

PROACTIVE DISCLOSURE 2020-2021

1	Organisation and Function	
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	https://www.imtech.res.in/
1.1.2	Head of the organization	https://www.imtech.res.in/director
1.1.3	Vision, Mission and Key objectives	https://www.imtech.res.in/about/mandate
1.1.4	Function and duties	https://www.imtech.res.in/right-to-information/powers-and-duties-of-officers-and-employees
1.1.5	Organization Chart	https://www.imtech.res.in/about/organisational-chart
1.1.6	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	https://www.imtech.res.in/about/about-imtech
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	https://www.imtech.res.in/right-to-information/powers-and-duties-of-officers-and-employees
1.2.2	Power and duties of other employees	https://www.imtech.res.in/right-to-information/powers-and-duties-of-officers-and-employees
1.2.3	Rules/ orders under which powers and duty are derived and	https://www.csir.res.in/rules-regulations-and-byelaws-2018
1.2.4	Exercised	https://www.csir.res.in/rules-regulations-and-byelaws-2018
1.2.5	Work allocation	https://www.imtech.res.in/right-to-information/powers-and-duties-of-officers-and-employees
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	
1.3.1	Process of decision making Identify key decision making points	https://www.csir.res.in/procedure-followed-decision-making

		ng-process-including-channels-supervision-and-accountability-finance
1.3.2	Final decision making authority	https://www.csir.res.in/procedure-followed-decision-making-process-including-channels-supervision-and-accountability-finance
1.3.3	Related provisions, acts, rules etc.	http://www.csir.res.in/rules-regulation
1.3.4	Time limit for taking a decisions, if any	https://www.csir.res.in/procedure-followed-decision-making-process-including-channels-supervision-and-accountability-finance
1.3.5	Channel of supervision and accountability	https://www.csir.res.in/procedure-followed-decision-making-process-including-channels-supervision-and-accountability-finance https://www.nio.org/transparency/right-to-information/rules-regulations-instructions-manual-and-records-for-discharging-functions
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	https://www.imtech.res.in/AND https://www.imtech.res.in/facilities/instrumentation-services-division---isd
1.4.2	Norms/ standards for functions/ service delivery	https://www.imtech.res.in/AND https://www.imtech.res.in/facilities/instrumentation-services-division---isd
1.4.3	Process by which these services can be accessed	https://www.imtech.res.in/business-development AND https://www.imtech.res.in/facilities/instrumentation-services-division---isd
1.4.4	Time-limit for achieving the targets	The time limit is decided on case to case basis in each project depending upon the complexity and deliverables in consultation with the sponsoring agency.

1.4.5	Process of redress of grievances	Any individual can lodge his/her Grievances through the Centralised Public Grievance Redress and Monitoring System CPGRAMS on an online enabled system. https://pgportal.gov.in/
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	https://www.imtech.res.in/right-to-information/rules-regulations-instructions-manuals-and-records
1.5.2	List of Rules, regulations, instructions manuals and records.	http://www.csir.res.in/rules-regulation
1.5.3	Acts/ Rules manuals etc.	http://www.csir.res.in/rules-regulation
1.5.4	Transfer policy and transfer orders	https://www.csir.res.in/sites/default/files/PolicyDoc%20%285%29_2.pdf
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	External Linkages details available on our Biennium report 2016-18, page 169 https://www.imtech.res.in/research/reports
1.6.2	Custodian of documents/categories	External Linkages details available on our Biennium report 2016-18, page 169 https://www.imtech.res.in/research/reports
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.	https://www.imtech.res.in/research/rc-and-mc https://www.imtech.res.in/right-to-information/rules-regulations-instructions-manuals-and-records
1.7.2	Composition	https://www.imtech.res.in/research/rc-and-mc
1.7.3	Dates from which constituted	https://www.imtech.res.in/research/rc-and-mc
1.7.4	Term/ Tenure	https://www.imtech.res.in/research/rc-and-mc Research

		Council : Three years Management Council : Two years
1.7.5	Powers and functions	https://www.imtech.res.in/research/rc-and-mc
1.7.6	Whether their meetings are open to the public?	No
1.7.7	Whether the minutes of the meetings are open to the public?	No
1.7.8	Place where the minutes if open to the public are available?	No
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]	
1.8.1	Name and designation	https://www.imtech.res.in/contact/staff
1.8.2	Telephone , fax and email ID	https://www.imtech.res.in/contact/staff
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]	
1.9.1	List of employees with Gross monthly remuneration	https://www.imtech.res.in/right-to-information/monthly-remuneration-of-scientists-officers-and-employees-and-system-of-compensation
1.9.2	System of compensation as provided in its regulations	https://www.imtech.res.in/right-to-information/monthly-remuneration-of-scientists-officers-and-employees-and-system-of-compensation
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]	
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	https://www.imtech.res.in/contact/staff
1.10.2	Address, telephone numbers and email ID of each designated official.	https://www.imtech.res.in/contact/staff
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pendingfor Minor penalty or major penalty proceedings	https://www.imtech.res.in/right-to-information/no-of-employees-against-whom-disciplinary-action-has-been-proposed--taken-section-42
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	https://www.imtech.res.in/right-to-information/no-of-emplo

