

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-011-23013430 (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 D Choudhury AVSM VM VSM** 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.

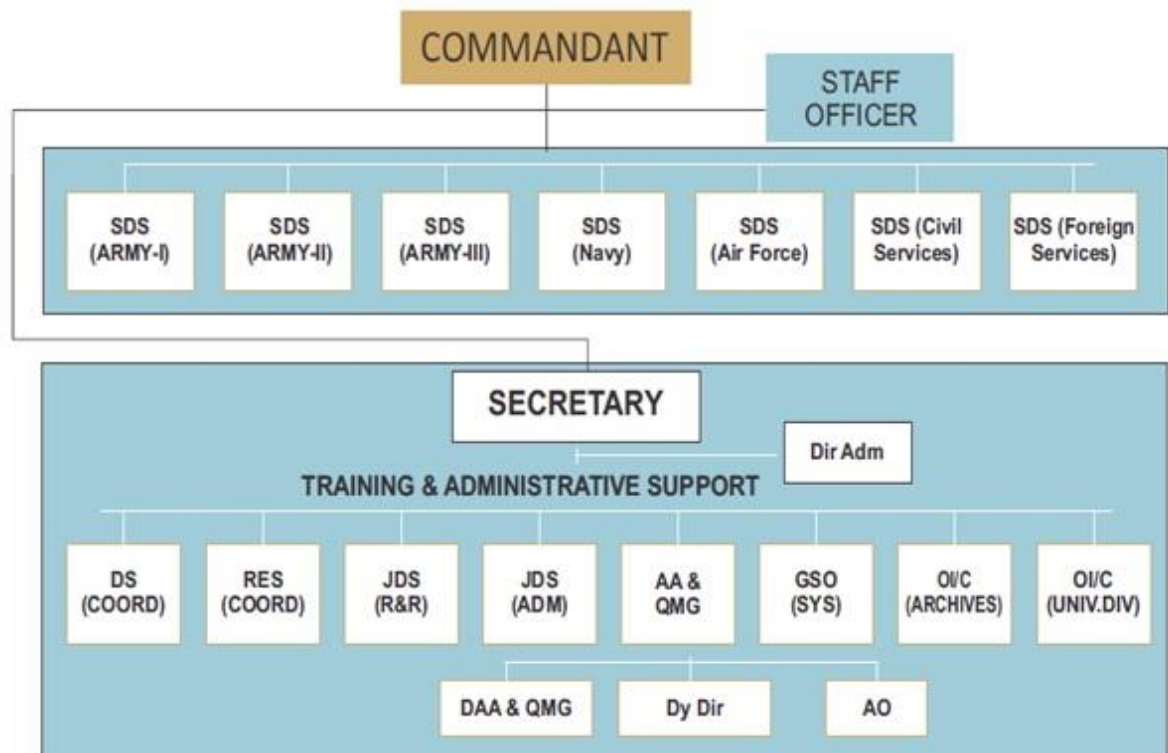
(a) With this aim in mind the National Defence College imparts training in national and international security related fields to the selected senior Defence and Civil Services officers and promotes research and understanding of various related issues by creating the necessary academic environment for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



Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

6. **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 defenceconscious,

more than at any time since independence. Our desire is to continue to live peacefully and co-operatively with all our neighbors.

Nevertheless, no defence apparatus can exist in a purely idealistic way. It has to 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 3698 students. Starting with 21 students in 1960, as on date the College has 3899 alumni of whom 835 are from 69 countries.

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

11. Work of the National Defence College is distributed among Faculty and Staff Officers. There are Offices / Divisions / Branches / Sections headed by Faculty / Staff Officers / Director / Dy. Director / Adm Officer respectively, Offices / Sections are manned by subordinate staff viz. Multi-Tasking Staff (MTS), Junior Secretariat Assistant (JSA), Senior Secretariat Assistant (SSA), Assistant Section Officer (ASO) and clerks etc.

Duties of Faculty and Staff and Course Members

12. **Senior Directing Staff.** The Senior Directing Staff (SDS) are of the rank of Major General and equivalent, three from Army, one each from Navy, Air Force, and Joint Secretary and equivalent from IAS & IFS. They are responsible to the Commandant to carry out the periodic training need, planning, preparation and supervision of the studies allotted to them and all matters pertaining to training curriculum. This involves the following:-

- (a) Design & develop NDC course on the basis of the identified training needs.
- (b) Organise training / lectures/ Seminars.
- (c) Diversification of training strategies.

