

RIGHT TO INFORMATION ACT, 2005
Answers to Chapter II : Right to information and obligations of Public Authorities

Sl. No	Question	Answer
2 (b)-i	The particulars of its organization, functions and duties;	<p>Headquarters: CSIR- Central Institute of Mining and Fuel Research (CSIR-CIMFR), Headquarters, Barwa Road, , P.O.: CMRS, Dhanbad-826015, Jharkhand Phone: 91-326-2296006/2296023, FAX: 91-326-2296025, Email: dcmrips@yahoo.co.in, Website: www.cimfr.nic.in EPABX lines: 2296027, 2296028, 2296029 2296003, 2296004, 2296005, 2296008, 2296009 & 2296010</p> <p>Digwadih Campus: P.O.: FRI, Dhanbad-828108, Jharkhand Phone: 91-326-2381111/ 2388202, Fax: 91-326-2381113</p> <p>CSIR-CIMFR REGIONAL RESEARCH CENTRES</p> <p>1. Scientist-In-Charge ROORKEE RESEARCH CENTRE CBRI CAMPUS, ROORKEE - 247 667 (Uttarakhand) Phone: 01332-275998/272196 ; FAX: 091-1332-275998/271315 e-mail: vvp_p@hotmail.com/vvrpprasad@gmail.com</p> <p>2. Scientist-In-Charge NAGPUR RESEARCH CENTRE (I) 3rd Floor, MECL Building, Ambedker Bhawan, Seminary Hills, NAGPUR – 440006 (Maharashtra) Telefax: 091-172-2510604/2510311; For incoming calls only use: 0712-2040708 e-mail: abhaysoni@cimfr.res.in</p> <p>3. Scientist-In-Charge NAGPUR RESEARCH CENTRE (II) 17/C, Telenkhedi Area, Civil Line, Nagpur-440 001 (Maharashtra) Phone: 0712 - 2510390/2512190; FAX: 0712- 2510390, e-mail: cfrinagpurunit@yahoo.com</p> <p>4. Scientist-In-Charge BILASPUR RESEARCH CENTRE 27, Kholi Chowk, Post Box No. 41, Bilaspur- 495 001 (Chattisgarh) Phone: 07752 – 271587/271450/411328, FAX: 07752 - 271450, e-mail: oic_cfrib@yahoo.co.in</p> <p>5. Scientist-In-Charge RANCHI RESEARCH CENTRE Samlong, , P.O. Namkum, Ranchi - 834 010 (Jharkhand) Phone: 0651- 2461392, Telefax: 0651- 2462237, e-mail: oicfri@yahoo.com</p>

