



## ***Information Handbook***

***Under***

**“The Right to Information Act, 2005”**

रजिस्ट्री सं. डी. एल.—(एन)04/0007/2003—05

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PART II — Section 1

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NEW DELHI, TUESDAY, JUNE 21, 2005/JYAISTHA 31, 1927

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।  
Separate paging is given to this Part in order that it may be filed as a separate compilation.

## MINISTRY OF LAW AND JUSTICE (Legislative Department)

*New Delhi, the 21st June, 2005/Jyaistha 31, 1927 (Saka)*

The following Act of Parliament received the assent of the President on the 15th June, 2005, and is hereby published for general information:—

### THE RIGHT TO INFORMATION ACT, 2005

No. 22 OF 2005

[15th June, 2005.]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

WHEREAS the Constitution of India has established democratic Republic;

AND WHEREAS democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

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AND WHEREAS it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

NOW, THEREFORE, it is expedient to provide for furnishing certain information to citizens who desire to have it.

BE it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:

## Chapter I Preliminary

1.

1. This Act may be called the Right to Information Act, 2005.
2. It extends to the whole of India except the State of Jammu and Kashmir.
3. The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.

In this Act, unless the context otherwise requires--

- a. "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly--
  - i. by the Central Government or the Union territory administration, the Central Government;
  - ii. by the State Government, the State Government;
- b. "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;
- c. "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- d. "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
- e. "Competent authority" means:
  - i. the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
  - ii. the Chief Justice of India in the case of the Supreme Court;
  - iii. the Chief Justice of the High Court in the case of a High;
  - iv. the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
  - v. the administrator appointed under article 239 of the Constitution;
- f. "information" means any material in any form, including records, documents, memos, e-mails, opinions,

- advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;
- g. "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- h. "public authority" means any authority or body or institution of self government established or constituted-
- a. by or under the Constitution;
  - b. by any other law made by Parliament;
  - c. by any other law made by State Legislature;
  - d. by notification issued or order made by the appropriate Government, and includes any-
    - i. body owned, controlled or substantially financed;
    - ii. non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;
- i. "record" includes--
- a. any document, manuscript and file;
  - b. any microfilm, microfiche and facsimile copy of a document;
  - c. any reproduction of image of images embodied in such microfilm (whether enlarged or not); and
  - d. any other material produced by a computer or any other device;
- j. -right to information- means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to-
- i. inspection of work, documents, records;
  - ii. taking notes, extracts or certified copies of documents or records;
  - iii. taking certified samples of material;
  - iv. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- k. "state Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;
- l. "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;
- m. "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- n. "third party" means a person other than the citizen making a request for information and includes a public authority.

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## Chapter II

### Right to Information and Obligations of Public Authorities

3. Subject to the provisions of this Act, all citizens shall have the right to information.

4.

1. Every public authority shall—

- a. maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be

- computerized are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
- b. publish within one hundred and twenty days from the enactment of this Act,--
    - i. the particulars of its organisation, functions and duties;
    - ii. the powers and duties of its officers and employees;
    - iii. the procedure followed in the decision making process, including channels of supervision and accountability;
    - iv. the norms set by it for the discharge of its functions;
    - v. the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
    - vi. a statement of the categories of documents that are held by it or under its control;
    - 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;
    - viii. a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
    - ix. a directory of its officers and employees
    - x. the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
    - xi. the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
    - xii. the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
    - xiii. particulars of recipients of concessions, permits or authorisations granted by it;
    - xiv. details in respect of the information, available to or held by it, reduced in an electronic form;
    - xv. 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;
    - xvi. the names, designations and other particulars of the Public Information Officers;
    - xvii. such other information as may be prescribed; and thereafter update these publications every year;
  - c. publish all relevant facts while formulating important policies or announcing the decisions which affect public;
  - d. provide reasons for its administrative or quasi-judicial decisions to affected persons.
2. It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain informations.
  3. For the purposes of sub-section (1), every informations shall be disseminated widely and in such form and manner which is easily accessible to the public.
  4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

*Explanation*– For the purposes of sub-sections (3) and (4), 'disseminated' means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of officers of any public authority.

5.

1. Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or officers under it as may be necessary to provide information to persons requesting for the information under this Act.
2. Without prejudice to the provisions of sub-section (1) every public authority shall designate an officer, within one hundred days of the enactment of this Act, each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;  
Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.
3. Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.
4. The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.
5. Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purpose of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

6.

1. A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—
  - a. the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
  - b. the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,  
Specifying the particulars of the information sought by him or her.  
Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.
2. An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.
3. Where an application is made to a public authority requesting for an information,--
  - i. which is held by another public authority; or
  - ii. the subject matter of which is more closely connected with the functions of another public

authority, the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer;

Provided that the transfer of an application on pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

7.

1. Subject to the provision to sub-section (2) of section 5 or the provision to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty 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 sections 8 and 9.  
Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.
2. If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.
3. Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—
  - a. the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;
  - b. information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.
4. Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.
5. Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:  
Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.
6. Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).
7. Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.
8. Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—
  - i. the reasons for such rejection;
  - ii. the period within which an appeal against such rejection may be preferred; and

- iii. the particulars of the appellate authority.
9. An information shall ordinarily be provided 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.
- 8.
1. Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,--
- a. information, disclosure of 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;
  - b. information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
  - c. information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
  - d. information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
  - e. information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
  - f. information received in confidence from foreign Government;
  - g. information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
  - h. information which would impede the process of investigation or apprehension or prosecution of offenders;
  - i. cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;  
Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;
  - j. information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer satisfied that the larger public interest justifies the disclosure of such information;  
Provided that the information, which cannot be denied to the Parliament or a State Legislature, shall not be denied to any person.
1. Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (I), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.
2. Subject to the provisions of clauses (a), (c) and (i) of sub-section (I), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section;  
Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.
9. Without prejudice to the provisions of section 8, Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

10.

1. Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.
2. Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—
  - a. that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
  - b. the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
  - c. the name and designation of the person giving the decision;
  - d. the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
  - e. 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, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

11.

1. Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:  
 Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.
2. Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
3. Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
4. A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

## Chapter III

### The Central Information Commission

12.

1. The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
2. The Central Information Commission shall consist of—
  - a. the Chief Information Commissioner; and
  - b. such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.
3. The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—
  - i. the Prime Minister, who shall be the Chairperson of the committee;
  - ii. the Leader of Opposition in the Lok Sabha; and
  - iii. a Union Cabinet Minister to be nominated by the Prime Minister.

*Explanation*—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognized as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

4. The general superintendence, direction and management of the affairs of the Central Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.
5. The Chief Information Commissioner and Information Commissioner shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
6. The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connection with any political party or carrying on any business or pursuing any profession.
7. The headquarters of the Central Information Commissioners shall be at Delhi and the Central Information Commission may with the previous approval of the Central Government, establish offices at other places in India.

13.

1. The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment;  
Provided that no chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.
2. Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner;  
Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section

(3) of section 12;

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

3. The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

4. The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office;

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

5. The salaries and allowances payable to and other terms and conditions of service of—

- a. the Chief Information Commissioner shall be same as that of the Chief Election Commissioner;
- b. an Information Commissioner shall be the same as that of an Election Commissioner;

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or would pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity;

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits; Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

6. The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

14.

1. Subject to the provision of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be ought on such ground be removed.

2. The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.

3. Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be; --

- a. is adjudged an insolvent; or
  - b. has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
  - c. engages during his term of office in any paid employment outside the duties of his office; or
  - d. is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
  - e. has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.
4. If the State Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising there from otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (I), be deemed to be guilty of misbehaviour.

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## Chapter IV

### The State Information Commission

15.

1. Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the..... (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
2. The State Information Commission shall consist of—
  - a. the State Chief Information Commissioner, and
  - b. such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.
3. The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—
  - i. the Chief Minister, who shall be the Chairperson of the committee;
  - ii. the Leader of Opposition in the Legislative Assembly; and
  - iii. a Cabinet Minister to be nominated by the Chief Minister.

*Explanation*—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognized as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

4. The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.
5. The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
6. The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office or profit connection with any political party or carrying on any business or pursuing any profession.

7. The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

16.

1. The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment;  
Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.
2. Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier; and shall not be eligible for reappointment as such State Information Commissioner;  
Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:  
Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.
3. The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.
4. The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:  
Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.
5. The salaries and allowances payable to and other terms and conditions of service of—
- the State Chief Information Commissioner shall be the same as that of an Election Commissioner;
  - the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government;

Provided that if the State Chief Information Commissioner or a State Information Commissioners, at the time of his appointment is, in receipt of a pension, other than a disability or would pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity.

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits;  
Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

6. The State Government shall provide the State Chief Information Commissioner and the State Information Commissioner with such officers and employees as may be necessary for the efficient

performance of their functions under this Act and the salaries and allowances payable to the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

17.

1. Subject to the provision of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.
2. The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.
3. Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be; --
  - a. is adjudged an insolvent; or
  - b. has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude, or
  - c. engages during his term of office in any paid employment outside the duties of his office; or
  - d. is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
  - e. has acquired such financial or other interest as likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.
4. If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State of participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

## Chapter V

### Powers and Functions of The Information Commission, Appeal and Penalties

18.

1. Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person, --
 

who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;

  - a. who has been refused access to any information requested under this Act;

- b. who has not been given a response to a request for information or access to information within the time limit specified under this Act;
    - c. who has been required to pay an amount of fee which he or she considers unreasonable;
    - d. who believes that he or she has been given incomplete, misleading or false information under this Act; and
    - e. in respect of any other matter relating to requesting or obtaining access to records under this Act.
  2. Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.
  3. The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely; --
    - a. summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
    - b. requiring the discovery and inspection of documents;
    - c. receiving evidence on affidavit;
    - d. requisitioning any public record or copies thereof from any court or office;
    - e. issuing summons for examination of witness or documents; and
    - f. any other matter which may be prescribed
  4. Notwithstanding anything inconsistent contained in any other Act or Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.
- 19.
1. Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:  
 Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filling the appeal in time.
  2. Where an appeal is preferred against an order made by a Central Public Information Officer or State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.
  3. As second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or State Information Commission.  
 Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filling the appeal in time.
  4. If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.
  5. In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the

Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

6. An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filling thereof, as the case may be, for reasons to be recorded in writing.
7. The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.
8. In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—
  - a. require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including--
    - i. by providing access to information, if so requested, in a particular form;
    - ii. by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
    - iii. by publishing certain information or categories of informations;
    - iv. by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
    - v. by enhancing the provision of training on the right to information for its officials;
    - vi. by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;
  - b. require the public authority to compensate the complainant for any loss or other detriment suffered;
  - c. impose any of the penalties provided under this Act;
  - d. reject the application.
9. The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal to the complainant and the public authority.
10. The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

20.

1. Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidly denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees;

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him; Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

2. Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidly denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the

subject of the request or obstructed or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

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## Chapter VI Miscellaneous

21. No suit, prosecution or other legal proceeding shall be lie against any person for anything which is in good faith done or intended to be done under this Act or any rule make thereunder.

22. The provision of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

23. No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise by way of an appeal under this Act

24.

1. Nothing contained in this Act shall apply to the intelligence and security organizations specified in the Second Schedule, being organizations established by the Central Government or any information furnished by such organization to that Government;

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section.

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

2. The Central Government may, by notification in the Official Gazette, attend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organization already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.
3. Every notification issued under sub-section (2) shall be laid before each House of Parliament.

4. Nothing contained in this Act shall apply to such intelligence and security organization being organisaitons established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify.

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

5. Every notification issued under sub-section (4) shall be laid before the State Legislature.

25.

1. The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provision of this Act during that year and forward a copy thereof to the appropriate Government.

2. Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.
3. Each report shall state in respect of the year to which the report relates,--
  - a. the number of requests made to each public authority.
  - b. the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
  - c. the number of appeals referred to the Central Information Commission or State Information Commission; as the case may be, for review, the nature of the appeals and the outcome of the appeals;
  - d. particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
  - e. the amount of charges collected by each public authority under this Act;
  - f. any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
  - g. recommendations for reform, including recommendations in respect of the particulars public authorities, for the development, improvement, modernization, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.
4. The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.
5. If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

26.

1. The appropriate Government may, to the extent of availability of financial and other resources,--
  - a. develop and organize educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;
  - b. encourage public authorities to participate in the development and organization of programmes referred to in clause (a) and to undertake such programmes themselves;
  - c. promote timely and effective dissemination of accurate information by public authorities about their activities; and
  - d. train Central Public Information Officer or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.
2. The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.
3. The appropriate Government shall, if necessary, update and publish the guidelines referred to in

sub-section (2) at regular intervals which shall, in particulars and without prejudice to the generality of sub-section (2), include—

- a. the objects of this Act;
  - b. the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
  - c. the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
  - d. the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
  - e. the assistance available from the Central Information Commission or State Information Commission, as the case may be;
  - f. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of fitting an appeal to the Commission;
  - g. the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
  - h. the notices regarding fees to be paid in relation to requests for access to an information; and
  - i. any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.
4. The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.

27.

1. The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
2. in particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely: -
  - a. the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
  - b. the fee payable under sub-section (1) of section 6;
  - c. the fee payable under sub-section (1) and (5) of section 7;
  - d. the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and sub-section (6) of section 16;
  - e. the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
  - f. any other matter which is required to be, or may be, prescribed.

28.

1. The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
2. In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely: -
  - i. the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
  - ii. the fee payable under sub-section (1) of section 6;
  - iii. the fee payable under sub-section (1) of section 7; and
  - iv. any other matter which is required to be, or may be, prescribed.

29.

1. Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive session aforesaid, both Houses agree in making any modification in the rule or both House agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.
  2. Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.
- 30.
1. If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty;  
Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act;
  2. Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.
31. The Freedom of Information Act, 2002 is hereby repeated.

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### **The First Schedule**

#### **[See sections 13 (3) and 16 (3)]**

FORM OF OATH OR AFFIRMATION TO BE MADE BY THE CHIEF INFORMATION COMMISSIONER/THE INFORMATION COMMISSIONER/ THE STATE CHIEF INFORMATION COMMISSIONER/ THE STATE INFORMATION COMMISSIONER

"I, .....having been appointed Chief Information Commissioner/ Information Commissioner / State Chief Information Commissioner/ State Information Commissioner swear in the name of God that I will bear true faith and allegiance to the solemnly affirm.

Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws".

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### **The Second Schedule**

#### **Intelligence and Security Organisation Established by The Central Government**

1. Intelligence Bureau.
2. Research and Analysis Wing of the Cabinet Secretariat.
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.

7. Aviation Research Centre.
8. Special Frontier Force.
9. Border Security Force.
10. Central Reserve police Force.
11. Indo–Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
15. Special Service Bureau.
16. Special Branch (CID), Andaman and Nicobar.
17. The Crime Branch C.I.D.–C.B., Dadra and Nagar Haveli.
18. Special Branch, Lakshadweep Police.