- (d) Formulation of the lecture programme.
- (e) Selection of lectures/ speakers.
- (f) Conduct group discussions.
- (g) Review and selection of books, documents and periodicals.
- (h) Guidance and supervision of course members.
- (j) Acting as “Supervisor” of members of their respective services.
- (k) Act as ex-officio supervisor of guiding M. Phil students.

13. **College Secretary.** The Secretary of the College is on the rank of Brigadier from IA and is an alumnus of NDC. He is supported by a number of Staff Officers to carry out various duties at the NDC and is responsible for the overall administration and training at the College which entails: -

- (a) Course administration
- (b) Coordination of training programme.
- (c) Course statistics, statistical data in relation to number of courses, participants and their category.
- (d) Forecast of events.
- (e) Initiate provisioning cases.
- (f) Initiate all clearances.
- (g) Station Commander of NDC and Raksha Bhawan.
- (h) Periodical review of the College Establishment.
- (i) Posting, transfers and administration of Gazetted Staff.
- (j) Issue administrative orders/ Instructions.
- (k) Obtaining Government approvals/ sanctions for various proposals.
- (l) Issue joining instructions.

- (m) Allocation of office and residential accommodation.
- (n) Planning of major/minor works.
- (o) Function as President Mess Committee.
- (p) Officiate as SDS as required.
- (q) Various tasks as allotted by the Commandant.

14. **Staff Officers (SOs) Functioning Under Secretary**

- (a) **DS (Coord)**. DS (Coord) is of the rank of Group Captain from the Indian Air Force (IAF). He is responsible for the co-ordination of studies, training and all training visits which entails: -
 - (i) Preparation of annual block training programme.
 - (ii) Assist the SDS in-charge in preparation and conduct of training.
 - (iii) Production, distribution and custody of all papers issued to and produced by the course members at the College.
 - (iv) Making of weekly training programme.
 - (v) Organisation, coordination and conduct of all training visits.
 - (vi) Co-ordinate the reception, transport and accommodation arrangements of Guest Speakers.
 - (vii) Identification, procurement and control of training related inventories.
 - (viii) Formulation of Sub groups.
 - (ix) Planning, expenditure and control of the Annual Training Grant.
 - (x) Attendance details of Course Members.

- (xi) Various tasks as allotted by the Commandant.
- (b) **Research Coordinator.** Research Coordinator is of the rank of Group Captain from the IAF. In addition, he is also in charge for the IAF component at NDC, Security of NDC, Raksha Bhawan (RB) – residential complex and OIC Canteen Stores Department. His duties include: -
 - (i) **As Research Coordinator.**
 - (aa) Responsible for NDC Research Wing.
 - (ab) Coordination of all activities connected with the selection of Research Fellows (Refel) from the three Services.
 - (ac) Conduct of specialised research by Refel.
 - (ad) Coordinate, arrange and record the meeting of Refel with SDS Guide.
 - (ae) Make research material available to the Refels.
 - (af) Various tasks as allotted by the Commandant.
 - (ii) **As OIC Security.**
 - (aa) Carry out duties of Security Officer.
 - (ab) Liaise with Chief Security Officer, MoD.
 - (ac) OIC of DSC platoon.
 - (ad) Liaise with civil police, traffic police and other agencies.
 - (ae) Exercise discipline over security NCOs and Class IV staff.
 - (af) Carry out surprise checks.

- (iii) **As OIC CSD.** He functions as the Canteen Officer for the CSD in RB and look after the complete management of CSD.
- (c) **Junior Directing Staff (Research Reference) (JDS (R&R)).** JDS (R&R) is of the rank of Captain from IN. He is responsible for the following: -
 - (i) For the efficient functioning of the College Library.
 - (ii) Sourcing of research material, referencing, documentation of relevant research and M Phil thesis.
 - (iii) Procure books, journal, magazine and periodicals.
 - (iv) Update all library records.
 - (v) Ensure proper maintenance, upkeep and subscription of all digital resources of the library.
 - (vi) Responsible for the planned expenditure, control and accounting of the Education Training Grant.
 - (vii) Editor of the NDC Journal.
 - (viii) Various tasks as allotted by the Commandant.
- (d) **Assistant Adjutant and Quarter Master General (AA & QMG).** AA & QMG is of the rank of Lieutenant Colonel from the IA and is responsible for the following: -
 - (i) College administration.
 - (ii) Officers and troops administration.
 - (iii) Initiate communication with foreign officers nominated for course.
 - (iv) Renewal of cases pertaining to vehicles on loan.
 - (v) Assist Secretary in progressing various cases with the Ministry of Defence.
 - (vi) Maintenance and operation of Public Fund Account & Incidental and Miscellaneous Grant.

