



RIGHT TO INFORMATION (RTI) INFORMATION MANUAL / HANDBOOK 2023-24

(Information is revealed under Suo Motu Disclosure section-4(1)(b) of RTT Act, 2005)

ORGANISATION AND FUNCTION (Year: 2023-24 dated 04-04-2024)

1.Particulars of its organisation, functions and duties [Section 4(1)(b)(i) -

1.1. Name and address of the organization: National Institute of Immunology Aruna Asaf Ali Marg, Jawaharlal Nehru University, New Delhi, Delhi 110067

1.1.2 Head of the organization: Dr. Debasisa Mohanty., PhD

1.1.3 Vision, Mission and Key Objectives:

Vision: To undertake fundamental research of the highest standard in the area of immunology and related areas to develop modalities for combating various diseases.

Mission

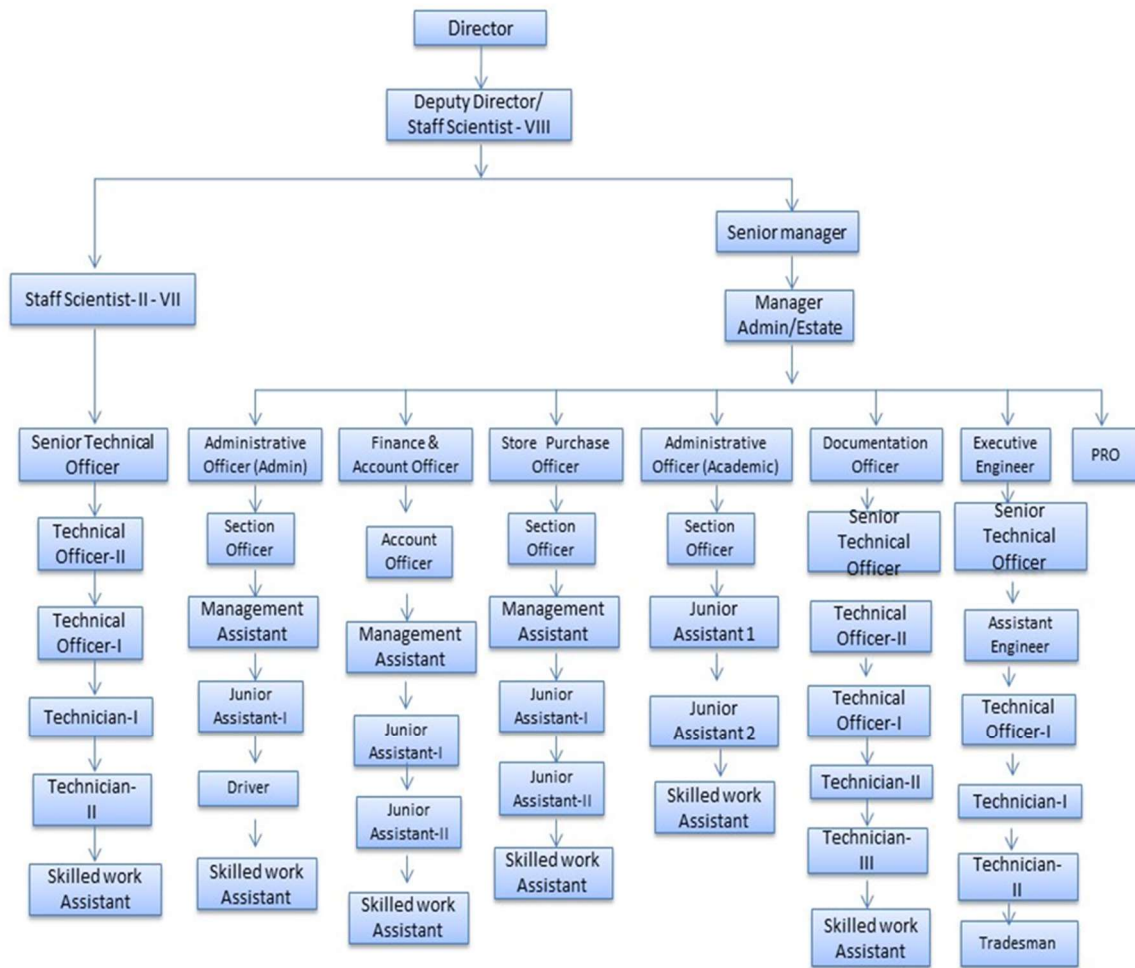
- To undertake, aid, promote, guide and coordinate research of a high calibre in basic and applied immunology.
- To carry out research for the development of new vaccines, immunodiagnostic kits, immunological reagents.
- To interact with industry for transfer of technology for the leads developed from research.
- To provide and promote linkages between various scientific research agencies/laboratories in the field of immunology, vaccine development and related areas