2 (b)-ii	The powers and duties of its officers and employees;	<p>RESPONSIBILITY OF THE DIRECTOR</p> <ul style="list-style-type: none"> • Realizing the vision and mission of CSIR-Central Institute of Mining & Fuel Research (CSIR-CIMFR). • Creating an environment in the Institute conducive to nurturing of innovation and high class R&D and the other S&T activities of the Institute. • Managing the affairs of the Institute as per the decisions of the Management Council. • Exercise of all types of powers delegated to him by the Research Council/ CSIR, Headquarters, New Delhi. • Exercise of all types of powers as per the by laws made & amended from time to time by CSIR, Headquarters, New Delhi. <p>RESPONSIBILITY OF THE HODs</p> <ul style="list-style-type: none"> • To act as a facilitator for running the R&D/S&T project /programmes of the respective Division/Centre, control of job allocation and supervision of Division/Centre's activities. • To Provide due diligence and efforts to perform high class R&D and S&T activities in the Institute. • To conduct R&D/S&T activities as per the decision of Research Council and Management Council, under supervision of the Director of the Institute. <p>The R&D organization has three broad categories of employees, the guidelines for whom are given as under:</p> <p>Scientific Staff (Gr. IV)</p> <p>To contribute by research and/or development of new methods or knowledge and/or new techniques/products/process/know-how/patents/software packages.</p> <p>Technical Staff (G. III)</p> <p>To contribute by using existing technical /scientific knowledge or by generating modified techniques and/or applying them for the solution of specific technical problem.</p> <p>Administrative Staff</p> <p>To provide all the administrative support for the work of the organization. Also, the laboratory has supporting staff (Gr. II and Gr. I), who are expected to provide general/skilled support to Scientific/Technical/Administrative Staff by way of running/maintaining infrastructure and services.</p> <p>DUTIES OF THE CONTROLLER OF ADMINISTRATION</p> <ol style="list-style-type: none"> 1. Formulate and implement the policies concerning administrative procedures for smooth functioning of the institute in consultation with Director, CSIR-CIMFR. 2. Provide advice to the functional bodies (committees, groups) within the organization. 3. Keep liaison with CSIR, Headquarters on matters related to administration and Vigilance related matters. 4. Provide healthy working conditions and atmosphere to the institute by correct interpretation of rules and laws. 5. Advice Director, CIMFR on the matters related to administrative nature for decision. 6. Seek instructions of the Director on the matters beyond routine for implementation. <p>DUTIES OF THE ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> 1. Overall in-charge of the activities in the Administrative sections, that deal with matters like personnel; maintenance, upkeep and security of the institute's property; logistics support; control on the expenditure from administrative angle, etc 2. Reporting /Reviewing officer for the staff working in administrative block. 3. Execute the power delegated to the Administrative Officer 4. Take over the duties of the Controller of Administration in absence of the position. 5. Undertake the tasks as assigned from time-to-time of non-routine nature. <p>DUTIES OF THE FINANCE AND ACCOUNTS OFFICER</p> <ol style="list-style-type: none"> 1. To assist and advise the Director on all financial matters and be responsible for providing support service to all the scientific staff and bench-level-scientists.
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2 (b)-iii	The procedure followed in the decision making process Including channels of supervision and accountability;	<p>Decision making process (including channels of supervision and accountability)</p> <ul style="list-style-type: none"> • The procedure followed to take a decision on various matters is in accordance with the rules and regulations governing the subject matter under consideration. In order to arrive at a particular decision for important matters, the Research Council of CSIR-CIMFR gives direction of the R&D activities to be conducted by the Laboratory. Decisions in the area under its jurisdiction are taken by the Management Council. R&D activities of the laboratory are managed by the Director. He is also the administrative Head of the institute. He is advised by Administration, Finance & accounts and stores & purchase wings in taking decisions of their respective fields. Not with standing the fact that the Director has the authority to exercise all financial and disciplinary and other powers, he has constituted various advisory Committees consisting of senior functionaries of the institute for getting advice before arriving at a decision. • The final authority in the decision making process rests with the Director and in certain specified matters, the final authority rests with the DGSIR, New Delhi, However, certain powers have been delegated to lower functionaries by the Director. • The policies are decided at CSIR HQ's level by the DG, CSIR, the Governing Body and the Society as per their respective jurisdictions.
2 (b)-iv	The norms set by it for the discharge of its functions;	<ul style="list-style-type: none"> • Director is assisted by Administrative functionaries (Controller of Administration, Finance & Accounts Officer, Stores & Purchase Officer) to advise him in respect of all administrative, financial and purchase related matters. • In regard to the matters concerning the service conditions of the employees of the Council, all the Rules & Regulations framed by the Govt. of India are made applicable by the Council in accordance with CSIR Bye-laws. • The laboratories operate under the overall control of CSIR. The Labs will manage the routine administrative & financial matters. However, CSIR will be the nodal authority in matters such as Receipt & Disbursement of funds from the Government, Research Fellowship and Training, Budget & Finance, policies of recruitment and promotion, legal matters etc.

2 (b)-v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging functions:	We follow the rules and regulations of the Council of Scientific and Industrial Research (CSIR) as stated below.			
		Sr. No.	Title of the document	Type of the document	Write up of the document
		1.	Memorandum of Association, Rules & Regulations of bye-laws of CSIR.	Resolution of the Society, Rules and Regulations and Bye-Laws of CSIR	Memorandum of Association dealing with the objects of CSIR; Rules and Regulations of CSIR; Bye-Laws of CSIR as framed by Governing Body which inter-alia provides for formulation of Schemes for Recruitment & Promotion of Staff (Ref. Bye-Law 11); conditions of service of Officers and staff of the Society (Ref. Bye-Law 12-16).
		In accordance with Bye-Law 11 to 16, Rules, instructions, manual and records used for discharging day-to-day functions are as under:			
		Sr. No.	Title of the document	Type of the document	Brief Write up of the document
		A. Recruitment & Assessment Rules			
		1.	CSIR Scientists Recruitment & Assessment Promotion Rules, 2001	Rules	Effective from 1.1.2001 for assessment promotions and from 1.4.2002 for recruitment of Scientists (Gr.IV)
		2.	Revised Manas (Merit & Normal Assessment Scheme) for Scientific, Technical and Support Staff	Rules	Assessment of Technical Staff in Group III and support Staff in Groups II & I (Assessment of Scientists discontinued from 31.12.2000 in view of CSRAP Rules 2001 w.e.f. 1.1.2001 (as at Sr. No. 1 . above)
		3.	CSIR Administrative Services (Recruitment & Promotion Rules, 1982)	Rules	Recruitment and Promotion of Administrative Staff in CSIR and its Labs./Instts.
		4.	CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support staff	Rules	Recruitment of Scientific, Technical and Support staff. Recruitment of Scientists is under CSRAP Rules, 2001 w.e.f. 1-4-2002 (as at Sr.No.1 above)
		5.	CSIR Research Grants - Research Fellowships & Associateship - Terms and Conditions	Rules	Terms and conditions of appointment for RAs and Research Fellows (effective from 1-7-2001)