- (vii) Process Living Allowance in respect of foreign officers being sponsored by Gol.
- (viii) Organize reception of members of the new course.
- (ix) Maintenance liaison with Ministry of Home Affairs, Ministry of External Affairs.
- (x) Maintenance liaison with Foreigners Regional Registration Office (FRRO).
- (xi) RTI Matters.
- (xii) Various tasks as allotted by the Commandant.

(e) **Deputy Assistant Adjutant and Quarter Master General (DAA & QMG).** DAA & QMG is of the rank of Colonel from the IA and is responsible for the following: -

- (i) Upkeep and maintenance of NDC premises.
- (ii) Preparation of requirements and execution of major and minor works.
- (iii) Various tasks as allotted by the Commandant.

(f) **SO to Commandant.** The appointment of SO to Commandant is of the rank of Major/ Lieutenant Colonel equivalent from the service as of Commandant, responsible for the Commandant's personal administration. His tasks involve: -

- (i) Arrange the Commandant's visits, preparation of tour programmes.
- (ii) Ensure that information/data needed by the Commandant is available at all times.

- (g) **GSO (Systems).** The appointment of GSO (Systems) is in rotation between IA and IN and of the rank of Lieutenant Colonel and equivalent.

He is IT officer of the NDC and his tasks involve: -

- (i) Maintenance and upkeep of IT equipment.
- (ii) Advise the Faculty and Staff on IT modernization projects.
- (iii) Maintenance and updating of computer software/anti-virus.
- (iv) Maintenance of NDC website.
- (v) Running online classes.
- (vi) Various tasks as allotted by the Commandant.

- (h) **OIC University Division.** The appointment of OIC University Division is in rotation between IA and IAF and of the rank of Colonel and equivalent. His task involves: -

- (i) Co-ordinate all activities connected with the award of M. Phil Degree (full time).
- (ii) Maintain close liaison with the University of Madras.
- (iii) Planning and conduct of convocation ceremony in respect of NDC courses.
- (iv) Various tasks as allotted by the Commandant.

- (j) **JDS (Adm).** The appointment of JDS (Adm) is of the rank of Captain from the IN. He is responsible for the Naval component at NDC, complete functioning of Officers Mess and various tasks as allotted by the Commandant.

- (k) **Director Adm.** Director Adm is from the Armed Forces Headquarters (AFHQ) cadre and assists in: -

- (i) Processing of all long-term cases with the MoD to include PE revision, NDC expansion etc.
 - (ii) Processing and defending all legal cases in various courts of law.
 - (iii) Administrative and Establishment matters related to civilian government employees of the College to include maintenance of their service documents, leave, posting/ transfers, pension, discipline and APAR.
 - (iv) Coordination of issues relating to Parliament Questions and their replies.
 - (v) Implementation of all Rajbhasha related policies in NDC.
 - (vi) Various tasks as allotted by the Commandant.
- (l) **Deputy Director (Adm).** Deputy Director (Adm) is from the Armed Forces Headquarters (AFHQ) cadre and assists in: -
- (i) Processing of DHQ SLICS/Security Pass for NDC Officers and Staff.
 - (ii) Management of Departmental Canteen.
 - (iii) Periodical Reports on Record Management.
 - (iv) Newspapers and Hospitality bills in r/o NDC Officers.
 - (v) Various tasks as allotted by the Commandant.
- (m) **Administrative Officer (AO).** AO is from the Armed Forces Headquarters (AFHQ) cadre and assists in: -
- (i) DS (Coord) in smooth and efficient functioning of Training Division.

- (ii) Coordination of transport for Guest Speakers.
- (iii) Interaction with PCDA and IFA for all matters regarding ATG. (iv) Processing and Coordination of Call on President of India by Course members.
- (v) Processing and arrangement for visit to Parliament by Course members.
- (vi) Various tasks as allotted by the Commandant.

