



भौतिकी संस्थान, भुवनेश्वर  
डा. घ. : सैनिक स्कूल, भुवनेश्वर - 751005, भारत.  
**Institute of Physics, Bhubaneswar**  
**P.O.: Sainik School, Bhubaneswar - 751005, INDIA**

**RIGHT TO INFORMATION ACT, 2005**

**1. INFORMATION UNDER SECTION 4(1)(B) OF THE ACT 4(1)(B):**

<b>S. No.</b>	<b>Item</b>	<b>Particulars</b>	<b>Details of disclosure</b>
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	<b>INSTITUTE OF PHYSICS</b> <b>P.O.: Sainik School, Bhubaneswar - 751005, INDIA</b> <b>Phone: +91-674-2306444, 2306666, 2306500, 2306502</b> <b>  Fax: +91-674-2300142</b>
		(ii) Head of the organization	<b>DIRECTOR</b>
		(iii) Vision, Mission, Key objectives, Function and duties	<b><u>Pre-Doctoral Programme</u></b> The pre-doctoral programme is aimed at imparting a broad based education in advanced physics and research methodology. It is also planned that it will help a student not only in his/her doctoral research, but also enable him/her to become a good physics teacher irrespective of whether or not he/she takes up doctoral research. Students are selected for admission to the Pre-doctoral programme on the basis of performance in both the written JEST and oral test. The written test is common entrance test JEST for many Institutes in India. The students for the oral test are selected from the performance in JEST. The course runs from August

			<p>to June every year leading to a Diploma in Advanced Physics awarded by the Institute.</p> <p><b><u>Doctoral Programme</u></b></p> <p>On completion of the Pre-doctoral programme the students are eligible to join for research under the supervision of faculty members of the Institute leading to the Ph.D. degree awarded by one of the three universities in Orissa. In order to encourage local college and university teachers, including the Institute alumni to carry out research work, the Institute supports a short-term visitors' programme during summer and other vacation periods. All visitors are provided with financial support in terms of travelling as well as daily allowances.</p>
		(iv) Organization Chart	
		(v) 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>The Institute Of Physics, Bhubaneswar is an autonomous research institution funded jointly by the Department Of Atomic Energy (DAE) and the Government of Odisha. The Institute was officially established in 1972 by the Government of Orissa, and registered in 1972 as a registered society under societies Registration Act 1860. The Institute started functioning under the directorship of Prof. T. Pradhan on September 4, 1974 in two rented rooms of the Utkal University Guest House. After a few months, the Institute moved to a rented house in Sahid Nagar, Bhubaneswar, where its academic activities got started in January 1975 with two faculty besides the then Director, Prof. T. Pradhan. From 1974 to 1981, the Institute functioned in rented buildings and moved to its present campus in 1981. On March 25, 1985, the Institute was taken up by the Department of Atomic Energy.</p>

			The management of affairs of the Institute is vested in a Governing Council consisting of an eminent Scientist nominated as its Chairman, the Director of the Institute and members nominated by the Department of Atomic Energy (DAE) and the Government of Orissa. The Registrar of the Institute functions as its Secretary. The Institute receives major part of its financial support from the Department of Atomic Energy, Government of India, and a token support from the Government of Orissa. The Institute also receives funds from other government agencies (like CSIR and U.G.C) to finance specific research projects.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and (iv) Exercised (v) Work allocation	<b>Governing Council is the Apex Body of the Institute. The details of the Council Members are available in our Website under the heading "Right to Information"</b> <b>As per the Bye Laws of the Institute, Director exercises the Power of Head of the Organisation. The Duties and Responsibilities are defined in the Bye Laws of the Institute, which is available in our Website under the heading "Right to Information"</b>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any	<b>Academic Matters are decided on the recommendation of the Academic Council and Non-Academic Matters are decided on the recommendation of the Registrar of the Institute.</b> <b>Director</b> <b>As per the Bye Laws</b>

		(v) Channel of supervision and accountability	As per the Bye Laws of the Institute
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	It's an Academic Research Institute
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Student Grievance Redressal Committee to look after the Grievance of Students at IOP <a href="https://iopb.res.in/academic-committees">https://iopb.res.in/academic-committees</a> .
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	As per the Bye Laws of the Institute
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)]	(i) Categories of documents	
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and	(i) Name of Boards, Council, Committee etc.	Governing Council of Institute of Physics

	other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(ii) Composition	The details of the Governing Council Members of the Institute are available in our Website under the heading "Right to Information"
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	3 Years
		(v) Powers and functions	Apex Decision making body of the Institute.
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	List of the Employees and their Designation can be find under the heading "Right to Information"
		(ii) Telephone , fax and email ID	Contact Details can be found under the Heading "telephone Directory" of the Institute & "People" of the Institute website.
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	List of the Employees and their Designation can be find under the heading "Right to Information"
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	The details can be find under the heading "Right to Information" of the Institute website.

	[Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/taken  (Section 4(2))	No. of employees against whom disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings  (ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes  (ii) Efforts to encourage public authority to participate in these programmes  (iii) Training of CPIO/APIO  (iv) Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	<b>To be f</b>
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	
		(ii) 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	
		(iii) 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.	

<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	
		(ii)	Objective of the programme	
		(iii)	Procedure to avail benefits	
		(iv)	Duration of the programme/ scheme	
		(v)	Physical and financial targets of the programme	
		(vi)	Nature/ scale of subsidy /amount allotted	
		(vii)	Eligibility criteria for grant of subsidy	
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	
<b>2.4</b>	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	
<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i)	Concessions, permits or authorizations granted by public authority	
		(ii)	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 authorisations d) Date of award of concessions /permits of authorizations	
<b>2.6</b>	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.		



### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	<p>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	
		(i) Electronic format	
		(ii) Printed format	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	
		(i) Free of cost	
		(ii) At a reasonable cost of the medium	

#### 4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	<a href="http://www.iopb.res.in">www.iopb.res.in</a>
		(ii) Name/ title of the document/record/ other information	Details of Governing Council Members, details of Permanent Employees, Public Authorities, Bye Laws of the Institute, Recruitment & Promotion Policy Rules, Liason Officer for OBCs Cell, Vigilance Cell, Hindi Cell, Nodal Officers and Women Cell
		(iii) Location where available	Under the heading "Right to Information" and Cells of the Institute website.

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	
		(ii) Details of applications received under RTI and information provided	
		(iii) List of completed schemes/ projects/ Programmes	
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	Information can be find under the heading "About" of the Institute website.
		(vii) Frequently Asked Question (FAQs)	
		(viii) 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	
4.6	Receipt & Disposal of RTI applications & appeals [F.No	(i) Details of applications received and disposed	
		(ii) Details of appeals received and orders issued	

	1/6/2011-IR dt. 15.04.2013]		
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	

## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Fully met
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	
		(v) 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	

## 6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain 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, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	

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