstan	01.09.25	03.09.25	18
Brig Rajesh Raman, SM, Secretary	Egypt– Czech Republic	02.06.25	13.06.25	16
	Singapore	01.09.25	03.09.25	16
Maj Gen. Pawanpal Singh, VSM, SDS (Army – II)	Kazakhstan- Germany	02.06.25	13.06.25	16
	Sri Lanka	01.09.25	03.09.25	17
RAdm Sandeep Singh Sandhu, NM, SDS (Navy)	Indonesia - Australia	02.06.25	13.06.25	17
	Saudi Arabia	01.09.25	03.09.25	16
Maj Gen Samarth Nagar, SDS (Army – III)	Russia - Armenia	02.06.25	13.06.25	16
	UAE	01.09.25	03.09.25	17
Air Marshal Hardeep Bains, AVSM, VSM, Commandant	Romania - France	02.06.25	13.06.25	17
	Thailand	01.09.25	03.09.25	18
Calender Year 2024 (Study Tours)				
Air Marshal Hardeep Bains, AVSM, VSM Commandant	Kenya Germany	27.05.24	07.06.24	16
	Cambodia	02.09.24	04.09.24	23
Maj Gen Samarth nagar, SDS (Army-III)	Japan Philippines	27.05.24	07.06.24	16

Shri Vijay Nehra, IAS, SDS (CS)	Australia South Africa	27.05.24	07.06.24	16
	Sri Lanka	02.09.24	04.09.24	22
Shri Birender Singh Yadav, IFS SDS (FS)	Brazil USA	27.05.24	07.06.24	17
	Maldives	02.09.24	04.09.24	21
Maj Gen Mukesh Aggarwal, VSM, SDS (Army-II)	Egypt Russia	27.05.24	07.06.24	17
Maj Gen Ajay Kumar Singh, SM, SDS (Army-I)	Vietnam South Korea	27.05.24	07.06.24	16
	Myanmar	02.09.24	04.09.24	20
Rear Adm Sanjay Sachdeva, NM, SDS (Navy)	Sweden Morocco	27.05.24	07.06.24	17
AVM Manish Kumar Gupta, AVSM, SDS (Air)	Uganda UK	27.05.24	07.06.24	16
	Oman	02.09.24	04.09.24	21
Rear Adm Sandeep Singh Sandhu, NM SDS (Navy)	Nepal	02.09.24	04.09.24	20
Calendar Year 2023 (Study Tours)				
Lt Gen Sukriti Singh Dahiya, SM, VSM Commandant	Kuala Lumpur (25 th ARF)	01.08.23	03.08.23	02
Brig Anil Kumar Pundir, SM (Secretary)	Argentina USA	29.05.23	09.06.23	17
	Bangladesh	28.08.23	30.08.23	15
Shri Birender Singh Yadav, IFS, SDS (FS)	Mexico Finland	29.06.23	09.06.23	15
	Israel	28.08.23	30.08.23	18
Maj Gen Mukesh Aggarwal, VSM, SDS (Army-II)	Ghana France	29.06.23	09.06.23	16
	Tajikistan	28.08.23	30.08.23	16
Maj Gen Nagendra Singh, AVSM, YSM, SM SDS (Army-III)	Tanzania Spain	29.06.23	09.06.23	16
	Saudi Arabia	28.08.23	30.08.23	17

Rear Admiral Sanjay Sachdeva, NM, SDS (Navy)	Egypt United Kingdom	29.06.23	09.06.23	16
	Sri Lanka	28.08.23	30.08.23	17
AVM Tejbir Singh, AVSM, VM, SDS (Air)	Russia Czech Republic	29.06.23	09.06.23	15
Maj Gen Rajesh Moghe SDS (Army-I)	Mongolia Japan	29.06.23	09.06.23	18
	Kazakhstan	28.08.23	30.08.23	16
Lt Gen Sukriti Singh Dahiya, SM, VSM Commandant	New Zealand South Korea	29.06.23	09.06.23	15
	Armenia	28.08.23	30.08.23	17
AVM Manish Kumar Gupta, AVSM, SDS (Air)	Nepal	29.06.23	09.06.23	16

30. Domestic Study Tours viz. UI&ESST, Service Tours and FOST are part of training curriculum, conducted every year during course duration.

Section 4(1) (b) (xii): Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

31. Not applicable being training institution.

Discretionary and non-discretionary grants [F No.1/6/2011 – IR dt. 15.04.2013].

32. Not applicable being training institution.

Section 4(1) (b) (xiii): Particulars of recipients of concessions, permits or authorization granted by it.

33. Not applicable being training institution.

CAG & PAC paras [F No. 1/6/2011 – IR dt. 15.4.2013].

34. NIL

Section 4(1) (b) (vii): 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.

35. The National Defence College, generally, does not directly deal with the members of public in relation to the formulation of its policy or implementation thereof.

Section 4(1) (c): Are the details of policies/decisions, which affect public, informed to them.

36. Not applicable being training institution.

Section 4(3): Dissemination of information widely and in such form and manner which is easily accessible to the public.

37. Not applicable being training institution.

Section 4(1) (b): Form of accessibility of information manual/handbook.

38. Accessible to officials only in manual form.

Section 4(1) (b): Whether information manual/handbook available free of cost or not.

39. Available to officials only free of cost.

Language in which Information Manual/Handbook Available [F. No. 1/6/2011 – IR dt. 15.04.2013]

40. English.

When was the information Manual/Handbook last updated? [F. No. 1/6/2011 – IR dt. 15.04.2013]

41. Updated time to time.

Section 4(1) (b) (xiv): Information available in electronic format.

42. Requisite information is available on our website.

Section 4(1) (b) (xv): Particulars of facilities available to citizen for obtaining information.

43. As available on the website of the National Defence College. However, there is no public library or reading room maintained by National Defence College for public use.

Section 4(1) (b) (xvii): Such other information as may be prescribed.

44. Requisite mechanism in place.

Receipt & Disposal of RTI applications & appeals [F. No. 1/6/2011 – IR dt. 15.04.2013]

45. Details of last three years as under:-

RTI Applications	2023-24		2024-25		2025-26	
	Received	Disposed	Received	Disposed	Received	Disposed
Nos	4	4	2	2	4	4

Section 4(1) (d) (2): Replies to questions asked in the Parliament.

46. Details for last three years as under:-

Parliament Questions	2023-24	2024-25	2025-26
Replied	2	3	2

Such other information as may be prescribed [F. No. 1/2/2016 – IR dt. 17.08.2016, F. No. 1/6/2011 – IR dt. 15.04.2013]

47. Requisite information disclosed.

Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information.

48. Requisite information disclosed.

Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ.

49. Fully complied.