T. K. VISWANATHAN,  
*Secy. To the Government of India*

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## The Right to Information Act, 2005

S.N.	Section of RTI	Information about TISS, Mumbai
1.		<a href="#">The Right to Information Act, 2005 – AS IT IS</a>
2.		<a href="#">Information Handbook under RTI- Introduction</a>
3.	4(1)(b)(i)	<a href="#">Organization, function and duties</a>
4.	4(1)(b)(ii)	<a href="#">Powers and duties of officers</a>
5.	4(1)(b)(iii)	<a href="#">Procedure for decision making</a>
6.	4(1)(b)(iv)	<a href="#">Norms set to discharge the functions</a>
7.	4(1)(b)(v)	<a href="#">Rules, regulations &amp; instructions used</a>
8.	4(1)(b)(vi)	<a href="#">Official documents and their availability</a>
9.	4(1)(b)(vii)	<a href="#">Public participation</a>
10.	4(1)(b)(viii)	<a href="#">Board’s councils, committees and other bodies</a>
11.	4(1)(b)(ix)	<a href="#">Directory of officers &amp; employees</a>
12.	4(1)(b)(x)	<a href="#">Monthly remuneration of employee</a>
13.	4(1)(b)(xi)	<a href="#">Budget allocation</a>
14.	4(1)(b)(xii)	<a href="#">Execution of subsidy programmes</a>
15.	4(1)(b)(xiii)	<a href="#">Concessions granted</a>
16.	4(1)(b)(xiv)	<a href="#">Information available in electronic form</a>
17.	4(1)(b)(xv)	<a href="#">Facilities to citizens for obtaining information</a>
18.	4(1)(b)(xvi)	<a href="#">Public information officers</a>
19.	4(1)(b)(xvii)	<a href="#">Other information</a>

***Information Handbook***  
***Under***  
***“The Right to Information Act, 2005”***

**Introduction**

**1.1 Background of Information Handbook**

This Information Handbook on “The Right to Information Act, 2005” has been prepared in pursuance of section 4 of the Right to information Act, 2005 (RTI Act, 2005) to provide information in respect of powers, duties and functions of Tata Institute of Social sciences, Mumbai, functioning under the administrative control of University Grants Commission, Ministry of Human Resource Development, Govt. of India, New Delhi

**1.2 Objectives**

- To provide access to information, to the citizen of India, under the control of TISS, Mumbai, Tuljapur, Hyderabad, Guwahati campuses in order to promote transparency and accountability in the working of TISS.
- To provide maximum information *suo moto* or sources thereof so that people have minimum resort to use the RTI Act, 2005.

**1.3 Intended Users**

This handbook is useful for the Citizens, Educators, Educational Institutions, GOs, NGOs and other agencies working in the area of Teaching, Training, Research, Field action, Advocacy and Networking etc.

## 1.4 Contact persons for getting more information

Public Information Officers of TISS			
Sr. No.	Name	Areas of information	Other Particulars
1	Mr. Dilip Kumar Shetty Deputy Registrar (Pers. & Admin.) Public Information Officer	General	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525254, (M) 9223214958
2	Ms. Rajee Menon Deputy Registrar (Fin. & Accounts) Public Information Officer	Finance and Accounts	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525241, (M) 9969704063
3	Mr. Shahaji Chavan Administrative Officer Public Information Officer	Personnel	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525232, (M) 8087532468
4	Mr. Mustafa Momin Assistant Registrar (Academic) Public Information Officer	Academic	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525211, (M) 7208002929
5	Prof. Abdul Shaban Deputy Director Public Information Officer	TISS Tuljapur Campus	Tata Institute of Social Sciences, Rural Campus, Tuljapur, Dist. Osmanabad. PIN 413 601 Ph:9270105222/23/24/25/26 (M) 9819145571
6	Prof. Virginius Xaxa Deputy Director Public Information Officer	TISS Guwhati Campus	Tata Institute of Social Sciences, 14-A, Bhaban Road, Uzanbazar, Guwahati 781 001. Ph:0361-2510342 / 2736765 / 2736526 (M) 9435012956

7	Prof. Lakshmi Lingam Deputy Director Public Information Officer	TISS Hyderabad Campus	Tata Institute of Social Sciences, SR Sankaran Block, AMR-AP Academy of Rural Development, Rajendranagar, Hyderabad – 500 030. Ph:040-24017701/02/03 (M) 9821432607
8	Ms. Trupti Panchal Project Director Public Information Officer	Special Cell for Women & Children	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525423
9	Mr. Gauri Shankar Programmer Manager Public Information Officer	Students and Hostel	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525916
10	Mr. C.P. Mohan Kumar Registrar 1st Appellate Authority	Registrar's Office	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525203 (M) 9223214953

## 1.5 Definitions/Abbreviations Used

- a. RTI Act stands for Right to Information Act, 2005
- b. TISS stands for Tata Institute of Social Sciences
- c. AC stands for Academic Council of TISS
- d. GB stands for Governing Board of TISS
- e. RC stands for Rural Campus
- f. UGC stands for University Grants Commission

## 1.6 Procedure and fee structure for getting information not available in the handbook

Any person who wishes to seek information under the Right to Information Act, 2005 can submit application in writing in Form–A attached with this Handbook, or on plain paper or through electronic means in English or Hindi or in the official language of the area, to the Public Information officer or Assistant Public Information Officer of TISS. The form can also be downloaded from the website: [www.tiss.edu](http://www.tiss.edu). Nominal fees will be charged for supply of the information as below –

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, TISS, Mumbai.
2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable to the Registrar, TISS, Mumbai. at the following rates —
  - a. Rupees two for each page (in A–4 or A–3 size paper) created or copied;
  - b. Actual charge or cost price of a copy in larger size paper;
  - c. Actual cost or price for samples or models; and
  - d. For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

3. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Registrar, TISS, Mumbai at the following rates –
  - a. For information provided in diskette or floppy rupees fifty per floppy or CD; and
  - b. For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

TISS will endeavor to provide the information in the shortest possible time subject to maximum of 30 days.

#### **RTI Section 4 (1) (b) (i)**

### **Organization, Functions and Duties**

#### 1. TATA INSTITUTE OF SOCIAL SCIENCES

- 1.1 Introduction
- 1.2 Objectives
- 1.3 Vision
- 1.4 Guiding principles
- 1.5 Mission

#### 2. AUTHORITIES OF THE INSTITUTE

- 2.1 Governing Board
  - 2.2 Holding Trustees
  - 2.3 Academic Council
  - 2.4 Finance Committee
3. Research Council
  4. Building Committee
  5. Officers of the Institute
  6. Annual report
  7. Audit
  8. Bye Laws
  9. Our Campuses

# 1. TATA INSTITUTE OF SOCIAL SCIENCES

## 1.1 Introduction

The Tata Institute of Social Sciences (TISS) was established in 1936, as the Sir Dorabji Tata Graduate School of Social Work, a post-graduate school of social work of national stature to meet the emerging need for trained human service professionals. It was accorded the status of a Deemed University in 1964, and has been funded by the University Grants Commission (UGC) since then.

Since its inception in 1936, the TISS has never limited itself to the mandate of a conventional university; rather, it has worked for the promotion of sustainable, equitable and participatory development, social welfare and social justice through:

- Value-based professional education for social work and other human service professions;
- Social research and dissemination of socially relevant knowledge;
- Social intervention through training and field action projects;
- Contribution to social and welfare policy and programme formulation at state, national and international levels; and
- Professional response to national calamities, through relief, rehabilitation and disaster management.

During its seven decades of existence, the TISS has carved out a niche for itself in the field of human service professional education and applied social science research. It has simultaneously influenced social policy and social work practice through pioneering innovations and interdisciplinary / inter-professional interactions. In recognition of its social contribution and academic excellence, it was awarded a 5-Star rating by NAAC in 2002, and in 2010 it re-accredited the TISS with an 'A' Grade and a cumulative grade point of 3.88 out of 4.00, one of the highest scores awarded to universities accredited this far. It has proven itself to be a centre of contributing relevant education and research, towards the national agenda of sustainable, participatory and equitable development.