		6.	Senior Research Associateship (Scientists' Pool Scheme)	Rules	Terms and conditions of appointment for Senior Research Associates (Scientists' Pool)
		7.	CSIR Research Grants (Emeritus Scientist Scheme)	Rules	General Information Forms, terms and conditions for appointment of Emeritus Scientist (effective from 1.1.2000)
		8.	Guidelines of the Lab for engagement of Project Assistants	Guidelines/Rules	Engagement of Project Assistants for time barred projects.
		9.	Apprenticeship Act, 1961	Rules	Recruitment of Apprentices
		B. Service Rules			
		10.	Manual on Establishment and Administration	Rules	Establishment and Administrative Matters.
		11.	Fundamental Rules and Supplementary Rules	Rules	General Rules, TA Rules, Central Civil Services (leave) Rules, Dearness Allowance Relief and Ex-gratia to CPF Beneficiaries, HRA and CCA etc.
		12.	CCS (Pension) Rules, 1972	Rules	Related to Pension
		13.	Revised Group Insurance Scheme	Rules	Group Insurance for the Employees of CSIR
		14.	Staff Car Rules	Rules	Rules for use, maintenance of staff cars
		15.	Medical Attendance Rules and CGHS Rules	Rules	Rules for medical Attendance, treatment of employees
		16.	CCS (CCA) Rules	Rules	Classification Control and Appeal Rules for employees
		17.	CCS (conduct) Rules	Rules	Conduct Rules for employees
		18.	GPF and CPF Rules	Rules	Provident Fund Rules
		19.	LTC Rules	Rules	Leave Travel Concession rules
		20.	CEA Rules	Rules	Children's Education Assistance Rules
		21.	GFR	Rules	Financial Rules
		22.	Delegation of Financial Powers Rules	Rules	Rules on delegation of financial powers
		23.	House Building Advance	Rules	Rules on advances for House building

		Rules		
24.	Overtime Allowance Rules	Rules		Rules on payment of OTA to Employees
25.	Central Govt. Dept. Canteens Rules	Rules		Rules on running of Departmental Canteens in Central Govt. Offices
26.	Compilation on reservations and Concessions for SCs/STs/OBCs etc.,	Rules		Reservation and Concessions to various categories
27.	Compilation on Confidential Reports	Rules		Instructions on Confidential Reports
28.	Compilation on uniforms for Group C & D employees	Rules		Instructions on uniforms for employees
29.	Compilation on New Pension Scheme	Rules		Guidelines on new pension Scheme
30.	Manual on Office Procedure	Rules		Office Procedure
31.	Medical facilities to CSIR Pensioners	Rules		Rules for medical facilities to CSIR Pensioners
32.	CSIR Foreign Deputation Guidelines, 1996 (revised in August, 2005)	Rules/Guidelines		Guidelines on foreign deputation of staff
33.	CSIR (Residence Allotment) Rules, 1997	Rules/Guidelines		Rules and instructions on allotment of residence to employees
C. Purchase Procedure Rules				
34.	CSIR Manual of Best Practices	Rules		Rules and regulations related with stores and purchase activity
35.	CSIR Purchase Rules for Goods and Services 2008	Rules		Rules regulations related with stores and purchase activity
D. Works & Services Rules				
36.	Works & Services	CPWD&CSIR instructions on the subject		Rules & Regulations related with Civil, Electrical, Mechanical (construction and maintenance)
E. Guidelines on Technology Transfer				