1.1.4 Functions and duties:

The institute is committed for the following:

- Investigating the mechanisms used by the immune system in responding to infectious pathogens and molecular characterization of the strategies used by a variety of pathogens to create infection. • Dissection of the fundamental rules of molecular design and recognition, by cutting-edge research in the post-genomic field of proteomics.
- To address questions on control of reproduction and development and understanding genetic as well as environmental defects especially involving studies with the human immune system.
- Continue to strengthen its IPRs and transfer the developed technologies to industry/society. • To expand NII's scientific manpower resource base and its research capabilities through expansion of space and infrastructural facilities.

ORGANIZATIONAL CHART OF NII



- Continue to carry out, state-of-the-art teaching and training facilities in advanced biological sciences to inculcate the highest level of aptitude and ability in the country's skilled manpower pool through seminars and workshops.
- Continue to carry out Ph.D programme.
- Dissemination of scientific information both through professional journals and through symposia, conferences and public lectures to the community at large.
- Continue to invite thought leaders as visiting faculty and adjunct faculty members.
- Start new initiatives in the area of Immunology about disease biology.

<http://www.nii.res.in/sites/default/files/CitizenCharter.pdf>

1.1.5. Organization 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:

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): Administrative, Financial powers and duties are executed as notified by the Government of India from time to time and as defined in NII's Bye-Laws and Recruitment Rules uploaded on the website

<http://www.nii.res.in/en/rti>

By- Laws and Recruitment Rules

1.2.2 Power and duties of officers and other Employees (FM)

| | |
|--|---|
| Director | <p>Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Body, and the decisions of the Governing Body, the Director shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body and the Government.</p> <p>He/she shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-Laws.</p> <p>He//She shall subject to the provisions of these Rules and Bye-Laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe their duties and functions.</p> <p>The Director shall coordinate and exercise general supervision over all the activities of the Society</p> |
| Scientists - Investigators/ Departmental Heads: | <p>The principal investigators/ department heads shall supervise and direct the work in their respective subjects (research/ administration) under the general direction of the Director.</p> |
| Senior Manager | <p>Directs and coordinates the business services functions and procedures of activities in NII, serves as the chief administrator of the Institute and ensures compliance with all applicable orders framed by DBT, state and federal regulations and policies.</p> <p>He/She advises the Head of the Department on all matters of policy and administration. Further, the work has been distributed amongst these officers and he act as the Administrative Head for allocated work.</p> <p>He /she is responsible in this capacity for the smooth functioning of the Institute. He also recommends cases for taking disciplinary action against the staff as per instructions issued by Govt. of India.</p> |
| Manager A &E | <p>In all matters concerning the Institute policy both scientific and academic. Governing Body and Society meetings, RR Rules, Bylaws/MOA ,Compendium(scientific and Administration both) Cabinet Notes and others when required by the Institute as advised by the Director/SM, Hindi cell, APAR Cell and FR(56J)</p> |
| Finance officer | <p>Annual budget estimates: The Finance & Accounts Officer (F & AO) of the Institute shall prepare, in consultation with the Director, the Annual Budget of the Institute for submission to the Governing Body. Disbursement of salaries and other financial expenses under the signatures of the Director/ Manager or a senior Faculty member.</p> |

| | |
|---|---|
| Stores and Purchase Officer | <p>SPO coordinates all activities about materials management in the laboratory.</p> <p>The core activities of procedures and follow-up applicable for material procurement, inspection, issue, stock entry, inventory record, disposal of surplus unserviceable stores, and payment of bills of vendors.</p> <p>To facilitate smooth functioning regarding the material procurement, the SPO also coordinates activities between inventors planning, stores, purchase, accounts, administration, vendors (both Indian and Foreign), statutory agencies like Customs and their agencies like transporters, clearing and forwarding agencies.</p> |
| Administrative and Section officer and Management Assistant | <p>Works under the instruction of Senior manager.</p> <p>They organize and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave, in-subordination, etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings</p> |
| Administrative Officer Academics and Training | <p>The AO coordinates the Ph.D. program of NII, under the umbrella of the Jawaharlal Nehru University, New Delhi. For this a National Level Entrance Examination is conducted. Advertisements for the entrance test are widely circulated in leading national dailies and employment news in the month of March-April.</p> <p>Coordinate training programs for Masters' students from all over the country in areas of Bio-Technology relevant to the programs that the concerned laboratory undertakes.</p> <p>Scientific tours of NII and its labs by college, university and school students from within the country.</p> |
| Executive Engineer | <p>Execution of construction, maintenance etc. of buildings (laboratories, animal houses, guest houses, staff quarters) air-conditioning facility, generators, electric supply units, water distribution and layout of roads, gardens etc.</p> <p>The executive engineer is assisted by two assistant engineers and a no. of other staff.</p> |
| Assistant Engineer | <p>Execute the works allotted by the Executive engineer concerning Civil, Electrical and mechanical</p> |
| Senior Technical Officer, Technical officer, Technical Assistant and Skilled work Assistant | <p>Technical and Supporting Staff Members provides technical support to the R&D Scientists.</p> <p>Administrative and Accounts/Stores & Purchase/Security/Laboratory House Keeping activities.</p> |
| Documentation Officer | <p>Responsible for the custody of the library:</p> <p>The D.O. shall be responsible for the custody of books, manuscripts, periodicals etc., belonging to the library, and shall maintain a complete register and index.</p> <p>Distribution of E-library journals to Scientists</p> |

