

## National Automotive Board

(Under Ministry of Heavy Industries, Govt. of India)  
2nd Floor, Admin Building, ICAT Centre-2, Sector-11, IMT Manesar, Gurugram, Haryana-122051

### Suo Moto Disclosures/RTI Manuals

Under Section (4) (1) (b) of the RTI Act

(Updated as on 10.04.2025)

The Right to Information Act, 2005 under its Section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

As such the mandatory disclosures pertaining to this Board are as under:

Sr. No	Details of Disclosure	Organization information
	Organization and Function	
1.1	<p>Particulars of its Organization, Functions and Duties [Section 4(1)(b)(i)]</p> <p>(i) Name and address of the Organization</p> <p>(ii) Head of the organization</p> <p>(iii) Vision, Mission and Key objectives</p> <p>(iv) Function and Duties</p>	<p>(i) National Automotive Board (Under Ministry of Heavy Industries, Govt. of India); 2nd Floor, Admin Building, ICAT Centre-2, Sector-11, IMT Manesar, Gurugram, Haryana-122051</p> <p>(ii) Dr. Hanif Qureshi, Additional Secretary, MHI &amp; Functional Member, NAB.</p> <p>(iii) Click to view details (<b>Annexure-A</b>).</p> <p>(iv) National Automotive Board, Manesar is an autonomous society, registered under Societies registration Act XXI of 1860 on 27.08.2013. The main activities of the NAB are: -</p> <ol style="list-style-type: none"><li>1. Certification of vehicles and components as a notified agency as per the Central Motor Vehicle Rules.</li><li>2. Formulation of automotive standards.</li><li>3. Participation in national and international forum in the automotive technology and related fields.</li><li>4. Carry out own Research Projects in automotive technology.</li></ol> <p>(v) Click to view details (<b>Annexure-B</b>).</p> <p>(vi) National Automotive Board, Gurugram is an autonomous society, registered under Societies registration Act XXI of 1860 on</p>

	<p>(v) Organizational Chart/Structure</p> <p>(vi) 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.</p>	<p>27.08.2013. The main activities of the NAB are:</p> <ol style="list-style-type: none"> <li>a. International Centre for Automotive Testing, Manesar (Gurugram Haryana) - <a href="https://Icat.in">https://Icat.in</a></li> <li>b. Global Automotive Research Centre (GARC), Chennai- <a href="https://Garc.co.in">https://Garc.co.in</a></li> <li>c. National Automotive Test Tracks (NATRAX) Indore (Madhya Pradesh <a href="https://www.natrax.in">https://www.natrax.in</a>)</li> <li>d. National Institute For Automotive Inspection, Maintenance &amp; Training (NIAIMT) Latigram, Assam - <a href="https://NIAIMT.IN">https://NIAIMT.IN</a></li> </ol> <p>Click to view committee details (<b>Annexure-C</b>).</p>
1.2	<p><b>Power and Duties of its Officers and Employees [Section 4(1) (b)(ii)]</b></p> <p>(i) Powers and Duties of officers (administrative, financial and judicial)</p> <p>(ii) Power and duties of other employees.</p> <p>(iii) Rules/ orders under which powers and duty are derived and exercised.</p> <p>(iv) Work allocation</p>	<ol style="list-style-type: none"> <li>i. The activities of the society are managed / controlled by the Governing Council, constituted by the Government. The day to day activities are managed by Director of Testing Centre.</li> <li>ii. All other employees report to the HoDs of respective departments and are assigned duties.</li> <li>iii. Memorandum of Association (MOA) and Rules &amp; Regulations of Society. Click to view details (<u>Annexure 5</u>)</li> <li>iv. The activities of society are grouped into major divisions as per the functional Organizational chart of Institute (<b>Annexure – B</b>).</li> </ol>