		37.	Guidelines for Technology Transfer and utilization of knowledge base (effective from June, 2005)	Rules/guidelines	Guidelines/Rules on technology transfer, contract R& D, consultancy licensing of Intellectual property
		F. Knowledge Resource Centre (Library)			
		38.	Manual of Procedures and Practices for S&T Knowledge Resource Centres	Procedures manual	A manual developed by R&D Planning Division, CSIR
2 (b)-vi	A statement of the categories of documents that are held by it or under its control;	<p>(a) Reports of R&D work undertaken by the Institute are possessed by the concerned scientists and Business Development Group (BDG).</p> <p>(b) Administrative papers and decisions taken are in the control of Administration.</p> <p>(c) Financial papers are maintained by the Accounts Dept.</p> <p>(d) Purchase related documents are maintained by the Purchase Dept.</p> <p>(e) Annual Reports and other information materials, books, technical books, monographs are made available in the Knowledge Resource Centre (KRC) and few of them in the Science Communication & Publicity Department (SCPD)</p>			
2 (b)-vii	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	<p>(a) Research Council (R.C.)</p> <p>For each National Laboratory, there shall be a Research Council comprising:-</p> <p>i) Five external experts, one of whom shall be designated as Chairman</p> <p>ii) Representative of concerned Scientific Departments / Agencies of Government of India</p> <p>iii) Director of the Laboratory</p> <p>iv) Director/Outstanding Scientist/Chief Scientist from a sister laboratory.</p> <p>Director General or his representative shall be permanent invitee.</p> <p>Members at (i), (ii) and (iv) including the Chairman shall be nominated by Director General. The Secretary of the Research Council shall be nominated by the Director.</p> <p>The Secretariat for Research Council shall be provided by the National Laboratory.</p> <p>The Chairman of RC shall preside the meeting.</p> <p>In the absence of the Chairman, members present shall elect a member to preside the meeting.</p> <p>The term of nominated members of Research Council shall be for a period of three years.</p> <p>The Research Council shall meet not less than two times a year.</p> <p>Functions of Research Council</p> <p>The Research Council shall :-</p> <p>i) Advise on the formulation of R&D programmes and future directions of activities of the laboratory keeping in view the Five Year Plans, national priorities and opportunity areas.</p> <p>ii) Suggest networking with other CSIR National Laboratories on programmes of mutual interest.</p> <p>iii) Review R&D activities and research programmes and advise on future directions.</p> <p>iv) Advise on fostering linkages between the Laboratory, industry and potential clients.</p> <p>v) Any other function as may be assigned by Director General / Governing Body.</p> <p>The Proceedings of the Research Council shall be approved by its Chairman.</p> <p>In the absence of Chairman of RC, one of its members who presides the meeting as Chairman shall approve the Proceedings of the said meeting.</p> <p>The Director-General may amend any of the decisions of the Research Council which shall be binding.</p>			

		<p>(b) Management Council (MC)</p> <p>There shall be a Management Council for each National Laboratory for management of affairs of the Laboratory within the framework of Rules and Regulations, directions and guidelines issued by Society, Governing Body, Director General and the Director.</p> <p>The Management Council shall comprise:-</p> <ul style="list-style-type: none"> i) Director of the National Laboratory – Chairman ii) Four scientists of the Laboratory representing the staff of various age groups. iii) One representative of the technical personnel. iv) One Director level scientist from the same Laboratory or sister laboratory. v) Head, Research Planning Business Development/Planning, Monitoring and Evaluation of the National Laboratory. vi) Controller of Finance & Accounts/F&AO of the Lab. vii) Controller of Administration/Administrative Officer of the Laboratory as Member Secretary <p>Members at (ii) to (vi) to be nominated by Director-General, CSIR. The term of the nominated members shall be for a period of two years. All matters at the Management Council meeting shall be decided by the majority view. Each member including the Chairman shall have one vote. The Chairman of Management Council shall preside the meeting and in the event of temporary vacancy in the office of the Director or absence of Director on account of illness, leave, deputation abroad, etc., the Acting Director of the Laboratory shall be the Chairman of the Management Council. The Chairman of the Management Council. The Chairman of MC shall preside the meeting of the MC and also approve the Proceedings. The Management Council shall meet as and when required for effective management of the Lab./Institute But not less than thrice in a financial year.</p> <p>Functions of Management Council</p> <ul style="list-style-type: none"> i) To administer and manage the affairs and environs of the laboratory. ii) To write off irrecoverable monetary losses and Stores within the limits prescribed by CSIR. iii) To recommend the resource allocation for R&D activities / facilities of Lab./Institute. iv) To monitor the progress of R&D and other activities of the Lab./Institute. v) To recommend devolution of powers to the Project Leaders for the proper implementation of the projects / activities. vi) To approve contract R&D, consultancy projects and licensing of IPR beyond the powers of Director. vii) To consider the annual report of the National Laboratory. viii) To constitute selection committees and assessment committees for all Technical and support staff. ix) Any other matter, as may be referred by the Director-General. <p>The proceedings of the Management Council shall be approved by its Chairman. The Governing Body or Director-General as its Principal Executive Officer may review / amend any of the decisions of the Management Council, and pass such orders as considered necessary, which shall be binding on the Management Council.</p>
2(b)-viii	A statement of the boards, councils, committees and other bodies consisting of two or more persons Constituted as its part or for purpose of its advice, and as whether meetings of those boards, councils, committees and other bodies are open to	<p>Research Council consisting of eleven (11) members including the Director and Management Council consisting of ten (10) members with external expert to advise both on research and management affairs. An Animal Ethics Committee constituted as per national guidelines and comprising of external and internal members to keep strict watch whether the experimental work is done according to the accepted protocols and guidelines. There is a Radioactive Chemical and Bio-safety Committee to monitor the use of radioactive chemicals. Likewise, there is a Human Ethical Committee comprising of external and internal members to work with human samples under accepted guidelines. These committees or their minutes of the meetings are normally not accessible to public. However, a summary of the institute’s activities and accomplishment is published in its annual report, which is widely circulated.</p>