| | |
|----------------|---|
| | The D.O. in consultation with a committee of scientists and other departmental heads shall prepare, by the end of March every year, a report on the working of the Institute for favor of necessary action by the Director |
| Patent Officer | Once the Director approves of an invention to be patented, the designated Staff Scientist manages the subsequent activities which include initial assessment, contact with attorneys in India and abroad and regular interactions with the scientists involved in an invention. Coordination of visits by International Scientists/ or members of Diplomatic Core, to different laboratories for collaboration/ visits etc. |
| Hindi Cell | To follow guidelines given by DBT for correspondence in Hindi Imparts training to staff on learning and using Hindi language. Conduct workshop for Hindi software Consolidate quarterly Hindi reports for correspondence to the ministry To celebrate "Hindi Pakhwada" wherein Hindi essay competition, poetry, debates, cultural programs etc. Bi-annual quiz competitions in Hindi Official circulars issued in Hindi |

1.2.3 Rules / orders under which powers and duty are derived and - Kindly refer to above point (1.2.1) (FM)

1.2.4 Exercised - Kindly refer to above point (1.2.1)

1.2.5 Work allocation Kindly refer to above point (1.2.1)

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

The procedure followed to decide on various matters is following the rules and regulations governing body the subject matter under consideration. To arrive at a particular decision for important matters, the Governing body of NII gives the direction of the R&D activities to be conducted by the Laboratory. Such R&D activities of the laboratory are managed by the Director Notwithstanding the fact that the Director has the authority to exercise all financial and disciplinary and other powers, he has delegated certain administrative and financial powers to subordinate functionaries.

SAC/ Governing body and other committees meet to take stock of progress of research, financial and other matters of the institute, and the minutes of the meetings are recorded.

The Director, NII performs or coordinates all the duties as the Principal Executive and is the communicating authority on behalf of the Governing Body/Scientific Advisory Committee (SAC). The Governing body which is the highest decision-making body and has some members (List is available on website) in decision making of the Institute

1.3.1 Process of decision making & identify the key decision-making points

As defined in NII Bye-Laws and Recruitment Rules uploaded on the website

<http://www.nii.res.in/en/rti>

1.3.2 Final decision-making authority: Kindly refer to Bye-Laws and Recruitment Rules of NII(FM) <http://www.nii.res.in/en/rti>

1.3.3 Related provisions, acts, rules etc.: Kindly refer to Bye-Laws and Recruitment Rules of NII <http://www.nii.res.in/en/rti>

1.3.4 Time limit for taking a decision, if any: Kindly refer to Bye-Laws and Recruitment Rules of NII <http://www.nii.res.in/en/rti>

1.4 Norms for discharge of functions [Section 4(1)(b)(iv)] (FM)

The Institute operates under the overall control of DBT (Department of Biotechnology). NII will manage the routine administrative & financial matters. However, DBT 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

The Director of NII shall be assisted by administrative functionaries (Control of Administration, Finance & Accounts, Stores & Purchase) to advise him in respect of all administrative and financial matters.

All matters that are concerned with service conditions of employees of NII are framed by NII recruitment Rules approved by the Governing body and NII society along with the frames of the Fundamental and Supplementary Rules framed by the Government of India from time to time. Notwithstanding anything contained in the Bye-law, the Governing Body shall have the power to relax the requirement of any rule to such extent and subject to such conditions as it may consider necessary.

Process of redress of grievances:

Any grievance concerning to anyone is addressed by the Grievance committee framed by Director NII.

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

List of Rules, regulations, instructions manuals and records documents pertained for discharging functions are documented held under the supervision of Head of Administration.