(o) **OIC Archives.** OIC Archives is of the rank of Colonel from the IA and is responsible for the following:-

- (i) Maintain Archive Section at the NDC.
- (ii) Maintain Ex-NDC alumni data/address.
- (iii) Various tasks as allotted by the Commandant.

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

- 15. 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.
- 16. The work allocation information given above under Section 4(b) (ii) indicating distribution of work among wings/divisions covers the accountability.

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

- 17. The norms set by Govt. of India as a whole are followed.

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.

18. 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): Statement of the categories of documents that are held by it or under its control.

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

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.

20. 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)(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 as 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.

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

(a) College Sports & Entertainment Board

- (b) College Canteen Board
- (c) College Library Board
- (d) Raksha Bhawan Board
- (e) Mess Committee
- (f) Rakshika Committee

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

22. Contact details of all officers are given as below: -

FACULTY AND STAFF

<u>Name & Rank/</u>	<u>Appointment</u>	<u>Telephone number</u>
Lt Gen Sukriti Singh Dahiya SM, VSM	Commandant, NDC	23013409
RAdm Sanjay Sachdeva, NM	SDS (Navy)	23012131
AVM Tejbir Singh, AVSM VM	SDS (Air)	23013443
Maj Gen Rajesh Moghe	SDS (Army-I)	23018947
Maj Gen Mukesh Aggarwal, VSM	SDS (Army-II)	23014320
Maj Gen Nagendra Singh, AVSM, YSM, SM	SDS (Army-III)	23016413
Shri Birender Singh Yadav, IFS	JS (MEA) & SDS (FS)	23012390
Shri Priyank Bharti, IAS	SDS (CS)	23016537
Brig AK Pundir, SM	Secretary	23016725
Gp Capt JS Sreehari	DS (Coord)	23013894
Cdr Ankush Banerjee	JDS (R&R)	23011065
Capt M.V. Orpe	JDS (Adm)	23018625
Maj Amit Kumar Singh	AA & QMG	23011994
Cdr Prashant Awasthi	JDS Univ Division	23014912
Sqn Ldr Vijit Pande	GSO (Systems)	23011609
Lt Col Supratim Datta	SO to Commandant	23011189
Wg Cdr VS Rathore	Research Coord	23014912

Col Kishore Kumar Gwari	DAA&QMG	23793158
Shri SP Srivastava	Director (Admin)	23013308
Shri Dillip Kumar Rout	Dy Dir	23013308
Shri Raj Kamal Arya	Admin Officer	23013894
Smt. Sangeeta Chopra	PPS to SDS (Army- I)	23018947
Shri RR Sinha	PS to SDS (Navy)	23012131
Shri Raju Kazania	PPS to JS & SDS (CS)	23016537
Shri NK Sinha	PS to Commandant	23013409
Shri Balveer Singh	PS to SDS (FS)	23012390
Smt. Poonam Dhody	LIO	23011065

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 (IFS 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) (xi): Budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made

24. Grant-wise Break-up of Defence Expenditure:

Details of Grant	2017-18 (Allocation)	2018-19 (Allocation)	2019-20 (Allocation)
ATG	94,27,000/-	83,94,000/-	91,31,000/-
ETG 43,09,000/-	44,37,000/-	44,88,000/-	I&M 1,62,01,000/-
2,48,01,000/-			2,47,98,000/-
Grand Total	2,99,37,000/-	3,76,29,000/-	3,84,20,000/-

(ii) Service / Department-wise break up of Defence Expenditure/ Estimates:

Services	2017-18	2018-19	2019-20 (Till Feb 2020)
ATG	87,92,711/-	83,93,772/-	57,60,904/-
ETG 43,09,000/-	44,37,000/-	42,29,700/-	I&M 1,62,00,960/-
2,29,70,448/-			2,12,57,549/-
Grand Total	2,93,02,671/-	3,40,88,321/-	3,29,61,052/-

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

25. NIL

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

26. NIL

Section 4(1)(b) (xiv): Details in respect of the information, available to or held by it. Reduced in an electronic form.

27. As available on the website of the National Defence College.

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.

28. 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.

Information Under Section 4 (2) of the RTI Act, 2005

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

29. Details are as follows: -

CPIO

Shri SP Srivastava Director (Administration)

CPIO, NDC

National Defence College

6, Tees January Marg

New Delhi-110011

Tele- 011-23011994

Fax- 011-23013429

Appellate Authority

Brigadier AK Pundir, SM

First Appellate Authority, NDC

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