The TISS moved to a new academic structure in February 2006. It currently hosts 9 schools, 5 independent centres, and 3 resource centres provide support to teaching, research, field action and dissemination activities as indicated below:

### Schools

- School of Social Work with 8 Centres in Community Organisation and Development Practice; Criminology and Justice; Disability Studies and Action; Equity for Women, Children and Families; Health and Mental Health; and Social Justice and Governance, Livelihood and Social Innovation, Environment, Equity and Justice.

- School of Development Studies with 6 Advanced Centre for Women's Studies; Population, Health and Development; Public Policy, Habitat and Human Development; Study of Developing Economies; Study of Developing Societies; and Social Theory.
- School of Management and Labour Studies with 5 Centres in Human Resources Management & Labour Relations; Labour Studies; Public Policy and Governance; Social Entrepreneurship and Social and Organisational Leadership.
- School of Health Systems Studies with 4 Centres in Health and Social Sciences; Health Policy Planning and Management; Hospital Management; Public Health.
- School of Education with 3 Centres in Education; Higher Education; and Indian Languages in Higher Education.
- School of Habitat Studies with 4 Centres in Climate Change and Sustainability, Science, Technology & Society; Urban Policy & Governance; and Water Policy and Governance.
- School of Law, Rights and Constitutional Governance with 2 Centre in Law and Society, Nodal Centre of Excellence for Human Rights Education (NCEHRE).
- School of Media and Cultural Studies with 3 Centre in Critical Media Praxis; Study of Contemporary Culture; Media Archive and Resource.

### ***Independent Centres***

- Centre for Lifelong Learning
- Centre for Human Ecology
- Centre for Research Methodology
- Jamsetji Tata Centre for Disaster Management
- Centre for Study of Social Exclusion and Inclusive Policies

### ***Resource Centres***

- Computer Centre
- Publications Unit
- Sir Dorabji Tata Memorial Library

## **Teaching**

The TISS offers 54 Master's programmes in Social Work, Human Resources Management and Labour Relations, Health Administration, Hospital Administration, Education (Elementary), Development Studies, Disaster Management, Globalisation and Labour, Social Entrepreneurship, and Media and Cultural Studies; Law, Right and Constitutional Governance, a Bachelor's degree programme in Social Work with specialisation in Rural Development; and an integrated M.Phil.-Ph.D. programme in Social Work, Social Sciences, Health Systems Studies, and Management and Labour studies. Additionally, it offers 5 Diploma programmes and 3 certificate programmes in various fields of study. It also has a lively Study in India programme, which provides opportunities for international students to study and experience Indian social realities through a blend of theory and field experiences.

## **Research**

Over the years, through its research in social work, social sciences, human resources management, health systems and allied fields, the TISS has made consistent contributions to civil society and the development sector and helped shape planning, policy and programme formulation, foster critical re-thinking and development of people-centred interventions. The role of academic institutions like TISS in conducting pioneering research and extension activities rooted in the context of societal realities, and aimed at influencing policy and practice for positive social change, is widely acknowledged.

Over the years, the research work carried out at the TISS has been increasingly used for capacity building, field action, academics and policy advocacy on a spectrum of social, economic and environmental issues. During 2013–2014, there were a total of 179 ongoing research and documentation projects at the Institute. Of these, 21 research projects were in multi-disciplinary areas, while the remaining were anchored in various Schools/Centres. The continuing areas of research include children and youth; climate change; community development; corporate social responsibility; dalits and tribals; disaster management; education; food security; governance; human rights; labour and migration; mental health; natural resources management; rural development; urban issues; and women and gender.

Research studies conducted at the Institute also result in numerous reports, publications and books. These publications become public domain documents that are easily accessible and widely disseminated and used by a cross-section of people and agencies for research purposes or policy advocacy. In 2013–2014, the TISS faculty published 233 publications as peer reviewed journal articles in some of the most renowned journals; chapters in books; authored/edited volumes published by reputed publishers and other writings that include book reviews, articles in newspapers, magazines and reports.

## **Extension and Field action**

The TISS has been undertaking innovative field action projects (FAPs) since the 1930s. These FAPs focus on assistance to and empowerment of the marginalised groups, testing new approaches and strategies in response to changing social realities, facilitating development of field-based knowledge and practice–theory continuum, among others. Many important institutional innovations such as Child Guidance Clinics, social workers/counsellors in Hospitals and Family Courts, Special Cells for Violence against Women in Police Stations, Childline (a national helpline for children in distress) — all began as FAPs of TISS and gradually became a part of the public institutional structure.

The FAPs address a wide range of issues with a broad goal of a more equal and just society, through capacity-building, empowering people to exercise more informed choice, and secure their rights. The total numbers of FAPs currently active are 186, in the areas of violence against women, rights and rehabilitation of persons processed by the Criminal Justice System, children in conflict with law, homelessness and beggary, education of tribal children, child and adolescent mental health, empowerment of tribal and dalit youth, access to health in rural and tribal areas, agrarian crisis in Vidarbha, sustainable livelihood, food security, adult education, and health.

### **1.2 Objectives**

- To maintain and develop the Tata Institute of Social Sciences as a teaching and research Institution;
- To organise teaching in the social sciences with a view to providing professional personnel in social work, social services, personnel administration and allied professional fields;
- To organise social research and to train students in the methods of social research with a view to promoting the growth of knowledge in the subjects studied at the Institute and contribute to the formulation of social Policies;
- To publish books, monographs, periodicals and papers in the subjects studied at the Institute;
- To arrange lectures, seminars, conferences, symposia etc. for the benefit of those who are interested in the subjects studied at the Institute.
- To co-operate with other organisations in such manner and for such purposes as the Institute may determine: and To undertake action projects in the area of social work/social development/ social welfare which are innovative and demonstrative new areas of practice/ strategies/ service delivery and serve also as centres for training and research; and
- To undertake such other activities as may be deemed to be necessary to promote understanding and better professional practice in the areas of social work, social services, personnel administration and allied fields.

### **1.3 Vision**

To be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centred and ecologically sustainable society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on marginalized and vulnerable groups.

### **1.4 Guiding principles**

Deriving from the vision, the TISS is guided by the following principles:

- Appreciation of and respect for freedom of expression and cultural, ideological and intellectual diversity;
- Equal opportunities for all and non-discrimination on grounds of caste, class, gender, sexual preference, religion, and disability;
- Accountability and transparency in all work matters;
- Decision-making in management and organisational processes, which is collective, participatory and non-hierarchical;
- Pedagogy which is participatory and experiential, fostering dialogue, mutual learning and critical reflection;
- Emphasis on creativity and innovation in academic activities;
- Recognition of the synergy resulting from teamwork, including multi-disciplinary perspectives and trans-disciplinary collaborations;
- Creation of an enabling environment that fosters teamwork, cooperation and mutual support;
- Development of inter linkages across teaching, research and extension;
- Fostering of a spirit of self-reflection and critical appreciation.

### **1.5 Mission**

In pursuance of its vision and guiding principles, the TISS organizes teaching programmes to facilitate the development of competent and committed professionals for practice, research and teaching; undertakes research; develops and disseminates knowledge; and reaches out to the larger community through extension, at the local, national, regional and international levels.

