

**Right to Information
Mandatory Disclosure Under RTI Act 2005**

(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 31.03.1997. 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:

Date of Govt. Resolution	Period for which term of non-statutory body extended
24.02.2004	31.08.2004
09.09.2004	01.09.2004 to 31.12.2007
28.12.2007	01.01.2008 to 31.03.2009
02.03.2009	01.04.2009 to 31.03.2010
30.03.2010	01.04.2010 to 31.03.2013
06.03.2013	01.04.2013 to 31.03.2016
31.03.2016	01.04.2016 to 31.03.2019
27.03.2019	01.04.2019 to 31.03.2022
03.02.2022	01.04.2022 to 31.03.2025
12.02.2025	01.04.2025 to 31.03.2028

The National Commission for Safai Karamcharis comprises one Chairperson (in the rank and status of the Union Minister for State), one Vice-Chairperson and five 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 tours 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. Measures for the social and economic upliftment of Safai Karamcharis.
 - (iii) 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.
- (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(I) 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.
- (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.

The Commission also monitors the implementation of Supreme Court Judgment dated 20.10.2023 in Writ Petition(Civil) No.324 of 2020 in Dr. Balram Singh & Ors Vs. Union of India. The Supreme Court, in the above Writ Petition has, inter-alia, directed as under:

- I. To ensure that the compensation for sewer deaths is increased (given that the previous amount fixed, i.e., Rs 10 lakhs) was made applicable from 1993. The current equivalent of the amount is Rs. 30 lakhs. This shall be the amount to be paid, by the concerned agency, i.e., the Union, the Union Territory or the State as the case may be. In other words, compensation for sewer deaths shall be Rs 30 lakhs. In the event, dependents of any victim have not been paid such amount, the above amount shall be payable to them. Furthermore, this shall be the amount to be hereafter paid, as compensation.
- II. In the case of sewer victims suffering disabilities, depending upon the severity of disabilities, compensation shall be disbursed. However, the minimum compensation shall not be less than 10 lakhs. If the disability is permanent, and renders the victim economically helpless, the compensation shall not be less than 20 lakhs.

(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 Chairperson/Commission on all matters of policy and administration relating to the Commission. He is assisted by one Deputy Director and one Under Secretary

Deputy Director (R&D):

The Commission has one post of Deputy Director (R&D) whose function is to assist the Secretary on matters relating to Grievances & Research and other substantive issues pertaining to Safai Karamcharis and Manual Scavengers. (Presently vacant)

Under Secretary (Admn):

The Commission has one post of Under Secretary who is in charge of the Administration Section and looks after Establishment & Service matters of all staff, Members & Chairperson. (No regular incumbent, presently being manned by retired govt. servant as consultant.)

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).

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 of the

Commission.(Presently vacant)

(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. 17015/17/2008-RI-Cell dated 02.03.2009. 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 & Chairperson/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. Integrated Finance Division of Ministry of Social Justice and Empowerment looks after the financial & expenditure related proposals of the Commission.

(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 09.09.2004 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 Minorities or used by the employees of National Commission for Minorities 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:

R&D Section:

- 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.

Administration Section:

- a) Service books and personal files.
- b) Files related to postings, transfers, promotions, recruitment, retirement and other service-related activities.
- c) Records of General Administration Division related to housekeeping, purchase and supply of materials for office administration.
- d) Internal telephone lists/directory of the officers and section of the department.
- e) Particulars of vehicles owned/hired by the department and the log-books.

- f) 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 Department.

Publications:

- a) The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013.
- b) The Prohibition of Employment as Manual Scavengers and their Rehabilitation Rules, 2013.
- c) Pamphlet/Publicity material of the Commission.
- d) 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 can give their petitions or applications either by dak or through a complaint portal on the website of the Commission. They can also meet Member/Chairperson 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 Minorities.

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/officials/ Shri/Smt./Ms.	Designation	E-mail	Telephone No.	Mobile No.
1.	Vacant	Chairperson			
2.	Shri Hardeep Singh Gill	Vice-Chairperson	hvc.ncsk@gov.in	011-24653805	
3.	Vacant	Member			
4.	Shri Karam Singh Karma	Member	member02.ncsk@gov.in	011-24648923	
5.	Vacant	Member			
6.	Vacant	Member			
7.	Vacant	Member			
8.	Shri Rahul Kashyap	Secretary	secy-ncsk@gov.in	011-24649352 011-4648922(Fax)	
9.	Shri Raj Kapil	Under Secretary*	raaj.kapil01@gov.in	011-24649354	
10.	Vacant	Dy. Director			
11.	Shri Ankush Chugh	Asstt. Director	ankush.chugh86@gov.in	011-24648921	

12.	Vacant	Section Officer (Admn.)			
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* No regular incumbent, presently being manned by retired govt. servant as consultant.

