

## CUSTODIAN OF DOCUMENTS / CATEGORIES

Sl. No.	Name of the document	Category of document	Held by / under Control of
1.	The documents include details of service records in respect of scientific, technical, administrative and supporting staff, their computerized data, documents pertaining to various court cases of NCB.	Official	Head of Services Human Resource Services (HRS) National Council for Cement and Building Materials 34 KM Stone, Delhi Mathura Road, Ballabgarh, Haryana 121004 Tel. No. +91-129-2666642
2.	Different type of documents / records such as monthly accounts, annual accounts, GST documents, and other finance related documents of NCB.	Official	Head of Services Finance & Accounts (FAS) National Council for Cement and Building Materials 34 KM Stone, Delhi Mathura Road, Ballabgarh, Haryana 121004 Tel. No. +91-129-2666647
3.	These documents include details of students enrolled for PG programme, the documents pertaining to specialized trainings, details of various short terms and sponsored training programmes etc. of NCB.	Official	Head of Centre Centre for Continuing Education Services (CCE) National Council for Cement and Building Materials 34 KM Stone, Delhi Mathura Road, Ballabgarh, Haryana 121004 Tel. No. +91-129-2666868
4.	All documents pertaining to ongoing and completed research projects, reports, etc. of NCB.	Official	In-charge Project Planning Management (PPM) National Council for Cement and Building Materials 34 KM Stone, Delhi Mathura Road, Ballabgarh,

			Haryana 121004 Tel. No. +91-129-2666641
5.	All documents pertaining to Certified Reference Material of NCB.	Official	Head of Centre Centre for Quality Management, Standards & Calibration Services (CQC) National Council for Cement and Building Materials 34 KM Stone, Delhi Mathura Road, Ballabgarh, Haryana 121004 Tel. No. +91-129-2666639
6.	All documents pertaining to Cement Research and Independent Testing of NCB.	Official	Head of Centre Centre for Cement Research and Independent Testing (CRT) National Council for Cement and Building Materials 34 KM Stone, Delhi Mathura Road, Ballabgarh, Haryana 121004 Tel. No. +91-129-2666637
7.	All documents pertaining to Construction Development and Research of NCB.	Official	Head of Centre Centre for Construction Development and Research (CDR) National Council for Cement and Building Materials 34 KM Stone, Delhi Mathura Road, Ballabgarh, Haryana 121004 Tel. No. +91-129-2666640
8.	All documents pertaining to Mining, Environment, Plant Engineering and Operations of NCB.	Official	Head of Centre Centre for Mining, Environment, Plant Engineering and Operations (CME) National Council for Cement and Building Materials 34 KM Stone, Delhi Mathura Road, Ballabgarh, Haryana 121004

			Tel. No. +91-129-2666642
9.	All documents pertaining to Industrial Information of NCB.	Official	Head of Centre Centre for Industrial Information Services (CIS) National Council for Cement and Building Materials 34 KM Stone, Delhi Mathura Road, Ballabgarh, Haryana 121004 Tel. No. +91-129-2666679