

CATEGORY OF DOCUMENT HELD BY QCI AUTHORITIES UNDER ITS CONTROL

Sl. No.	Nature of document / Category of document	Name of the document	Procedure to obtain the document	Held by/under Control of
1	General Information /Official	<u>Annual Report</u> <u>Minutes of Governing Body</u> <u>Minutes of Governing Council</u> <u>Constitution of GB, GC and Finance Committee</u> <u>Service & Finance Manual</u> <u>Manual on Ethical Practices</u> <u>Weeding out Policy</u> <u>Transparency Audit Report</u> <u>Annual Accounts</u> <u>General Office Orders/circulars</u> <u>List of MOUs/MOAs signed by QCI</u>	By making written request or can be download from website: https://qcin.org/	SG, Quality Council of India Institution of Engineers Building, IInd Floor, 2 - Bahadur Shah Zafar Marg, NewDelhi - 110002, India. Tel. no.: +91-11- 23379321, 23378056, 23378217, 23378057, 23379260, 23370079, 23370567, 23378837, 23378838, 23379621
2	Scheme/Project /training related information /documents of Boards & Divisions/cells		NABL	CEO-NABL c/o Quality Council of India NABL House, Plot No. 45, Sector 44, Gurugram – 122003, Haryana Tel. no.: 91-124-4679700 Fax: 91-124-4679799
NABH			CEO-NABH c/o Quality Council of India, ITPI Building, 5th Floor, 4 - A, Ring Road, I P Estate, New Delhi - 110002 Tel: +91-11-42600600 Fax: 23323415	
NABCB			CEO-NABCB c/o 1st Floor, Institution of Engineers Building, 2 - Bahadur Shah Zafar Marg, New Delhi - 110002, India. Tel. no.: Tel: 91-11-23378056 / 23379260.	
NABET			CEO-NABET c/o Quality Council of India, ITPI Building, 6th Floor, 4 - A, Ring Road, I P Estate, New Delhi -110002 Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420/ 421/ 423 Fax: +91 11 233 23 415	
NBQP			CEO-NBQP c/o Quality Council of India, ITPI Building, 6th Floor, 4 - A, Ring Road, I P Estate, New Delhi - 110002 Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420/ 421/ 423 Fax: +91 11 233 23 415	

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	General Information /Official	Scheme/Project /training related information /documents of Boards & Divisions/cells	PADD By making written request or download from the website: https://www.qcin.org/ / https://qcin.org/project-analysis-and-documentation-division	HOD-PADD c/o Quality Council of India, Indian Council for Child Welfare 4, Pandit Deen Dayal Upadhyaya Marg, Mata Sundari Railway Colony, Mandi House, New Delhi, Delhi 110002 Tel. no.: 91-11-23238736/23238694	
			ZED By making written request or download from the website: https://qcin.org/	HOD-ZED c/o Quality Council of India, Indian Council for Child Welfare 4, Pandit Deen Dayal Upadhyaya Marg, Mata Sundari Railway Colony, Mandi House, New Delhi- 110002 Tel. no.: 91-11-23238736/23238694	
			PPID By making written request or download from the website: https://ppid.qcin.org/	HOD-PPID c/o Quality Council of India, Indian Council for Child Welfare 4, Pandit Deen Dayal Upadhyaya Marg, Mata Sundari Railway Colony, Mandi House, New Delhi- 110002 Tel. no.: 91-11-23238736/23238694	
			TCB By making written request or download from the website: https://tcb.qcin.org/	HOD-TCB c/o Quality Council of India, Indian Council for Child Welfare 4, Pandit Deen Dayal Upadhyaya Marg, Mata Sundari Railway Colony, Mandi House, New Delhi- 110002 Tel. no.: 91-11-23238693	
			RACB By making written request or download from the website: https://www.qcin.org/	HOD-RACB c/o Quality Council of India, ITPI Building, 6th Floor, 4 - A, Ring Road, I P Estate, New Delhi - 110002 Tel: +91 11 233 23416/ 417/ 418/ 419/ 420 Fax: +91 11 233 23 415	
3	Under non-Disclosure or restricted disclosure category/ official	Minutes of Selection Committee, Screening Committee, Cadre Review / Review Committee, Appellate Committee etc.	Cannot be disclosed in public domain / to third party (disclosure if any shall be restricted to the part of the information pertaining to the applicant)	In-charge Admin.	
4		Details (including name, contact details etc) of various Committee members / Board members, Technical Experts etc.			
5		Personal details / personal files of employees, Professionals etc.			
6		APARs			
7		Feedback Forms / Peer evaluation forms related to employees / Professionals			
8		Application forms / Applicant details received against advertised vacancies			
9		Inquiry reports			CEhO
10		Video & Audio Recordings of meetings (internal & with external stake holders both) and Audio / Video recordings Virtual assessments.			In-charge IT or Concerned CEO/HOD
11		Audit Reports			In-charge F&A
12		Other Finance related documents (Books of accounts, related vouchers / invoices, Minutes of the Finance committee meetings, records related to statutory compliances etc)			

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13	Under non-Disclosure or restricted disclosure category/ official	Documents/information in connection with Applications received under various fields/schemes or projects, their evaluation/processing details, Assessment reports and any associated documents etc.	Cannot be disclosed in public domain / to third party (Disclosure if any shall be governed by the approved policy of concerned Board/Div.).	Concerned CEO/HOD
		Internal /External audit/third party assessment reports, including any internal reports of the Boards/ Divisions, any internal / external communications of the Boards / Divisions		
14		Proposals submitted to various agencies /departments /clients, Documents Collected under specific Projects		
15		Documents submitted to international agencies w.r.t MLAs/MRAs by Boards, and evaluation reports by international bodies including any associated documents		
16		Proceedings of the Board meetings of various constituents Boards. Accreditation committee, Technical Committee, Appeal Committee, and Complaint committee, Meeting Documents of Boards / Divisions / Cells		
17		Information / documents relating to Complaints and/or Appeals, including the investigations carried out. Feedback forms collected under various schemes from stakeholders and any analysis		
18		Any report/certificate that has been given to any applicant under any of the schemes of the Division.		
19		Registration/participants Data, Program feedback Reports, Presentation Material of external trainers/speakers, Selection procedure of the entries etc under Promotional /Awareness/Training schemes /programmes		
20		Application details submitted by applicant expert for assessor training course, Details (including name, contact, organization, education details, details of assessments done etc) of empanelled Assessors, Technical Experts etc., and explanation/query/interpretation on criteria of selection mentioned in public domain. Details of the applicants/ attendees of various awareness programs, Feedback forms against assessors.		
21		Work Order or Sanction Order issued by any client/ Ministry (which is not displayed by the client/ Ministry on their websites).		
22	Details/ terms/ copy of MOUs / MOAs signed by QCI and it's constituent Boards/ Divisions with various entities/ departments/ Governments			
23	Third party assessment/ audit/ survey records, Data on project implementation and the reports prepared by QCI as per the requirement of MOA/MOU with an agency/ department/ Government.			
24	Expired accreditation certificates or those not available in public domain.			