1.3	<p><b>Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]</b></p> <p>(i) Process of Decision Making: Identify key decision making points.</p> <p>(ii) Final Decision-making Authority</p> <p>(iii) Related provisions, acts, rules etc.</p> <p>(iv) Time limit for taking a decision, if any</p> <p>(v) Channel of supervision and accountability</p>	<p>i. The affairs of Society are administered by the Governing Council. The Governing Council consists of Chairman and Members nominated by the Government with representatives from leading academic Institutions and Industry bodies. The activities of the Institute are administered, directed and controlled in accordance with the Rules &amp; Regulations of the Society. The following are authorities of the Institute: -</p> <ul style="list-style-type: none"> <li>- Governing Council</li> <li>- Chairman of the Governing Council</li> <li>- Functional Member</li> <li>- Director of Testing Centre</li> </ul> <p>ii. Final decision-making authority is the Governing Council.</p> <p>iii. The powers &amp; Functions of the above authorities are as specified in the Memorandum of Association (MOA).</p> <p>iv. Time limit as per govt. guidelines. The Timeline for RTI, Complaint and representation from public and employees is 30 days within receipt of matter.</p> <p>v. The decision making is decentralized on work related basis with overall control by the authorities. Functional duties, Channels of supervision, accountability are as per the Organisational chart as at <b>Annexure – B</b>.</p>
1.4	<p><b>Norms for discharge of Functions [Section 4(1)(b)(iv)]</b></p> <p>(i) Nature of functions/services offered</p> <p>(ii) Norms/ standards for functions/ service delivery</p> <p>(iii) Process by which these services can be accessed</p> <p>(iv) Time-limit for achieving the Targets</p> <p>(v) Process of redress of Grievances.</p>	<p>(i) to (v) Please click below Testing Centre Link for functions/services, norms/ standards, process and time-limit-</p> <ul style="list-style-type: none"> <li>a) Global Automotive Research Centre (GARC), Chennai- <a href="https://Garc.co.in">https://Garc.co.in</a></li> <li>b) International Centre for Automotive Testing, Maneshar (Gurugram Haryana) - <a href="https://Icat.in">https://Icat.in</a></li> <li>c) National Automotive Test Tracks (NATRAX) Indore (Madhya Pradesh <a href="https://www.natrax.in">https://www.natrax.in</a></li> <li>d) National Institute For Automotive Inspection, Maintenance &amp; Training (NIAIMT), Assam - <a href="https://NIAIMT.IN">https://NIAIMT.IN</a></li> </ul> <p>Customer Care dept may be contacted for feedback on services / redress the grievances related to NAB Testing Centre services.</p>
1.5	<p><b>Rules, Regulations, Instructions Manual and Records for discharging functions [Section 4(1)(b)(v)]</b></p>	<p>(i) Major guiding documents for regular employees are as listed below:</p> <ul style="list-style-type: none"> <li>-Memorandum of Association</li> <li>-Procurment Manual</li> </ul>

	<p>(i) Title and nature of the record/manual /instruction.</p> <p>(ii) List of Rules, regulations, instructions manuals and records.</p> <p>(iii) Acts/ Rules manuals etc.</p> <p>(iv) Transfer policy and transfer orders.</p>	<p>-Office Procedure Hand Book</p> <p>(ii) The society is following pay and allowance as per seventh CPC recommendations of Central Government as adopted by GC. Society also follow CCS LTC policy.</p> <p>(iii) As in (i) above.</p> <p>(iv) Employees as part of reallocation of duties may be transferred between departments/ Testing centers based on functional needs / exigencies.</p>
1.6		
1.6	<p><b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b></p> <p>(i) Categories of Documents</p> <p>(ii) Custodian of Documents/ Categories</p>	<p>i. Organization holds technical and Rules &amp; Regulations documents regarding operations of the organization. The respective HODs of Finance and Administration are the custodian of documents in their respective domain files.</p> <p>ii. The various kinds of documents held are as below:  -Memorandum of Association – Admin Dept.  -Procurement Manual – Procumbent Dept.  -Office Procedure Hand Book – Admin Dept.  -Annual Repot – Finance Dept.</p>
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7	<p>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.</p> <p>i) Name of Boards, Council, Committee etc.</p> <p>ii) ) Composition</p> <p>iii) Dates from which constituted</p> <p>iv) Term/Tenure</p> <p>v) Powers and functions</p> <p>vi) Whether their meetings are</p>	<p>i) Governing Council</p> <p>(ii) Refer Annexure -C</p> <p>iii) 27.08.2013</p> <p>iv) Tenure: Members are ex-officio and tenure is on discretion of of Governing Council.</p> <p>v) Governing Council is the highest policy making body of the Society and the decisions taken by the GC is subject to Govt.</p>