## **2. AUTHORITIES OF THE INSTITUTE**

The following shall be the authorities of the institute:

1. The Governing Board
2. The Holding Trustee
3. The Academic Council; and
4. The Finance Committee

## 2.1 Governing Board

The Governing Board shall be the supreme authority and consist of the following;

### **Governing Board**

*Representative of the Sir Ratan Tata Trust*

Mr. S. Ramadorai (Chairperson)

*Representatives of the Sir Dorabji Tata Trust*

Mr. Arun Narayan Singh

Mr. Sanjiv Phansalkar

Ms. Rukshana F. Savaksha

Mr. Kumar Chaitanya

*Representatives of the Government of India*

Mr. Ashok Thakur

Mr. R.P. Sisodia

*Representative of the University Grants Commission*

*To be appointed*

*Representative of the Government of Maharashtra*

Mr. R.D. Shinde

*Nominee of the Vice-Chancellor, University of*

*Mumbai*

Dr. Surendra Jondhale

*Ex-Officio Member*

Prof. S. Parasuraman

*Members of the Faculty*

Prof. Anjali Monteiro

Prof. S.K. Garain

*Co-opted Members*

Mr. Satish Pradhan

Prof. Armaity Desai

Dr. Shireen J. Jejeebhoy

*Secretary*

Mr. C.P. Mohan Kumar (Registrar)

The Composition, Term of Office, Election of Chairman, Quorum, Decision, and Powers of the Governing board are given in the **Memorandum of Association (MOA)** of the Institute.

## **2.2 Holding Trustees**

Mr. Ratan Tata (*Chairperson*)

### *Trustees*

Dr. M.S. Swaminathan

Mr. N.A. Soonawala

Dr. Amrita Patel

Ms. Deana Jejeebhoy

Mr. S. Ramadorai

The Composition and Powers of the Holding Trustees are given in the [MOA](#) of the Institute.

## **Academic Council**

### *Chairperson*

Prof. S. Parasuraman (Director)

### *Deputy Directors*

Prof. Neela Dabir

Prof. Lakshmi Lingam

Prof. Virginius Xaxa

Prof. Abdul Shaban

### *External Experts*

Prof. Abhay Pethe

Prof. Gopal N. Guru

Prof. Anjali Gandhi

Prof. Errol D'Souza

Prof. Vandana Chakrabarti

Prof. Venkatesh Athreya

### *Members*

Prof. Anjali Monteiro

Prof. S. Siva Raju

Prof. D.K. Srivastava

Prof. T. Jayaraman

Prof. Hilarius Beck

Prof. Asha Bajpai

Prof. Surinder Jaswal

Prof. Arvind Tiwari

Prof. P.K. Shajahan  
Prof. Lata Narayan  
Dr. Sujata Sriram  
Prof. Madhushree Sekher  
Dr. Anil Sutar  
Prof. Leena Abraham  
Prof. K. Anilkumar  
Prof. K.P. Jayasankar  
Prof. B. Venkatesh Kumar  
Prof. Padma Sarangapani  
Prof. Amita Bhide  
Prof. Padmini Swaminathan  
Prof. A. Ramaiah  
Dr. Kanchan Mukherjee  
Dr. Manjula Bharati  
Dr. Rithambhara Hebbar  
Dr. Sasmita Palo  
Mr. Sanjeev S. Chandorkar  
Dr. Mouleshri Vyas  
Dr. Ramesh Jare  
Dr. Nandini Manjrekar  
Dr. Mathew George  
Mr. Nagesh Babu  
Dr. Sandhya Iyer  
Ms. Sarala Rao  
Dr. Balamurugan Guru  
Dr. Alex Akhup  
Dr. Sai Thakur  
Dr. Satish Kanamadi

*Secretary*

Mr. C.P. Mohan Kumar

The Composition, Quorum, Decision, and Powers of the Academic Council are given in the [MOA](#) of the Institute.

## 2.3 Finance Committee

*Representative of the Sir Ratan Tata Trust*

Mr. S. Ramadorai (Chairperson, Governing Board)

*Representatives of the Sir Dorabji Tata Trust*

Mr. Arun Narayan Singh

Ms. Rukshana F. Savaksha

*Representatives of the Government of India*

Mr. Ashok Thakur

Mr. R.P. Sisodia

*Representative of the University Grants Commission*

Mr. Upamanyu Basu

*Representative of Department of Higher Education,  
Ministry of HRD*

Dr. P.G. Ramesh

*Director, Ex-Officio*

Prof. S. Parasuraman

*Member*

Prof. H. Beck

*Co-opted Members*

Ms. Rajee Menon

Mr. Vinay Balse

*Secretary*

Mr. C. P. Mohan Kumar (Registrar)

The Composition, Quorum, Decision, Term of Office and Functions of the Finance Committee are given in the [MOA](#) of the Institute.

### **3. RESEARCH COUNCIL**

*Chairperson*

Prof. S. Parasuraman

*Convenor*

Prof. Surinder Jaswal

*External Members*

Prof. Sundari Ravindran

Dr. Geeta Balakrishnan

Prof. Abhay Pethe

*Members*

Prof. D.K. Srivastava

Prof. Subodh Wagle

Prof. H. Beck

Prof. Madhushree Sekher

Dr. Anil Sutar

*Secretary*

Mr. C.P. Mohan Kumar

### **BUILDING COMMITTEE**

Prof. S. Parasuraman, Director (Chairman)

Mr. C.P. Mohan Kumar, Registrar (Member Secretary)

Prof. Virginus Xaxa (Deputy Director, TISS Guwahati)

Prof. Abdul Shaban (Deputy Director, TISS Tuljapur)

Prof. Lakshmi Lingam (Deputy Director, TISS Hyderabad)

Mr. S.N. Batliwalla (Financial Advisor)

Ms. Rajee R. Menon (Deputy Registrar, F&A)

Mr. Damu Bhalerao (Assistant Registrar (ID&S))

Dr. H. Beck (Faculty Representative, TISS)

Mr. Nandkishore Bhole, (Chief Engineer, TISS)

Mr. R.H. Saundarva (Assistant Engineer, TISS)

Mr. A. Palit (Consulting Engineer, TISS)

Mr. H.S. Cheema (Superintending Engineer, Mumbai Central Circle II, CPWD)

Mr. Haridarshan Sharma (General Manager, HSCL and Project Manager, TISS Guwahati)

*Architects*

Mr. K. Bhattacharya (TISS Guwahati)

Mr. Rusi S. Khambatta (TISS Mumbai)

Ms. S. Khare (TISS Tujapur)

#### **4. OFFICERS OF THE INSTITUTE**

The following shall be the officers of the Institute:

1. The Director
2. The Dy. Director
3. The Registrar; and
4. Such other persons in the service of the Institute as may be declared by the Governing Board to be the officers of the Institute.

#### **6. ANNUAL REPORT**

The Annual Report of the Institute shall be prepared and shall be submitted to the Governing Board and the Central Government on or before such date, as may be prescribed under these Rules and Regulations and shall be considered by the Governing Board at its annual meeting. The Governing Board may pass resolutions thereon.

#### **7. AUDIT**

The annual audit of the Institute will be carried out by a firm of chartered Accountants appointed by the Governing Board from a panel approved by the Government of India. The audited accounts shall be submitted to the Central Government within a one month of receipt thereof.

#### **8. BYE-LAWS**

The Governing Board may from time to time, make bye-laws and may amend or repeal such bye - laws. Subject to the provisions of the Memorandum of Association and these Rules and Regulations, the bye- laws may provide for all or any of the following matters, namely:

1. The establishment of Divisions and Departments and the allocation of subjects among them;

2. The appointment of Boards of Studies and Boards of Examiners;
3. The admission of students to the Institute and their enrolment;
4. The course of study and research to be laid down for all degrees, diplomas and certificates of the Institute.
5. The degrees, diplomas, certificates and other academic distinctions to be conferred by the Institute, the qualifications and the steps to be taken for their award;
6. The fees to be charged for courses of study and research in the Institute and for admission to the examinations, degrees and diplomas of the Institute;
7. The conditions of the award of fellowships, scholarships exhibitions, medal and prizes;
8. The conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;
9. The maintenance of discipline among the students of the Institute;
10. The organisation of students union;
11. The conditions of residence at the Institute Hostels;
12. The management of the Dining Hall;
13. The appointment and powers of the Wardens of Men's and Women's Hostels;
14. The emoluments and the terms and conditions of service of all employees;
15. The books to be maintained by the Institute; and
16. All matters not here in before provided for which in the opinion of the Governing Board are to be or may be provided for by the bye-laws;

## **9. OUR CAMPUSES**

The Institute is geographically spread over 4 campuses at Mumbai, Tuljapur, Hyderabad and Guwahati.