	the public, or the minutes of such meetings are accessible for public;	
2 (b)-ix	A directory of its officers and employees;	It is already available in our official website [http://cimfr.nic.in/directory.html]
2 (b)-x	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Information about list of the CIMFR's employee with their designation, Payband, & Grade Pay is available in the link given below <u>CIMFR, DHANBAD</u>
2 (b)-xi	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Information about the Budget Allocation and Expenditure is available in the link given below <u>CIMFR, DHANBAD</u>
2 (b)-xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable for our institute
2(b)-xiii	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable for our institute
2(b)-xiv	Details in respect of the information, available to or held by it, reduced in an electronic form;	See website: Telbarwa.pdf
2(b)-xv	The particulars of facilities available to citizens for obtaining including the working hours of a library or reading room, if public use;	There is a Science Communication & Publicity Department to answer to all queries from the public regarding the institute's activities. Library (Knowledge Resource Centre) facilities are available to public with permission from competent authority within the working hours.
2(b)-xvi	The names, designations and other particulars of the Public Information Officers;	Appellate Authority (For Both the Campuses) Dr. Sujit Kr. Mandal Chief Scientist, Mine Mechanisation and Technology Development CIMFR, Barwa Road, Dhanbad - 826015 Ph: 0326 - 2296026/27/28 Ext - 4222 Mob: 9431123474

		<p>Email:skm.cimfr@gmail.com For Both the Campus</p> <p>Central Public Information Officers:</p> <p>Dr. P.K. Mishra, (For Barwa Road Campus) Principal Scientist ,CIMFR, Barwa Road Campus, Dhanbad - 826015 Ph: Ph: 0326 - 2296026/27/28 Ext - 4427); Mob: 9430349795 email: mishrapkapp@yahoo.co.in</p> <p>Dr. Rajesh Kumar, Principal Scientist (For Digwadih Campus) CIMFR, Digwadih Campus, P.O. FRI, Dhanbad - 828108 Ph: 0326 - 2388-287 (O), 2380304 (R); Mob: 9431513653; Email:rajesh3k5k@yahoo.co.in</p>
		<p>In absence of above officers, due to leave / tour, the following Officers will function as AA, PIO and APIO</p> <p>Assistant Central Public Information Officer Sri Rakesh Kumar, Principal Scientist CIMFR, Barwa Road Campus Ph: 0326 - 2296027/28/29 Ext - 4328 Mob: 9431292718 Email: kumarrakesh18@yahoo.com For Barwa Road Campus</p> <p>Assistant Central Public Information Officer Dr. Manish Kumar, Principal Scientist CIMFR, Digwadih Campus P.O. FRI, Dhanbad - 828108 Mob:9431319972 Email:manishcfri@gmail.com For Digwadih campus</p> <p>APIO has to receive the applications under RTI Act - 2005 and handover the same to concerned Sectional / Divisional Head(s), as the case may be, who in turn will arrange to provide the information.</p>
2(b)- xvii	Such other information as may be prescribed; and there after update these publications every year;	The institute observes Open House during CSIR Foundation Day, i.e. 26th September every year, when members of public particularly students of Schools/Colleges and other educational institutes are encouraged to visit the laboratories and interact with scientists and Ph. D students.