1.5.1 Title and nature of the record/manual/instruction: Bye- Laws and Recruitment Rules of NII and all other notifications released by the Government of India from time to time. Under MOU and Recruitment rules

1.5.2 List of Rules, regulations, instructions manuals and records: Kindly refer to 1.5.1

1.5.3 Acts/ Rules manuals etc: Kindly refer to 1.5.1 above

1.5.4 Transfer policy and transfer orders: There is NO Specific Transfer policy, However Inter department Transfer is done within the Institute under approval from Competent authority

1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)] (FM)

| Category of Document | Documents Held by |
|--|--------------------------|
| Documents relating to service matters All documents relating to General Administration All documents relating to Vigilance / Disciplinary/legal case Administration All documents related to recruitment, Assessment and promotions of staff. | Administration |

| | |
|--|---|
| Service book of all core employees, promotion file, MACP files, Probation clearance, GIS policy files, DBT replies files, grievance file, Transfer files, recruitment files, Review files, Canteen files, Tender files, Transport files, Accommodation files and Parliament question file. | |
| Documents relating to all purchases (Tender) stores and issue related. | Stores and Purchase |
| Documents relating to payments/finance, Audited statements of accounts which are required to be tabled in the parliament of India by the department, Utilization certificates for the grants-in-aid received, Audit reports of the department | Finance and Accounts |
| Documents relating to construction & maintenance works (Civil, Electrical, Mechanical) | Engineering Section |
| All documents relating to R & D projects | IPR and Finance Division |
| All documents relating to publication and science communication including Annual Reports and Parliamentary Question | Library and Documentation service |
| RTI cells | Documents pertaining to Questions and replies for RTI , |

1.6.2 Custodian of documents / categories: Kindly refer to 1.6.1 above

1.7 Board, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

| Society /Committee | Constitution Date | Tenure |
|-------------------------------|--------------------------|---------------------------|
| NII Society | 24-09-2021 | Nominated members 3 Years |
| Governing Body | 24-09-2021 | Nominated members 3 Years |
| Scientific Advisory Committee | 24-09-2021 | Nominated members 3 Years |
| Research area Panel | 24-09-2021 | Nominated members 3 Years |
| Finance Committee | 24-09-2021 | Nominated members 3 Years |
| Building Committee | July2020 | Nominated members 3 Years |
| Academic Committee | 10-05-2022 | 3 years |

For Other Committees please refer: <http>

1.7.2 Composition: Please refer <http://www.nii.res.in/en/organizationunder> Heading Organization

1.7.3 Dates from which constituted: Kindly refer to point no. (1.7. above

1.7.4 Term / Tenure: Kindly refer to 1.7 above

1.7.5 Powers and functions: HTTP As per Bye-Laws and MOA of NII

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? Administration section, NII

1.8 Directory of officers and employees [Section 4(1)(b)(ix)]

The details can be found in <http://www.nii.res.in/en/history> Under Staffs (Faculty ,Administration , Technical Staff and Supporting Staff) and <http://www.nii.res.in/en/scientific-staff-core-infrastructure>

1.8.1 Name and designation: Please refer above

1.8.2. 1.8.2 Telephone, Fax and Email ID: Telephone Directory book is available both hard and soft copies

1.9. The monthly Remuneration received by each of its Officers and Employees [Section 4(1)(b)(x)]

The details can be found in <https://www.nii.res.in/en/rfi>

1.10 Name, designation and other particulars of the public information [Section 4(1)(b)(xvi)]

| | |
|-----------------------------------|--|
| Public Information Officer | Dr. P. Nagarajan Staff Scientist IV National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi- 110 067 Telephone: (office) 26703709 Email: nagarajan@nii.ac.in |
| Appellate Authority | Dr. Sanjeev Das Staff Scientist-VI National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi- 110 067 Telephone: (office) 26703702 Email: sdas@nii.ac.in |

1.11 No. of employees against whom disciplinary action has been proposed/ taken [Section 4(2)]: Nil

1.11.2 No. of employees against whom disciplinary action has been (I) Pending for Minor penalty or major penalty proceedings: Nil

1.11.3 (ii) Finalised for Minor penalty or major penalty proceedings: Nil

1.12 Programmes to advance understanding of RTI (Section 26)

1.12.2 Educational programmes: training programmes from outside institute are attended by PIO to have insights over the RTI provisions and make officials acquaintance with RTI provisions and Government regulations.

1.12.3 Efforts to encourage public authority to participate in these programmes: As and when the information related to RTI is circulated by the concerned Government; it is duly circulated and forwarded among all for information and necessary action. Sometimes, materials are placed on notice board for wider publicity.