The two Mumbai Campuses of TISS — the Main Campus and the Malti and Jal A.D. Naoroji Campus Annexe — are both located in Deonar in the North-East Section of Greater Mumbai.

The Main Campus is situated opposite the Deonar Bus Depot on V.N. Purav Marg (earlier known as the Sion-Trombay Road ). The Main Campus, on approximately 10 acres, houses the Schools of Social Work, School of Health Systems Studies, as well as the Independent Centre for Media and Cultural Studies. The Resource Centres and Administrative offices are also located in this Campus.

The Malti and Jal A.D. Naoroji Campus, is located off V. N. Purav Marg. The Naoroji Campus Annexe is next to the BARC Hospital Gate on Deonar Farms Road. This Campus of 11.05 Acres presently houses the School of Management and Labour Studies, Development Studies, Vocational education, Habitat Studies, Law, Rights and Constitutional Governance as well as the Independent Centres for Lifelong Learning, Human Ecology, Research Methodology and Disaster Management.

The Tuljapur Campus of TISS, which houses the School of Rural Development is situated in the North-West hills of Tuljapur, Osmanabad District, on Apsinga Road. This Campus is spread over 100 acres. The School of Rural Development is located here.

The Guwahati campus, is located off 14-A, Bhaban Road, Uzanbazar, Guwahati, Assam State.

The Hyderabad Campus of TISS, which located off S R Sankaran Block, AMR-AP Academy of Rural Development, Rajendranagar, Hyderabad- 500 030, Telangana.

## **ACCESS**

### **Mumbai Campuses**

The nearest local railway station is ‘Govandi’. State Transport (ST) buses from Kolhapur, Solapur, Goa, Pune, and other cities pass by the Institute and the nearest ST bus stop is ‘Maitri Park’. The local BEST bus stop near TISS is ‘Deonar Bus Depot’.

### **Tuljapur Campus**

The nearest railway station is Solapur. Most trains from Mumbai and Pune towards South pass through Solapur. Some of the major trains are Siddheshwar Express, Udyan Express, Karnataka Express, Hutatma Express, Jayanti Janata, Kanyakumari Express, Chennai Mail, Hussain Sagar, Kurla - Coimbatore Express, etc., ST buses from Mumbai, Aurangabad, Solapur, Pune, and other cities pass through Tuljapur.

### **Guwahati Campus.**

### **Hyderabad Campus.**

## COMMUNICATION

### **Postal Address:**

**Mumbai:** P.O. Box 8313, V. N. Purav Marg, Deonar, Mumbai 400 088.

**Tuljapur:** P.O.Box 09, Tuljapur, Dist. Osmanabad 413 601.

**Guwahati:** 14-A, Bhaban Road, Uzanbazar, Guwahati 781 001, Assam.

**Hyderabad:** SR Sankaran Block, AMR-AP Academy of Rual Development, Rajendranagar, Hyderabad 500 030.

### **Telephone**

Mumbai: 91-22-2552 5000; 022-25525111;

Tuljapur: 9270105222/23/24/25/26

Guwahati: 0361-2510342 / 2736765 / 2736526

Hyderabad: 040-24017701/02/03

### **Fax**

Mumbai: 91-22-25525050

Tuljapur: 91-2471-242061

**Guwahati:** 91-0361-2510423

**Hyderabad:**

### **E-mail**

Mumbai: [webmaster@tiss.edu](mailto:webmaster@tiss.edu)

## **RTI Section 4 (1) (b) (ii)**

### **Powers and Duties of Officers and Employees**

The Institute an autonomous body registered under the Society's registration Act 21 of 1860, having its registration No. BOM 8 / 1966 / GBBSD dated 18/1/1966 functioning under the University Grants Commission, Human Resource Development, Government of India, New Delhi has its Memorandum of Association and Bye-laws deriving specific powers, duties and rules based on which the delegated powers and duties have been assigned to its Officers and Employees.

These powers and duties extend to the whole of the TATA INSTITUTE OF SOCIAL SCIENCES, Mumbai and its employees including the staff in the RURAL CAMPUS of the Institute.

The Powers and Duties of the Officers and Employees have been derived by virtue of the delegated powers assigned to the Director, Dy. Director, and Registrar by the Governing Board of TISS, Mumbai.

The delegated powers of the Director, Deputy Director and the Registrar TISS, Mumbai are as below.

#### **Director**

1. The Director shall be the Executive as well as the Academic Head of the Institute. He/she shall be entitled to be present and to participate in any meeting of any authority or other body of the Institute.
2. It shall be the duty of the Director to see that the provisions of the Memorandum of Association, these Rules and Regulations and the Bye-Laws are duly observed and he/she shall have all powers necessary for that purpose.
3. If, in the opinion of the Director, an emergency has arisen which requires that immediate action should be taken, the Director shall take such action as he/she deems necessary and shall report the same for confirmation at the next meeting to the authority which, in the ordinary course, would have dealt with the matter.
4. The Director shall exercise general control over the affairs of the Institute and shall give effect to the decisions of the authorities of the Institute. Provided further that the Director may delegate to the Deputy Director/Registrar or other officers or to any other member of the staff, such of his/her powers as he may deem necessary for the efficient administration of the Institute and for a proper and effective control over the office and administrative and service staff.

5. The Director shall have the authority to incur expenditure in such manner as may be prescribed by the Governing Board.
6. Except in the case as provided in Rule XXI(5) F, the Director shall, on the advice of the Academic Council or such Committee as may be appointed by that Council for the purpose, award scholarships, fellowships, etc., to students of the Institute.
7. All powers relating to the proper maintenance of discipline in the Institute shall be vested in the Director. He may appoint Officers for carrying out such duties as may appear necessary to him for the efficient functioning of the Institute. He shall also constitute the editorial Committee for the Journals and other publications of the Institute and shall appoint members for the purpose.

### **DEPUTY DIRECTOR**

1. When the Director is out of town for professional work, or on leave, the Deputy Director will look after the work of the Director.
2. The Deputy Director shall assist the Director in matters specifically assigned to him/her from time to time by the Director. He/she shall be present at and participate in any Meeting of any authority or body of the Institute connected with the duties entrusted to him/her.
3. In the absence of the Director, the Deputy Director will discharge all the duties of the Director and shall exercise such powers of the Director as may be necessary for the smooth functioning of the Institute.

### **REGISTRAR**

It shall be the duty of the Registrar:

1. To be the custodian of the records and all the properties of the Institute;
2. To issue all notices of the meetings of the various authorities of the Institute and of any Committee appointed by the authorities;
3. To keep the minutes of all meetings of the various authorities of the Institute and of any Committee appointed by the authorities;
4. To arrange for the examinations of the Institute;
5. To represent the Institute in suits or proceedings by or against the Institute;
6. To exercise general supervision over the funds and accounts of the Institute;
7. To ensure that all moneys are expended for the purpose for which they are granted or allotted;
8. To sign all contracts made on behalf of the Institute
9. To exercise such other powers as may be prescribed by the bye-laws.
10. To sanction all leave and increments to administrative and service staff and
11. To perform such other duties as may, from time to time, be assigned to him by a competent authority.

### **RTI Section 4 (1) (b) (iii)**

#### **The procedure followed to take a decision on various matters**

The decisions in various matters are taken by the appropriate authorities of the Institute as per the procedures laid down in bye-laws of the Institute and the rules or directives given by University Grants Commission, Ministry of Human Resource Development, Government of India, New Delhi.