	open to public vii) Whether the minutes of the meetings are open to public viii) Place where the minutes if open to the public are available.	approval and are implemented for functioning and administering activities of the Society. vi) Meetings of GC are not open to public vii) The minutes are not accessible to public. viii) The minutes are not accessible to public
1.8		
1.8	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>  (i) Name and designation (ii) Telephone, fax and email ID	Directory of officers and employees attached ( <b>Annexure-C</b> )
1.9		
1.9	<b>Monthly Remuneration received by officers &amp; employees including system of compensation [Section 4(1) (b) (x)]</b>  i) List of employees with Gross monthly remuneration ii) System of compensation as provided in its regulations	(i) Refer <b>Annexure D</b> for details on Pay Level of employees. The gross monthly remuneration is as per 7 th Central Pay Commission. ii) System of compensation is as per 7 th Central Pay Commission.
1.1 0	Name, designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]	
1.1 0.1	Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	Details are given below:  a) Shri Rajnish Maurya, Senior Administrative Officer, National Automotive Board b) Shri Saurabh Dalela, Appellate, National Automotive Board
1.1 0.2	Address, telephone numbers & email ID of each designated official.	Address: National Automotive Board, Manesar (Under Ministry of Heavy Industries, Govt. of India)n 2nd Floor, Admin Building, ICAT Centre-2, Sector-11, IMT Manesar, Gurugram, Haryana-122051 PIO Email ID is given at
1.1 1	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)	
1.1 1.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	(i) Pending for minor penalty =0, and Pending for major penalty = 4
1.1 1.2	(ii) Finalized for Minor penalty or major penalty proceedings	(ii) Finalized for Minor penalty = 2 and Finalized Major Penalty = 3

1.1 2	Programmes to advance understanding of RTI (Section 26)	
1.1 2.1	Educational programmes	There is a dedicated division for RTI Cell to handle these matters at National Automotive Board, Manesar. The organization provides RTI Awareness Programmes for employees from time to time. Last year, the society employees imparted in two training program to understand the amendment in RTI Act and other associated Rules.
1.1 2.2	Efforts to encourage public authority to participate in these programmes	National Automotive Board, Manesar provides RTI Awareness Programmes for employees from time to time. Last year, the society employees imparted in two training program to understand the amendment in RTI Act and other associated Rules.
1.1 2.3	Training of CPIO/APIO	CPIO imparted two training programs in last year
1.1 2.4	Update & publish guidelines on RTI by the Public Authorities concerned	National Automotive Board, Manesar updates & publishes Guidelines on RTI on regular intervals and it is last updated in the website on 10.04.2025.
1.1 3	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR dt. 15.4.2013]	
1.1 3.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	National Automotive Board, Manesar is an autonomous organisation under the Ministry of Heavy Industries, Govt. of India, as such no external transfers are made. There is no Transfer Policy. However, internal transfer of employees is done as per functional requirement arising from time to time.
2	Budget and Programme	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]	
2.1 .1	Total Budget for the public authority	Fund Allocation for the Year 2024-25 - NIL
2.1 .2	Budget for each agency and plan & programmes	No Budget is allocated by the Government as the Society is self financial.
2.1 .3	Proposed expenditures	NIL
2.1 .4	Revised budget for each agency, if any	NIL
2.1 .5	Report on disbursements made and place where the related reports are available	Not applicable. However, Annual Report of the Society uploaded on website time to time.
2.1 .6	Information related to procurements- (a) Notice/ tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/	Notice/tender are issued and available at: <a href="http://www.nabindia.in">www.nabindia.in</a>

	services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	
2.2	Foreign and Domestic Tours (F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2 .1	Budget	NIL
2.2 .2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a) Places visited. (b) The period of visit. (c) The number of members in the official delegation. (d) Expenditure on the visit.	NIL
2.3	Manner of execution of Subsidy Programme [Section 4(i)(b)(xii)]	
2.3 .1	Name of the programme of activity	Not Applicable as National Automotive Board, Gurugram does not offer Subsidy Programme.
2.3 .2	Objective of the programme	
2.3 .3	Procedure to avail benefits	
2.3 .4	Duration of the programme/ scheme	
2.3 .5	Physical and financial targets of the programme	
2.3 .6	Nature/ scale of subsidy /amount allotted	
2.3 .7	Eligibility criteria for grant of subsidy	
2.3 .8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4 .1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as National Automotive Board, Manesar does not allocate any Discretionary and non-discretionary grants to State Govt./ NGOs/other institutions
2.4 .2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public	

	authority[Section 4(1) (b) (xiii)]	
2.5 .1	Concessions, permits or authorizations granted by public authority	Not Applicable as National Automotive Board, Manesar does not grant concessions/permits/authorizations
2.5 .2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/permits or authorizations, (d) Date of award of concessions/ permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6 .1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Available at Annual Report. (Annexure-E)
3.	Publicity Band Public Interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011- IR dt. 15.04.2013]	
3.1 .1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Various appropriate forms/ committees' meetings/discussions with stakeholders are used to evolve consensus on relevant issues whenever called for. The list of Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens is available under 1.5.1 and 1.6.1 above
3.1 .2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	The organization needs support, cooperation and suggestions of citizens of the country. Thus, the organization encourages public participation and guidance through members representing them in Approval Committee. The Approval Committee of National Automotive Board.  Day & time allotted for visitors: From 09.30AM to 05.00PM Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Name and designation of the public information officer (PIO), Assistant Public Information (s), Nodal Officer & Appellate Authority
3.1 .3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	
3.1 .4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	