		yees-against-whom-disciplinary-action-has-been-proposed--taken-section-42
1.12	Programmes to advance understanding of RTI(Section 26)	
1.12.1	Educational programmes	CSIR-HRDC conducts required programmes time to time
1.12.2	Efforts to encourage public authority to participate in these programmes	staff is encouraged for the awareness of RTI.
1.12.3	Training of CPIO/APIO	Such training programme are conducted by CSIR-Human Resource Development Ghaziabad from time to time.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	https://cic.gov.in/sites/default/files/RTI-Act_English.pdf https://cic.gov.in/sites/default/files/rti-actinhindi.pdf https://cic.gov.in/rti-notifications https://cic.gov.in/rti-success-stories https://rtionline.gov.in/ https://rtionline.gov.in/um_citizen.pdf https://rtionline.gov.in/faq.php https://www.nio.org/transparency/right-to-information
1.13	Transfer policy and transfer orders[F No. 1/6/2011-IR dt. 15.4.2013]	
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011-IR Dt. 15.4.2013]	https://www.csir.res.in/sites/default/files/PolicyDoc%25282014_7_1_13_0_11_840%2529.pdf

2	Budget and Programme	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]	
2.1.1	Total Budget for the public authority	https://www.imtech.res.in/right-to-information/institute%E2%80%99s-budget-and-expenditure
2.1.2	Budget for each agency and plan & programmes	https://www.imtech.res.in/right-to-information/institute%E2%80%99s-budget-and-expenditure

2.1.3	Proposed expenditures	
2.1.4	Revised budget for each agency, if any	https://www.imtech.res.in/right-to-information/institute%20s-budget-and-expenditure
2.1.5	Report on disbursements made and place where the related reports are available	https://www.imtech.res.in/right-to-information/institute%20s-budget-and-expenditure
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	https://www.imtech.res.in/right-to-information/foreign-and-domestic-tours
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government 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	https://www.imtech.res.in/tenders
2.2.3	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/ 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.	https://www.imtech.res.in/tenders
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	Not Applicable
2.3.2	Objective of the programme	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable
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./	Not Applicable

	NGOs/other institutions	
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable
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
2.5.2	For each concessions, 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	Not Applicable
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.	Not Applicable

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	Not Applicable
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	Not Applicable
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable

3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable
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	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable
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	https://www.imtech.res.in/research/reports
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	https://www.imtech.res.in/research/reports
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	https://www.imtech.res.in/research/reports
3.3	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)	https://www.imtech.res.in
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	https://www.imtech.res.in/research/reports
3.4.2	Information manual/handbook available in Printed	Can be obtained at Institute

	format	by personal request
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	https://www.imtech.res.in/research/reports
3.5.2	List of materials available At a reasonable cost of the medium	

4	E-Governance	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	English	https://www.imtech.res.in/research/reports
4.1.2	Vernacular/ Local Language	https://www.imtech.res.in/research/reports
4.2	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	31-12-2018 https://www.imtech.res.in/research/reports
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	https://www.imtech.res.in/research/reports
4.3.2	Name/ title of the document/record/ other information	https://www.imtech.res.in/research/reports
4.3.3	Location where available	https://www.imtech.res.in/research/reports
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	
4.4.1	Name & location of the faculty	https://www.imtech.res.in
4.4.2	Details of information made available	https://www.imtech.res.in
4.4.3	Working hours of the facility	https://www.imtech.res.in/right-to-information/institute%E2%80%99s-working-days-and-timings
4.4.4	Contact person & contact details (Phone, fax email)	https://www.imtech.res.in/contact/enquiry--feedback
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance redressal mechanism	https://pgportal.gov.in/ https://www.imtech.res.in/contact/e

		nquiry--feedback
4.5.2	Details of applications received under RTI and information provided	https://www.imtech.res.in/right-to-information/details-of-rti-applications-received-and-replies-given
4.5.3	List of completed schemes/ projects/ Programmes	https://www.imtech.res.in/research/reports
4.5.4	List of schemes/ projects/ programme underway	https://www.imtech.res.in/research/reports
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	https://www.imtech.res.in/tenders
4.5.6	Annual Report	https://www.imtech.res.in/research/reports
4.5.7	Frequently Asked Question (FAQs)	
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	https://www.csir.res.in/sites/default/files/PolicyDoc282016_4_4_15_41_6_24729.pdf https://dst.gov.in/sites/default/files/rfd12_1.pdf
4.6	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	https://www.imtech.res.in/right-to-information/details-of-rti-applications-received-and-replies-given
4.6.2	Details of appeals received and orders issued	https://www.imtech.res.in/right-to-information/details-of-rti-applications-received-and-replies-given
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given	No

5	Information as may be prescribed	
5.1	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	https://www.imtech.res.in/right-to-information/public-info-officers
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit	

	carried out , (b) Report of the audit carried out	
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	https://www.imtech.res.in/right-to-information/public-info-officers
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	https://www.imtech.res.in/right-to-information/public-info-officers
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	https://www.imtech.res.in/right-to-information/public-info-officers

6	Information Disclosed on own Initiative	
6.1	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	https://www.imtech.res.in/right-to-information
6.2	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, Publ	
6.2.1	Whether STQC certification obtained and its validity	Not Applicable
6.2.2	Does the website show the certificate on the Website?	Not Applicable