Action on all issues are initiated by the respective Section Heads, Heads of the Centres and Schools and are placed before the Deputy Director and Director and other committees formed for facilitation of day to day functioning of the Institute like Purchase committee, Selection Committee, Gender Amity Committee, Admission Committee, Hostel committee etc. for making decisions. The items, which require specific approvals and sanctions, are put up to the Constitutional committees like Building Committee, Finance Committee, Research Council, Academic Council, Governing Board etc. for drawing policies and gaining sanctions accordingly.

### **RTI Section 4 (1) (b) (iv)**

#### **Norms set by the University for the discharge of its functions**

All the norms mentioned in the CCS rules and the guidelines given by the University Grants Commission, are adopted at TISS. The functionaries discharge the duties in accordance with the powers delegated under the Delegation of Financial Power Rules (DFPR), the powers given by authorities of the Institute and the Governing Board of the Institute.

### **RTI Section 4 (1) (b) (v)**

#### **List of Rules Reference Books, Manuals & Records held by the Institute for Discharging its Function**

- Bye Laws
- Memorandum of Association
- FR & SR
- TA Rules
- CCS (Leave) Rules
- CCS (Pension) Rules
- CCS (CCA) Rules
- CCS (Conduct) Rules
- GPF Rules
- LTC Rules
- Delegation of Financial Power Rules

- House Building Advance Rules
- CCS (Revised) Pay Rules
- Receipt & Payment Rules & other Rules of Central Government as & when notified
- Minutes of Governing Board, Academic Council, Finance Committee, Building Committee, Selection Committee, Board of Research Studies, and other committees constituted for various purposes.
- CPWD Manual
- FCRA
- Central Government. Pay structure & service conditions
- The Employees Pension Scheme, 1995
- Income Tax Rules
- Manual on Reservation in Employment
- Staff Car Rules
- Uniform & Liveries Rules

### **Records maintained by various administrative sections**

#### **I. Personnel and Administration Division:**

1. Daily attendance register (Muster)
2. Personal file of staff
3. Leave Record
4. Staff Appraisal Record
5. Staff Service Book
6. List of Staff with pay scale
7. MACP record
8. Promotion record
9. Circular/Office Order
10. Annual Report
11. Circular/Office Order from Ministry
12. Career Advancement Scheme
13. Resumes & Applications
14. Workshop Attended in the Institute & Outside Organization

#### **II. Academic Division:**

1. Files Related To UG & PG Courses
2. Admission file (for every year)
3. Correspondence with students
4. Exam (Mumbai University)
5. Selected Candidates & Enrolment file
6. Field work
7. Internship
8. Educational Tour
9. SC/ST correspondence file

10. Correspondence regarding dissertation
11. Paper setters, Examiners
12. Time Table file
13. NAAC file
14. AC Minutes
15. Transcripts and Degree Certificate
16. Internal Circulars
17. Circular from UGC
18. Visiting faculty file
19. Result files
20. Students personal files
21. Action Plan/Calendar of Activities
22. Budget File
23. Advertisement
24. Information brochure
25. Prospectus
26. Syllabus
27. Question Bank
28. Student Welfare
29. Selection Procedure
30. Students Placement
31. Academic Committee Meeting
32. Institute's Annual Day
33. Convocation
34. Students address register of various courses

### **III. Purchase and Stores Section**

**Files:** Various files opened under different subjects based on the requirements are available in the Stores Section. The files contains, notes from the Sections and Departments, correspondence and communication in respect of purchases to be affected e.g. queries for quotations, quotations received, etc. General files would contain internal circulars, notes, EC minutes, etc.

**Registers:** The Stores Section maintains the following Registers:

- i. Purchase Committee Meeting
- ii. Purchase Register.
- iii. Asset Register.
- iv. Inventory register
- v. Trust Register
- vi. Stock Registers for Stationary, electrical, electronic and plumbing material,
- vii. Dead Stock Register.
- viii. Uniform, Umbrella, etc. Register.
- ix. Quotation Opening Register.

- x. Empanelment Register.
- xi. Indent Books
- xii. Bill Outward Register

#### **IV. Accounts Division**

- 1. Grant in aid file.
- 2. Budget file.
- 3. Voucher files.
- 4. Bank Pass Books.
- 5. Books of Accounts & Register.
- 6. Cash Book.
- 7. Register of cheques books.
- 8. Register of Valuables.
- 9. Ledger.
- 10. Advance Register.
- 11. Permanent advance Register.
- 12. Bill Register.
- 13. Counter foils of cheque books.
- 14. Counter foils of receipt books.
- 15. General Provident Fund ledger.
- 16. Festival Advance Register.
- 17. Pay bill Register.
- 18. Register of Deposit money for caution money, earnest money, library deposit and security deposit.
- 19. Register of fixed deposit.
- 20. Reconciliation Registers.
- 21. Register of Receipt Books.
- 22. Used Receipt Book.
- 23. Audit Report File.
- 24. Medical Reimbursement Register.
- 25. Internal Audit Reports File.
- 26. Contract Employee acquaintance File.
- 27. Salary remittance File.
- 28. Expenditure statements.

#### **V. Facilities Section**

- 1. Office order
- 2. Circular
- 3. Driver Duty Record
- 4. Vehicle Repairs – Car, Jeep & Mini Bus
- 5. Vehicle Insurance - Car, Jeep & Mini Bus
- 6. Vehicle Log books – Car, Jeep & Mini Bus
- 7. Housekeeping

8. Horticulture
9. Residential Painting
10. Compound Wall
11. Guest House
12. Complaint Register
13. Housekeeping complaint register
14. Residential leakage register
15. Telephone Register
- 16. Bill Register**

## **VI. Infrastructure Development and Support Division**

1. XIIth plan
2. University of excellence
3. IQAC
4. NAAC
5. Restructuring
6. Rural Campus
7. Naoroji Campus
8. TISS project committee
9. Maintenance committee
10. Building committee
11. THDC Ltd.
12. Felicitation committee
13. Instrumentation
14. Mid-term review
15. Construction
16. Repair work – Main Campus
17. Repair work- Rural Campus

## RTI Section 4 (1) (b) (vi)

### Official documents held by the Institute and their availability

Institute's Documents available on website and printed form:

- Announcement of courses
- Information Brochure
- Prospectus
- Annual Calendar
- Annual Report
- Advertisements for jobs
- Students Admission for various courses
- TISS Alumni

## RTI Section 4 (1) (b) (vii)

### Mode of public participation:

*The particulars of 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;*

Though the public are not directly involved in policy decision, various statutory bodies of the university like Governing Board, Academic Council, Finance Committee, Building Committee are represented by the Central & State Government, University Grants commission, Universities representatives, and Experts from Government and NGOs across the country. The experts in the field of Social Work Education, Research and Development Sector are representing the public issues through the workshops, trainings, research, networking and policy making. National and Regional level NGOs meet are also organized to address the social issues like education, health, disaster management, local self governance, women development etc. The research and field action programmes are undertaken with active peoples participation.

**RTI Section 4(1) (b) (viii)**

**Boards, Councils, committees and other bodies:**

Governing Board, Finance Committee, Building Committee and Academic Council are responsible for strategic planning and policy decisions of the Institute. The other committees responsible for routine functioning of the Institute are the Selection Committee, Tender Opening Committee, Purchase Committee, Library Committee, Dining Hall Committee, Gender Amity Committee, Social Protection Officer, Housing Allotment Committee, Departmental Promotion Committee, Staff Selection Committee and Admission Committee, Moderation Committee. These committees are in house and the minutes are not accessible to the public. However, information wherever needed is made known to the concerned.