3.1 .5	Public- private partnerships (PPP)- Concession agreements	Not Applicable
3.1 .6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1 .7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
3.1 .8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
3.1 .9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	
3.1 .10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1 .11	Public- private partnerships (PPP) - All payment made under the PPP project	
3.2	Are the details of Policies / Decisions, which affect public, informed to them [Section 4(1) (c)]	
3.2 .1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Detail is given under 1.5.1 and 1.6.1 above
3.2 .2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	
3.2 .3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	
<b>3.3</b>	Dissemination of information widely and in such form and manner which is easily accessible to the	

	public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	Information manual/handbook available in Electronic format – Yes
<b>3.4</b>	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	Yes, it is available in the website of National Automotive Board.
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO/APIO
<b>3.5</b>	Whether information manual/ handbook available Free of Cost or Not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	Detail is given under 1.5.1 and 1.6.1 above. These documents are available free of cost from the website.
3.5.2	List of materials available at a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
<b>4</b>	E-Governance	
<b>4.1</b>	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	Hindi	Yes, it is uploaded in the website ;
4.1.2	English	Yes, it is uploaded in the website ;
4.1.3	Vernacular/Local Language	No
<b>4.2</b>	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	10.04.2025
<b>4.3</b>	Information available in electronic form [Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 1.5.1 and 1.6.1 above. The information can be accessed at the organization's website:
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	
<b>4.4</b>	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility	There is RTI Cell at the National Automotive Board, Gurugram. Information pertaining to activities dealt by the organization is provided to the users who demand the information. Office Address: National Automotive Board (Under Ministry of Heavy Industries, Govt. of India) 2nd Floor, Admin Building, ICAT Centre-2, Sector-11, IMT Manesar, Gurugram, Haryana-122051. The information is also uploaded on the website <a href="http://www.nabindia.in">www.nabindia.in</a> for general reference.
4.4.2	Details of information made available	As listed under 1.5.1 and 1.6.1 above; Interested people can visit the website for desired information. If the required information is not available on the website, they can send email to CPIO at email id:

		<a href="mailto:Rajnish.maurya@nabindia.in">Rajnish.maurya@nabindia.in</a> seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.
4.4.2	Working hours of the facility	09:00 AM to 5:30 PM from Monday to Friday (except Public Holidays)
4.4.3	Contact person & contact details (Phone, fax email)	
<b>4.5</b>	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance Redressal Mechanism	Click to view details( <b>Annexure-F</b> )
4.5.2	Details of applications received under RTI and information provided	Click to view details( <b>Annexure-G</b> )
4.5.3	List of completed schemes/ projects/ Programmes	NIL
4.5.4	List of schemes/ projects/ programme underway	NIL
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	National Automotive Board, Manesar is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals.
4.5.6	Annual Report	It is available at: <a href="https://nabindia.in">https://nabindia.in</a>
4.5.7	Frequently Asked Question (FAQs)	FAQs in regard to RTI are given at end of website. Click to view details( <b>Annexure-E</b> .. <a href="#">././././Downloads/ANNEXURE_16_4.5.7.docx</a> )
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter	<a href="http://www.nabindia.in">www.nabindia.in</a>
<b>4.6</b>	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	
4.6.1	Details of applications received and disposed	Click to view details( <b>Annexure-H</b> )
4.6.2	Details of appeals received and orders issued	
<b>4.7</b>	Replies to questions asked in the Parliament [Section 4(1)(b)(xvii)]	
4.7.1	Details of questions asked and replies given in the Parliament	Click to view details( <b>Annexure-I</b> )

<b>5</b>	Information as may be prescribed	
<b>5.1</b>	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	
5.1 .1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Current CPIO & FAA  a) Sh. Rajnish Maurya, Senior Administrative Officer, National Automotive Board, CPIO, National Automotive Board.  b) Sh. Saurabh Dalela, Director, ICAT, FAA, National Automotive Board.
5.1 .2	Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out	Not applicable as Third Party Audit of National Automotive Board, Manesar is being carried out for the first time by the Auditor, Dr. Sulur Narayan Venkatesan (Management & Legal Consultant RTI act trainer and Consultant) for the year 2024-25.
5.1 .3	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers	NIL
5.1 .4	Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	NIL
5.1 .5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	NIL
<b>6</b>	Information Disclosed on own Initiative	
<b>6.1</b>	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1 .1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of National Automotive Board, Manesar which is updated on regular intervals
<b>6.2</b>	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, Public Grievances & Pensions	
6.2 .1	Whether STQC certification obtained and its validity	No