1.12.4 Training of CPIO/APIO: CPIO was sent to attend training programmes conducted by ISTM new Delhi

1.12.5 Update & publish guidelines on RTI by the Public Authorities concerned: Guidelines and detail are updated on website from time to time.

1.13 Transfer policy and transfer orders [F.No.1/6/2011-IR dt. 15.04.2013] -Nil There is NO Specific Transfer policy, However Inter department Transfer is done within the Institute under approval from Competent authority

1.13.1 Transfer Policy and Transfer Orders [F.No.1/6/2011-IR dt. 15.04.2013]: Nil

Kindly refer to provisions mentioned under NII Bye-Laws. Http Under Compendium of Instruction

2. BUDGET AND PROGRAMME (Year: 2023-24)

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]

Budget for the FY 2023-24

| Budget Head | Budget | Proposed Expenditure | Rs in Lakh |
|----------------------------------|--------|----------------------|--------------------------------|
| | | | Disbursed till date 31.03.2023 |
| GIA - Creation of Capital Assets | 3500 | 3500 | 3500 |
| GIA- Salaries | 4367 | 4367 | 4367 |
| GIA- General | 2650 | 2650 | 2650 |
| Total | 10517 | 10517 | 10517 |

The figures are in Lac

For details, please refer Annual report <http://www.nii.res.in/> Under Annual Report

2.2 Foreign and domestic tours (Finos. 1/8/2012-IR dt. 11.09.2012)

2.2.1 Budget: 40 Lac

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: <http://www.nii.res.in/en/rti>

Foreign and Domestic Tours by Officials

2.2.3 Information related to procurements: Through NII website <https://dbt.euniwizarde.com/> and newspaper for the status of 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./NGOs/other institutions: Not applicable

2.4.2 Annual accounts of the all-legal entities who are provided grants by public authorities: Kindly refer to Annual Report of the institute available on the website of institute.

2.5 Particulars of recipients of concessions, permits or 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 concession, permit or authorization granted: Not applicable

2.6 CAG & PAC paras [Finos. 1/6/2011-IR dt. 15.04.2013]

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: Nil, please refer Annual report <http://www.nii.res.in>

3. PUBLICITY BAND PUBLIC INTERFACE (Year: 2022-23)

3.1 Particulars for any arrangement for consultation with for representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [Finos. 1/6/2011-IR dt. 15.04.2013]

3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens: Society Rules, Memorandum of Association, Bye-Laws and Recruitment Rules of NII available on website <http://www.nii.res.in/en/rti> Under By laws and Recruitment Rules

3.1.2 Arrangements for consultation with or representation by – (a) Members of the public in policy formulation / policy implementation, (b) Day and 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: Not applicable

3.2.2 Publish all relevant facts while formulating important policies or announcing decisions that affect public to make the process more interactive- Outline the Public consultation process: Not applicable

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 Not applicable

3.3 Dissemination of information widely and in such form and manner it is easily accessible to the public [Section 4(3)]

3.3.1 Use of the most effective means of communication- Internet (Website): All the recruitment advertisements, EOIs, Tenders etc. are uploaded on the website of the institute.

<http://www.nii.res.in/notice-circulars>

3.4 Form of accessibility of information manual/handbook [Section 4(1) (b)]

3.4.1 Information manual/handbook available in electronic format:

3.4.2 Information manual/handbook available in Printed format: Individuals may download this information from institute's website.

3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

3.5.1 List materials available free of cost: Information available in electronic form on the website is available free of cost.

3.5.2 List of materials available at a reasonable cost of the medium: Information available in electronic form on the website is available free of cost.

4.E-GOVERNANCE (Year: 2022-23)

4.1 Language in which information Manual / Handbook Available [F. No. 1/6/2011 – IR dt. 15.4.2013] Important policy matters, administrative approval, Act/Rules, relating to trade, schemes and programmes of the entire Department besides citizen charter, information on budget, demand for Grants and other activities of the Department are posted on the Department's website for wider dissemination and publicity which is accessible to the public. <http://www.nii.res.in/notice-circulars>

4.1.1 English: Yes, kindly click on the link to go through institute's RTI Manual/Handbook

4.1.2 Vernacular / Local Language: NO

4.2 When was the information Manual/Handbook last updated (Fins. 1/6/2011-IR dt. 15.04.2013) 4.2.1 Last date of Annual updating: 10-08-2022

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]