(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 01.04.2025 to 31.03.2028:

S.No.	Name of the Post	No. of Posts	Pay Band (PB) and Grade Pay (GP) as per 6 th CPC	Pay in Pay Matrix as per 7 th CPC
1	Chairperson	One	Apex Scale Rs. 80000/-	Level-17 (Rs. 2,25,000/-)
2	Vice-Chairperson	One	Apex Scale Rs. 80000/-	Level-17 (Rs. 2,25,000/-)
3	Members	Five	Apex Scale Rs. 80000/-	Level-17 (Rs. 2,25,000/-)
4	Secretary	One	PB-4 Rs. 37400-67000/- GP - Rs.10,000/-	Level-14 (Rs.1,44,200-2,18,200/-)
5	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/-)
6	Under Secretary (Admn.)	One	PB-3 Rs. 15600-39100/- GP - Rs.6600/-	Level-11 (Rs.67,700-2,08,700/-)
7	Deputy Director (R&D)	One	PB-3 Rs. 15600-39100/- GP-Rs.6600/-	Level-11 (Rs.67,700-2,08,700/-)
8	Assistant Director (R&D)	One	PB-2 Rs. 9300-34800/- GP - Rs.5400/-	Level-9 (Rs. 53,100-1,67,800/-)
9	Section Officer (Admn.)	One	PB-2 Rs. 9300-34800/- GP - Rs.4800/-	Level-8 (Rs. 47,600-1,51,100/-)
10	Private Secretary, one post for each Member, on co-terminus basis	Six	PB-2 Rs. 9300-34800/- GP - Rs. 4800/-	Level-8 (Rs. 47,600-1,51,100/-)
11	Private Secretary for Secretary	One	PB-2 Rs. 9300-34800/- GP Rs.4800/-	Level-8 (Rs. 47,600-1,51,100/-)
12	Personal Assistant, one post for each Member on co-terminus basis	Six	PB-2 Rs. 9300-34800/- GP - Rs.4200/-	Level-6 (Rs.35,400-1,12,400/-)
13	Assistant	Two	PB-2 Rs. 9300-34800/- GP - Rs.4200/-	Level-6 (Rs.35,400-1,12,400/-)
14	Research Assistant	Two	PB-2 Rs. 9300-34800/- GP - Rs.4200/-	Level-6 (Rs.35,400-1,12,400/-)
15	Sr. Hindi Translator	One	PB-2 Rs. 9300-34800/- GP - Rs.4200/-	Level-6 (Rs.35,400-1,12,400/-)
16	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/-)

17	Steno Grade 'D' for Under Secretary(Admn.) and Deputy Director (R&D)	Two	PB-1 Rs.5200-20200/- GP Rs. 2400/-	Level-4 (Rs. 25,500-81,100/-)
18	L.D.C.	Four	PB-1 Rs.5200-20200/- GP - Rs. 1900/-	Level-2 (19,900-63,200/-)
	Total Posts	38		

Section-I(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 to the Commission during last 10 years and the current year is as under:

Rupees in Lakh

Financial Year	BE	RE	Actual Expenditure
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	457.00	456.00
2018-19	592.00	694.00	671.91
2019-20	946.00	906.00	755.06
2020-21	1000.00	789.15	430.71
2021-22	1000.00	1000.00	553.09
2022-23	1100.00	756.00	308.15
2023-24	1164.00	1098.50	519.22
2024-25	1275.00	1280.00	1151.94
2025-26	1400.00	1355.00	916.25
2026-27	1400.00	--	--

(11) 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.

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

-NIL-

(13) Section 4(1) (b) (xiv) 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 Department are displayed on its website

(14) Section 4(1) (b) (xv) 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 visitors waiting room for visitors who come to meet Chairperson/Members.

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

Central Public Information Officer:

Shri Ankush Chugh, Assistant Director [Research & Development] — Matters concerning R&D Section
Email:- ankush.chugh86@gov.in

Shri Ankush Chugh, Assistant Director [R&D] -- Matters concerning Administration Section
Email: - ankush.chugh86@gov.in

Nodal Officer, RTI :

Shri Ankush Chugh, Assistant Director [Research & Development]
Email: - ankush.chugh86@gov.in

Appellate Authority Name & Designation:

Shri Rahul Kashyap, Secretary – All matters relating to the Commission.
Email: - secy-ncsk@gov.in