6.2 .2	Does the website show the certificate on the Website?	Yes
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## **Annexure-A**

### Vision

- To create the R&D vision & roadmap for the automotive sector and undertake activities related to technology foresight, planning, finalizing and implementation the R&D plan for the automotive sector in India.
- To function as a National repository of Automotive of automotive sector related data, domain knowledge and expertise.
- To be the appellate body for any automotive test and test centre disputes and redress complaints relating to certification & accreditation and also testing done by centre under NAB.

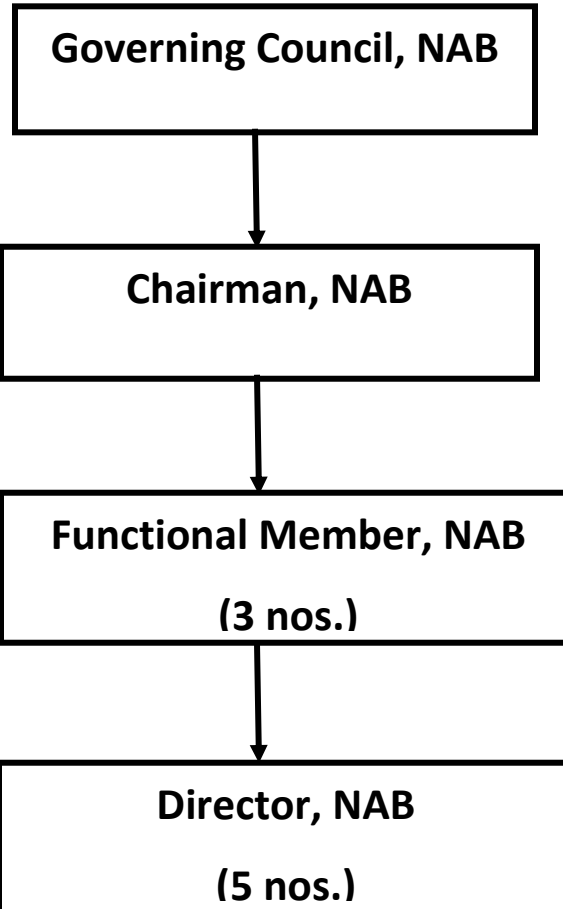
### Mission

- synergize the functioning of the testing centre under MHI so as to ensure healthy competition among the centres, maintaining the required quality of service being Offered, benchmarking of facilities.
- Create and facilitate SAFE, SUSTAINABLE and SMART Mobility Solutions. (Adopted from ARAI)
- To ensure standardization of test procedures and protocols followed in the centers under NAB and undertake test under co-relation audit and benchmarking

### Key Objectives

- To provide domain related advice, technical inputs and secretariat/administrative assistance for all policy related issues pertaining to the automotive sector related outgoing & future initiatives of Government.
- To provide technical advice and expertise as required from time to time in any other matters referred to NAB by various Govt. Ministries / agencies.

**Annexure-B**



## Annexure-C

- a. Global Automotive Research Centre (GARC), Chennai- <https://Garc.co.in>
- b. International Centre for Automotive Testing, Manesar (Gurugram Haryana) - <https://Icat.in>
- c. National Automotive Test Tracks (NATRAX) Indore (Madhya Pradesh <https://www.natrax.in>
- d. National Institute For Automotive Inspection, Maintenance & Training (NIAIMT) Latigram, Assam - <https://NIAIMT.IN>

Testing Center	HoDs
ICAT	Director, ICAT
NATRAX	Director, NATRAX
GARC	Director, GARC

### Governing Council of NAB

GC Composition		
Sl. No.	Name	Members Status
1.	Secretary, MHI	<b>Chairman (Government)</b>
2.	AS & FA, MHI	Member (Ex Officio) (Government)
3.	Addl. Secretary (Auto), MHI and Functional Member, NAB	Member (Ex Officio) (Government)
4.	Additional Secretary, Ministry of Environment, Forests and Climate Change (MoEFCC)	Member (Ex Officio) (Government)
5.	Additional Secretary (MVL) Ministry of Road Transport and Highways (MoRTH)	Member (Ex Officio) (Government)
6.	Director (MKT) Ministry of Petroleum and Natural Gas (MoPNG)	Member (Ex Officio) (Government)
7.	Chairman, SCALE Committee	Member (Ex Officio) (Government)
8.	MD & CEO, Convergence Energy Services Limited (CESL)	Member (Ex Officio) (Government)
9.	Deputy Secretary, MHI & looking after Director (OAADM), NAB	Member (Ex Officio) (Government)
10.	President, SIAM	Member (Ex Officio) (Industry Representative)
11.	President, ACMA	Member (Ex Officio) (Industry Representative)