4.3.1 Details of information available in electronic form ‘:

<http://www.nii.res.in/en/rti>

4.3.2 Name/title of the document/record/other information:

1. RIGHT TO INFORMATION (RTI) INFORMATION MANUAL / HANDBOOK 2021-22
2. NII-STAFF
3. NII-RIO-QUARTERLY/MONTHLY REPORT
4. NII-MEMORANDUM OF ASSOCIATION & RULES,1982
5. NII-REVISED MEMORANDUM OF ASSOCIATION & RULES, 1982 (AMENDED AS ON 29TH OCTOBER, 2021)
6. NII-RECRUITMENT RULES
7. NII-BYE-LAWS
8. NII-STAFF-WELFARE-FUND
9. PAY DETAILS OF THE INSTITUTE'S EMPLOYEES
10. FOREIGN & DOMESTIC TOURS BY OFFICIALS OF THE INSTITUTE
11. DETAILS OF BID AWARDED DURING THE FINANCIAL YEAR 2022-23
12. LIST OF ONGOING AND COMPLETED PROJECTS DURING THE FINANCIAL YEAR 2022-23
13. DETAILS OF CONTRACT STATUS OF PARLIAMENT QUESTIONS
14. MINUTES OF THE GOVERNING BODY MEETINGS
15. MINUTES OF THE SOCIETY MEETINGS SCHEME FOR ENGAGEMENT OF CONSULTANTS
16. COMPENDIUM OF INSTRUCTIONS

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

Available on website and Notice Board of NII

4.4.1 Name & Location of the Facility, Aruna Asaf Ali Marg New Delhi 110067

4.4.2 Details of information made available – Advertisement for Jobs, Tenders, Seminars, conference etc.

4.5 Such other information as may be prescribed under Section 4(I) (b)(xvii)

4.5.1 Grievance redressal mechanism: A grievance committee exists for redressal of grievances

4.5.2 Details of applications received under RTI and information provided:

4.5.3 List of completed schemes/project/programmes: <http://www.nii.res.in/en/rti> List of ongoing and completed Projects

4.5.4 List of schemes/project/programme underway: <http://www.nii.res.in/en/rti> list of Ongoing and completed projects

4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract: <http://www.nii.res.in/en/rti> Under Contract awarded

4.5.6 Annual Report <http://www.nii.res.in/en/rti> Under annual report

4.5.7 Frequently Asked Questions (FAQs): Frequently Asked Questions (FAQs) - <http://www.nii.res.in/en/rti> Under handbook

4.5.8 Any other information such as a) Citizen's charter: Citizens/Clients Charter of NII website <http://www.nii.res.in/sites/default/files/CitizenCharter.pdf>

4.6 Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IR dt. 15.04.2013]

<http://www.nii.res.in/en/rti> NII RTI Quarterly and Monthly report

4.6.1 Details of applications received and disposed: Kindly refer to point 4.5.2 above.

4.6.2 Details of appeals received and orders issued: as 4.5.2 above

4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)] <http://www.nii.res.in/en/rti> Status of parliamentary Questions

4.7.1 Details of questions asked and replies given: Available with Administration.

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 & detail of – (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 01.01.2015:

Present CPIO ; From 10-02-2022 Onwards

Dr. P. Nagarajan

Staff Scientist V

National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi-110 067

Telephone: (office) 26703709

Email: nagarajan@nii.ac.in

FAA -

Dr. Sanjeev Das

Staff Scientist-VII

National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi-110 067

Telephone: (office) 26703702

Email: sdas@nii.ac.in

Earlier CPIO and FAA :

Dr Sarika Gupta

Staff Scientist V

National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi-110 067

Telephone – 26703666

E mail : sraika@nii.ac.in

Dr. Sanjeev Das

Staff Scientist-VI

National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi-110 067

Telephone: (office) 26703702

Email: sdas@nii.ac.in

5.1.2 Details of third-party audit of voluntary disclosure – 2019 -2020

(a) Dates of audit carried out - 19 th March 2020 (b) Report of the audit carried out: in CIC website

5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD –

D. Madhulika Srivastava , Ph.D.

Staff Scientist - VII

National Institute of Immunology

Aruna Asaf Ali Marg

New Delhi - 110067

Tel: +91-11-26703749, +91-11-26715016

Fax:+91-11-26742125

Mob: 9811322731

E-mail: madhu@nii.ac.in

5.1.4 Consultancy Committee of key stakeholders for advice on suo-motu disclosure – (a) Dates from which constituted, (b) Name & Designation of the Officers: Nil

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: Nil

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

The Institute is committed to provide all possible assistance to the general public and stakeholders. The information regarding academic & research activities, tenders, jobs, infrastructure facilities, officials/nodal officers/committees etc. have been made available on the website of the Institute.

The complete details thereof have been suitably displayed on the website of the Institute.

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)

Whether STQC certification obtained and its validity.