**GC Composition**

<b>Sl. No.</b>	<b>Name</b>	<b>Members Status</b>
12.	President TMA	Member (Ex Officio) (Industry Representative)
13.	President, ARAI	Member (Ex Officio)
14.	Shri Anish Shah	Member (Industry Representative)
15.	Shri Shailesh Chandra	Member (Industry Representative)
16.	Shri Soumitra Bhattacharya	Member (Industry Representative)
17.	Shri Deepak Jain	Member (Industry Representative)
18.	Shri Balaji KM	Member (Industry Representative)
19.	Shri. Kavan Mukhtyar	Member (Industry Representative as Auto expert)
20.	Director – ICAT	Member (Ex-officio)
21.	Director – NATRAX	Member (Ex-officio)
22.	Director – GARC	Member (Ex-officio)

**Annexure-D**

<b>S.no</b>	<b>Designation</b>	<b>Pay Scale Level as per 7th CPC</b>	<b>Basic Pay at Entry Level</b>
1	Chairman	17	Rs. 2,25, 000
2	Functional Member	14	Rs. 1, 44, 200
3	Director	13	Rs. 1, 18, 500
4	General Manager	12	Rs. 78, 800
5	Manager/Engineers	11	Rs. 67, 700
1	Director	14	Rs. 1, 44, 200
2	Sr. General Manager	13A	Rs. 1, 31, 100
3	General Manager	13	Rs. 1, 18, 500
4	Dy. General Manager	12	Rs. 78, 800
5	Sr. Manager	11	Rs. 67, 700
6	Manager	10	Rs. 56,100
7	Dy. Manager	9	Rs. 53,100
8	Assistant Manager	9	Rs. 53,100
9	Sr. Engineer	8	Rs. 47, 600
10	Engineer/ Sr. Executive Assistant-I	7	Rs. 44, 900
11	Jr. Engineer/Sr. Executive Assistant-II	6	Rs. 35, 400
12	Executive Assistant/ Sr. technician-I	5	Rs. 29, 200
13	Jr. Executive Assistant/ Sr. technician-II	4	Rs. 25,500

## **Annexure-E**

Available at NAB Annual Report. (Annexure-E)

National Automotive Board (NAB)  
Ministry of Heavy Industries

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Grievances Redressal Procedure

**1. Objectives**

The objective of the grievance redressal procedure is to provide an easily accessible machinery for settlement of grievances and to adopt measures in Central Public Sector Undertakings as would ensure expeditious settlement of grievances of staff and officers leading to increased satisfaction on the job and resulting in improved productivity and efficiency of the organization.

**2. Applicability**

The scheme will cover all staff and officers of NAB.

**3. Grievance**

'Grievance' for the purpose of this scheme would only mean a grievance relating to any staff member/officer arising out of the implementation of the policies/rules or decisions of the organization. It can include matters relating to leave, increment, acting arrangements, non-extension of benefits under rules, interpretation of Service Rules, etc., of an individual nature.

**4. Procedure for handling grievances:**

Subject to the above provisions, individual grievances of staff members and officers shall henceforth be processed and dealt within the following manner:

4.1 An aggrieved staff member or officer shall take up his grievance(s) orally with his immediate superior who will give a personal hearing and try to resolve the grievance(s) at his level within a week.

4.2 If the grievance is not satisfactorily redressed, the aggrieved staff member/officer may submit his grievance in writing to the Departmental Head concerned or to the Personnel Officer/Manager as may be determined by the Director of Testing Centre.

4.3 Such Nominated Authority will record his comments on the representation within seven days, and if need be refer it to the Grievance Redressal Committee in case the grievance is not resolved or settled amicably. The Grievance Redressal Committee will be constituted by the concerned Director at Headquarter / Testing Centre, Deciding Authority.

4.4 The recommendation of the Grievance Redressal Committee will be conveyed within one month to the Deciding Authority and the decision of the Deciding Authority will be final, subject to the provisions contained in para 4.5 below.

4.5 In exceptional cases, with the concurrence of the Grievance Redressal Committee, the aggrieved staff member/officer whose grievance has been considered and is not satisfied with the decision of the Deciding Authority, will have an option to appeal either to the AS (Auto)/Functional Member, NAB. A decision on such appeals will be taken within one month of the receipt of the appeal. The decision of the AS (Auto)/Functional Member, NAB. , as the case may be, will be final and binding on the aggrieved staff member/officer and the management.

4.6 Grievances in respect of the following two categories of officers will not fall within the purview of the Grievance Redressal Committee. In their case, the procedure will be as under:

- i. In the case of officers who are one step below the Director of Testing Centre, the individual grievance may be taken up with the Director of Testing Centre.

National Automotive Board (NAB)  
Ministry of Heavy Industries

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ii. Officers reporting directly to the Functional Member may approach him for resolving their grievances.

**5. Composition of the Redressal Committee:**

The Director of the Testing Centre may determine the composition and tenure of the Grievance Redressal Committee. However, if the supervisors/officers are not satisfied with the decision of the Deciding Authority, then they may prefer an appeal to the Grievance Redressal Committee at the Headquarters. The committee should consider and take a decision on the grievances within a period of one month failing which it should be brought to the notice of the Director (Admin) or the Functional Member, NAB. The Grievance Redressal Committee should meet at least once a month.

**6. Overall guidance and conditions:**

6.1 The Staff member/officer shall bring up his grievance immediately and in any case within a period of 3 months of its occurrence.

6.2 If the grievance arises out of an order given by the management the said order shall be complied with before the staff member / officer concerned invokes the procedure laid down herein for redressal of his grievance.

6.3 Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

- i. Annual performance appraisals/Confidential Reports;
- ii. Promotions including DPC's minutes and decisions;
- iii. Where the grievance does not relate to an individual employee or officer; and
- iv. In the case of any grievance arising out of discharge or dismissal of a staff member or officer

6.4 Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channelled to the competent authority as laid down under the Conduct, Discipline and Appeal Rules of the organization and in such cases the grievance redressal procedure will not apply.

6.5 All grievances referred to the Grievance Redressal Committee/Director/Functional Member/Chief Executive shall be entered in a Register to be maintained for the purpose by the designated officer(s). The number of grievances, settled or pending, will be reported to the concerned Director/Authority every month.

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National Automotive Board (NAB)  
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Compositions of Grievance Redressal Committee, Deciding Authority & Appellate Authority

1. The composition of committees for Centre and HQ:

	ICAT	NATRAX	GARC	HQ
Chairman	Col. Sudhir Chaudhary (Retd.), Sr. Advisor	Ms. Priyanka Mishra, Sr. Manager (HR & Admin)	Shri Pankaj Mani, DGM (HR & Admin)	Shri Rajnish Maurya DGM / Sr.A.O
Member-1	Dr Madhusudan Joshi, GM	Mr. A. Prabhakar, Sr. Manager (Procurement)	Mr. A Madhan, Manager – APSL	Shri Dhiraj Jaiswal, Manager (Finance)
Member-2	Mr Prashant Vijay, GM	Mr. Girish Joshi, Sr. Manager (Civil & Utility)	Mrs. K. Rajrajeswari, Sr. Engineer & Lab Head – EV & Utility	Shri Ajeet Singh Project Engineer
Member-3	Mr Pritam Singh Sawariya, Sr Manager	Mr. Ajay Kala, Manager, Accounts	Mr. V Gokul, Sr. Engineer, VEL	Ms. Vandana Bahl, Executive Asst.

2. The Deciding Authority for each centre including HQ are as under:

	ICAT	NATRAX	GARC	NAB-HQ
Deciding Authority	Director, ICAT	Director, NATRAX	Director, GARC	Director, MHI/Director (FPCAL), NAB

3. The Appellate Authority: AS (Auto), MHI/Functional Member, NAB /CEO.

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## RTI Request &amp; Appeal Management Information System(RTI-MIS)

HOME SEARCH ASSESSMENT UTILITY DPIO FAA LETTERS REPORTS USER MANUAL LOGOUT

Public Authority: National Automotive Board (NAB)



























Role : CPIO










User : Rajnish Maurya

## VIEW REQUEST STATUS (SEARCH A REQUEST)(अनुरोध स्थिति देखें(एक अनुरोध खोज))

Show 50 ▼ entries

Search:

Registration Number (पंजीकरण संख्या)	Name (नाम)	Current Status of Request (अनुरोध की वर्तमान स्थिति)	PIO Number	Received Date (प्राप्त तारीख)	Closing Date (अंतिम तिथि)	Print Request (पिंट अनुरोध)
NATRI/R/E/25/00006	gulab singh yadav	REQUEST DISPOSED OF		09/05/2025	27/05/2025	
NATRI/R/E/25/00007	SHIKHA GUPTA	REQUEST TRANSFERRED TO OTHER PUBLIC AUTHORITY =>Ministry of Heavy Industries		10/05/2025	15/05/2025	
NATRI/R/E/25/00008	Sanu Meena	REQUEST DISPOSED OF		15/05/2025	13/06/2025	
NATRI/R/E/25/00009	Priti Chaudhary	REQUEST DISPOSED OF		12/06/2025	08/07/2025	
NATRI/R/E/25/00010	Priti Chaudhary	REQUEST DISPOSED OF		14/06/2025	14/07/2025	
NATRI/R/E/25/00011	Priti Chaudhary	REQUEST DISPOSED OF		14/06/2025	08/07/2025	
NATRI/R/E/25/00012	kunal johri	REQUEST DISPOSED OF		24/06/2025	22/07/2025	
NATRI/R/E/25/00013	KUNALJOHRI	REQUEST DISPOSED OF		10/07/2025	08/08/2025	
NATRI/R/E/25/00014	Priti Chaudhary	REQUEST DISPOSED OF		22/07/2025	19/08/2025	
NATRI/R/E/25/00015	KUNALJOHRI	REQUEST DISPOSED OF		25/07/2025	14/08/2025	
NATRI/R/E/25/00016	Priti Chaudhary	REQUEST DISPOSED OF		26/07/2025	25/08/2025	
NATRI/R/E/25/00017	Paras Baid	REQUEST DISPOSED OF		27/07/2025	26/08/2025	
NATRI/R/E/25/00019	K SRINIVAS	REQUEST DISPOSED OF		19/09/2025	17/10/2025	
NATRI/R/E/25/00020	Sabir Hundekar	REQUEST DISPOSED OF		02/10/2025	31/10/2025	
NATRI/R/E/25/00021	Devang Balvantbhai Metaliya	REQUEST DISPOSED OF		15/11/2025	17/12/2025	
NATRI/R/E/25/00022	PRADEEP KUMAR CHHABRA	REQUEST DISPOSED OF		27/11/2025	19/12/2025	
NATRI/R/E/25/00023	PRADEEP KUMAR CHHABRA	REQUEST DISPOSED OF		18/11/2025	17/12/2025	
NATRI/R/E/25/00024		REQUEST DISPOSED OF		21/11/2025	19/12/2025	
NATRI/R/E/25/00025		REQUEST DISPOSED OF		21/11/2025	19/12/2025	
NATRI/R/E/25/00026	Sunil Kumar	REQUEST DISPOSED OF		26/11/2025	19/12/2025	
NATRI/R/E/25/00027	Mayank Rao	REQUEST DISPOSED OF		26/11/2025	22/12/2025	
NATRI/R/E/25/00028	Aakash	REQUEST DISPOSED OF		04/12/2025	22/12/2025	
NATRI/R/E/25/00029	Satish thakur	REQUEST DISPOSED OF		11/12/2025	08/01/2026	
NATRI/R/E/25/00030	Nikhil Sharma	REQUEST DISPOSED OF		14/12/2025	08/01/2026	
NATRI/R/E/26/00001	Harsh	REQUEST DISPOSED OF		04/02/2026	23/02/2026	
NATRI/R/E/26/00002	BALVANT KUMAR	REQUEST DISPOSED OF		05/03/2026	24/03/2026	
NATRI/R/E/26/00003	BALVANT KUMAR	REQUEST DISPOSED OF		06/03/2026	24/03/2026	
NATRI/R/E/26/00004	ADITYA SARDA	REQUEST DISPOSED OF		24/03/2026	08/04/2026	

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NATRI/R/T/25/00006	Sanjay Kumar Bald	REQUEST DISPOSED OF		23/06/2025	08/07/2025	
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NATRI/R/T/25/00008	kunal johri	REQUEST DISPOSED OF		07/08/2025	04/09/2025	
NATRI/R/T/25/00009	ANKIT SINGHVI	REQUEST DISPOSED OF		08/08/2025	03/09/2025	
NATRI/R/X/25/00002	Prithivi Raj S	REQUEST DISPOSED OF		09/06/2025	08/07/2025	

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Role : CPIO










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NATRI/R/X/25/00002	Prithvi Raj S	REQUEST DISPOSED OF		09/06/2025	08/07/2025	

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**Annexure-I**

<b>Replies to Question asked in the Parliament [Section 4(1)(d)(2)]</b>			
<b>S.no</b>	<b>For Year</b>	<b>Detail of questioned asked</b>	<b>Replies given</b>
01	2025-2026	Nil	Nil