Not Applicable

Does the website show the certificate on the Website?

No

Other information

(1) Our website (www.nii.res.in) gives a detailed overview of all our Academic Programmes, Faculty, Infrastructure, Research Reports, Publications, Career Opportunities (if available), list of Patents, contact address, display of tenders etc.

(2) The NII library is generally for the exclusive use of our staff and research scholars, but scholars from other academic institutions are allowed to use the library subject to proof of identification. Library working hours: 9.30 a.m. to 8.00 p.m. (Mon to Friday); 9.30 a.m. to 5.30 p.m. (Saturday) 10.30 a.m. to 3.30 p.m. (Sunday)

(3) We also allow limited visits by the school, college and university students from India and abroad to a few of our laboratories to encourage aptitude for research in their future lives.

(4) Contact telephone nos.: 26717121 to 26717145

Information under RTI Act can be sought from PIO of the Institute nominated as per Section 4 of the Act. A request for obtaining the information as per Section 6(1) shall be accompanied by an application fee of Rs. 10/-, by demand draft or banker's cheque or IPO in favour of the National Institute of Immunology, New Delhi, along with application in the following format with the applicant's signature, with the declaration of citizenship.

FREQUENTLY ASKED QUESTION ABOUT RTI

Further Details Can be obtained from https://rti.gov.in/rticorner/guide_2013-issue.pdf

1. When did it come into force?

It came into force on the 12th October, 2005 (125th day of its enactment on 15th June, 2005). Some provisions have come into force with immediate effect.

2. Who is covered under this Act?

It extends to the whole of India except the state of Jammu and Kashmir.

3. What does information mean?

Information is any material in any form. It includes records, documents memos, e-mails, opinions advices press releases, circulars, orders, logbooks, contracts, reports, papers, samples, data materials held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

4. What does right to information mean?

It includes right to-inspect works, documents, records, take notes, extracts or certified copies of documents or records. take certified samples of material, obtain information in the form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.

5. What are the obligations of the public authority?

The public authority shall maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under the act. [S.4(1)a]

The public authority shall publish within 125 days of the enactment: -

- the particulars of its organization, function and duties
- the powers and duties of its officers and employees
- the procedure in its decision-making process, Including channel of supervision and accountability
- the norms set by it in the discharge of the functions
- the rules, regulations, instructions manual and records used by its employees for the discharge of the functions
- a statement of categories of the documents held by it under its control.

- the particulars of any arrangement that exists for consultation with, or representation by the members of the public, in relation to the formulation of policy or implementation thereof;
- A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes of such meetings are accessible to the public;
- a directory of its officers and employees;
- the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- the manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes;
- particulars of recipients of concessions, permits or authorizations granted by it; details of the information available to, or held by it, reduced in an electronic form;
- the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- the names, designations and other particulars of the Public Information Officers.[S.4(1)(b)]

6. What is not open to disclosure?

The right to information is not absolute. Section 8&9 of the act enumerates the categories of information which are exempted from disclosure. Which includes Information, disclosure which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the state, relation with foreign state or lead to incitement of an offence.

7. Is partial disclosure allowed?

Only that part of the record which does not contain any information which is exempted from disclosure and which can easily be severed from any part that contains exempted information, may be provided.

8. What does a public authority mean?

- It means any authority or body or institution of self-government established or constituted [S.2(h)]
- By or under the constitution
- By any other law made by the parliament
- By any other law made by the State Legislature
- By notification issued or ordered by the appropriate government and includes any-body owned, controlled or substantially financed
- Non-government organization substantially financed directly or indirectly by the appropriate government.

9. Who are Third Parties?

A third party means a person other the citizen making a request for information and includes a public authority. Third parties have a right to be heard in respect of applications and appeals dealing with information submitted by them to the government in confidence.

10. Who are Public Information Officers (PIO)?

PIOs are officers designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information under the Act. Any officer, whose assistance has been sought by the PIO for the proper discharge of his or her duties, shall render all assistance and for the purpose of contraventions of the provisions of this Act, such other officer shall be treated as a PIO.

11. What are the duties of a PIO?

PIO shall deal with requests from persons seeking information and where the request cannot be made in writing, to render reasonable assistance to the person to reduce the same in writing.

If the information requested for is held by or its subject matter is closely connected with the function of another public authority, the PIO shall transfer, within 5 days, the request to that other public authority and inform the applicant immediately.

PIO may seek the assistance of any other officer for the proper discharge of his/her duties.

PIO, on receipt of a request, shall as expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in.

Where the information requested for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

If the PIO fails to give decision on the request within the period specified, he shall be deemed to have refused the request.

Where a request has been rejected, the PIO shall communicate to the requester -

- the reasons for such rejection,
- the period within which an appeal against such rejection may be preferred, and
- the particulars of the Appellate Authority.
- PIO shall provide information in the form in which it is sought unless it would disproportionately divert the resources of the Public Authority or would be detrimental to the safety or preservation of the record in question.
- If allowing partial access, the PIO shall give a notice to the applicant, informing:-
- that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
- the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
- the name and designation of the person giving the decision; the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
- his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided.
- If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration.
- Third party must be given a chance to make a representation before the PIO within 10 days from the date of receipt of such notice.

12. What is the Application Procedure for requesting information?

Apply in writing or through electronic means in English or Hindi or in the official language of the area, to the PIO, specifying the particulars of the information sought for.

Reason for seeking information

Pay fees as may be prescribed (if not belonging to the below poverty line category).

13. What is the time limit to get the information?

30 days from the date of receipt of application.

48 hours for information concerning the life and liberty of a person

5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.

If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).

Failure to provide information within the specified period is a deemed refusal

14. What is the fee for seeking information?

Application fees to be prescribed which must be reasonable.

If further fees are required, then the same must be intimated in writing with calculation details of how the figure was arrived at;

Applicant can seek review of the decision on fees charged by the PIO by applying to the appropriate Appellate Authority;

No fees will be charged from people living below the poverty line;

Applicant must be provided information free of cost if the PIO fails to comply with the prescribed time limit.

15. What could be the ground for rejection?

If it is covered by exemption from disclosure.

If it infringes copyright of any person other than the State.

16. Who are the Appellate Authorities?

First Appeal: First appeal should be addressed to the officer senior in rank to the PIO in the concerned Public Authority within 30 days from the expiry of the prescribed time limit or from the receipt of the decision (delay may be condoned by the Appellate Authority if sufficient cause is shown).

Second Appeal: Second appeal to the Central Information Commission or the State Information Commission as the case may be, within 90 days of the date on which the decision was given or should have been made by the First Appellate Authority. (Delay may be condoned by the Commission if sufficient cause is shown).

Third Party appeal against PIO's decision must be filed within 30 days before first Appellate Authority; and, within 90 days of the decision on the first appeal, before the appropriate Information Commission which is the second appellate authority.

Burden of proving that denial of Information was justified lies with the PIO.

First Appeal shall be disposed of within 30 days from the date of its receipt. Period extendable by 15 days if necessary.

17. What are the penalty provisions?

Every PIO will be liable for fine of Rs. 250 per day, up to a maximum of Rs. 25,000/-, for not accepting an application; delaying information release without reasonable cause; malafidely denying information;

knowingly giving incomplete, incorrect, misleading information; destroying information that has been requested and obstructing furnishing of information in any manner.

The Information Commission (IC) at the Centre and the State levels will have the power to impose this penalty. The Information Commission can also recommend disciplinary action for violation of the law against an erring PIO.

18. How to file RTI application Online:

Through RTI Portal - <https://rtionline.gov.in/>

- This is a portal to file RTI applications/first appeals online along with payment gateway.

- Payment can be made through internet banking, debit/credit cards of Master/Visa, RuPay cards and UPI.
 - Through this portal, RTI applications/first appeals can be filed by Indian Citizens for all ministries/Departments and other Public Authorities of Central Government.
 - RTI applications/first appeals should not be filed for other public authorities under State Govt. through this portal.
- Please read instructions carefully while submitting request/appeal.

2. For Application through Postal:

Please submit your details this format:

Application for seeking information under RTI Act, 2005

1. Name
2. Full postal address with pin code
3. Telephone number
4. Fax number
5. E-mail
6. Profession
7. Proof of Residence (Ration Card/: Election Voter's Card/Passport/ Driving Licence) (Please attach photocopy)

PART II

1. Specify the particulars of the information sought for in a separate sheet.
2. Whether the information sought for is required to be supplied: (a) In printed form (b) In diskette or floppy
3. Whether inspection of record also sought.
4. Whether application fee of Rs.10/- (Rupees Ten only) paid and, if so, please specify mode of payment.
(a) Please give details of the demand draft/Bankers' cheque/IPO enclosed.

(No fee is required to be paid if the requester belongs to 'Below Poverty line' category for which proof should be furnished).

Declaration of the Applicant:

- (i) I am a bonafide citizen of India and owe allegiance to the sovereignty, unity and integrity of India and have not voluntarily acquired the citizenship of another country.
- (ii) (ii) The information given by me in this form is true and I am solely responsible for its accuracy.

Signature of the Applicant) Name of the Applicant:

Place:

Date