**RTI Section 4(1) (b) (ix & x)**

A directory of employees of TISS and their remuneration:

**RTI Section 4(1) (b) (ix & x)**

A directory of employees of TISS and their remuneration:

<b>Name of Employee</b>	<b>Designation &amp; Pay Band + Academic Grade Pay /Grade Pay</b>
Dr. S. Parasuraman	<b><i>DIRECTOR</i></b> (Rs. 75000 Fixed)
Dr. (Ms.) J.B. Andharia	<b>PROFESSOR</b> (Rs.37400 – 67000 + Rs.10000)
Dr. (Ms.) Ranu Jain	
Dr. (Ms.) S.K.P. Jaswal	
Dr. K.P. Jayasankar	
Dr. K. Anil Kumar	
Dr. (Ms.) N. Rustomfram	
Dr. (Ms.) A. Bajpai	
Dr. Subodh Wagle	
Dr. H. Beck	
Dr. Satyajit Majumdar	
Dr. T. Jayaraman	
Dr. Vijay Raghavan	
Dr. B. Venkatesh Kumar	
Dr. P.K. Shajahan	
Dr. Madhushree Sekher	
Dr. (Ms) Padma Sarangapani	
Dr. (Ms.) Wandana P. Sonalkar	
Dr. (Ms.) Vindya U.	
Dr.(Ms.) Kalpana Sarathy	
Ms. Anjali Dave	
Dr. T Sundararaman	
Dr. (Ms.) Padmini Swaminathan	
Dr. (Ms.)Vandana Gopikumar	

<b>Name of Employee</b>	<b>PROFESSOR (CAS)</b> (Rs.37400 – 67000 + Rs.10000)
Dr. (Ms.) A. Monteiro	
Dr. (Ms.) S. Bharat	
Dr. Siva Raju	
Dr. (Ms) P.R. Velaskar	
Dr. (Ms.) Mouleshri Vyas	
Dr. (Ms.) Vrinda Datta	
Dr. Gaurang R. Sahay	
Dr. D.K. Srivastava	
Dr. D.P. Singh	
Dr. Bipin K. Jojo	
Dr. Arvind Tiwari	
Dr. Manish K. Jha	
Dr. Harshad P. Thakur	
Dr. (Ms.) Amita Bhide	
Dr. (Ms.) Lata Narayan	
Dr. Swapan K. Garain	
Dr. Sankar Das	
Dr. Bino Paul D.G.	
Dr. (Ms). Shubhada. Maitra	
Dr. Ashwani Kumar	
Dr. (Ms.) Sasmita Palo	
Dr. (Ms) L. Abraham	
Dr. A. Ramaiah	
Dr. Kanchan Mukherjee	
Dr. (Ms.) Anita Rath	
Dr. (Ms.) S.L. Asha Banu	
Dr. R. Ramakumar	
Dr (Ms) Ritambhara Hebbar	
Dr. (Ms.) Nandini Manjrekar	
Dr. (Ms.) R. Konantambigi	

<b>Name of Employee</b>	<b>Designation &amp; Pay Band + Academic Grade Pay /Grade Pay</b>
Dr.. Vaishali B. Kolhe	<b>ASSOCIATE PROFESSOR</b> <b>(Rs. 37400-67000 + 9000)</b>
Dr. (Ms.) Sujata Sriram	
Dr. (Ms.) Jasmine Y. Damle	
Dr. Babhasaheb T. Kazi	
Dr. (Ms.) Srilatha Juvva	
Dr. (Ms.) P.M. Sandhya Rani	
Dr. Perumula Gopinath	
Dr. Anil S. Sutar	
Dr. (Ms.) Sandhya Limaye	
Dr. (Ms) Sivakami Muthusamy	
Dr. (Ms) Jacquleen Joseph	
Dr. (Ms) Samapti Guha	
Dr.(Ms.) Meena Gopal	
Dr. (Ms) Disha Nawani	
Dr. Sanjay Barbora	
Dr. Suryakant H. Waghmore	
Dr. (Ms.) Swati Banerjee	
Dr. (Ms) P. Premalatha	
Dr.(Ms.) Lalitha Kamath	
Dr. (Ms.) Sandhya V. Iyer	
Dr. (Ms.) Mahuya Bandyopadhyay	
Dr. Parivelan K. M.	
Dr. Shaileshkumar S. Darokar	
Dr. Zubin S. Mulla	
Dr. Jagannath Ambagudia	

<b>Name of Employee</b>	<b>Designation &amp; Pay Band + Academic Grade Pay /Grade Pay</b>
Dr. (Ms. ) Nishi Mitra	<b>ASSOCIATE PROFESSOR (CAS)</b> <b>(Rs. 37400-67000 + 9000)</b>
Dr. C. J. Sonowal	
Dr. Ramesh A. Jare	
Dr. M. Mariappan	
Dr. (Ms.) Ruchi Sinha	
Dr. Sthabir Khora	
Dr. (Ms.) Shewli Kumar	
Dr. Sarala K. Rao	
Dr. (Ms). B. Manjula	
Ms. Meghali Senapati	

Name of Employee	Designation & Pay Band + Academic Grade Pay /Grade Pay	
Dr. Narendra V. Kakade	<b>ASSISTANT PROFESSOR</b> <b>(Rs. 15600-39100 + 6000)</b>	
Dr. Sampat Kale		
Dr. (Ms.) Neelam R. Yadava		
Dr. Nilesh Gawade		
Dr. Gordhan Radhe Saini		
Dr. (Ms.) Mitu Pathak		
Dr. Vineet Kohli		
Ms. (Ms.) Navaneeta Deori		
Mr. Budhadeep Gondane		
Dr. Suresh Madhavan		
Ms. Josephine Anthony		
Ms. Ketki Rande		
Dr. (Ms) Asha Achuthan		
Dr. Sunil D. Santha		
Ms. Aparna Joshi		
Dr. Byasa Moharana		
Dr.(Ms.) Nadia Marakkath		
Dr. (Ms) Zeba Imam		
Ms. Shamim Modi		
Dr. J. Shivarama		
Dr. Akhilesh Kumar Singh Yadav		
Ms. Subeno Khitan		
Dr. Abhinandan Saikia	<b>Assistant Professor</b> <b>(Rs. ,15600-39100 + 6000)</b>	
Dr. Farrukh Faheem		
Mr. Biswaranjan Tripura		
Dr. Santhosh M.R.		
Dr. (Ms) Ratoola Kundu		
Dr. Feroz Iqbal		
Dr. Bal Nagorao Rakshase		
Dr. (Ms.) Sohini Sengupta		
Dr.Subharati Ghosh		
Dr. Murali Karnam		
Ms. Sangita C. Thosar		
Dr. (Ms.) Sujata P. Chavan		
Dr.(Ms.) Jeniffer Kipgen		

Dr.(Ms.) Nilanjana Ray	
Dr. Ritesh P. Khunyakari	
Dr. Surisetti Srinivas	
Dr. (Ms.) Lata Das	
Dr. Devakumar Jacob	

**ADMINISTRATIVE STAFF LIST:**

<b>Name of Employee</b>	<b>Designation &amp; Pay Band + /Grade Pay</b>
Mr. C.P. Mohan Kumar	<b>REGISTRAR</b> (Rs.37400 – 67000 + 10000)
Mr. Dilip K. Shetty	<b>DEPUTY REGISTRAR</b> <b>(Personnel &amp; Administration)</b> (Rs.37400 – 67000 + 8700)
Ms. Rajee R. Menon	<b>DEPUTY REGISTRAR</b> <b>(Personnel &amp; Administration)</b> (Rs.37400 – 67000 + 8700)
Mr. Shahaji Chavan	<b>ADMINISTRATIVE OFFICER (Personnel)</b> (Rs. 15600-39100 + 6000)
Ms. Leela Amal Banerjee	<b>Trg. &amp; Placement officer</b> (Rs.15600-39100+7600)
Mr. S.R. Nair	<b>CONSULTANT AUDITOR</b> (Consolidated Salary)
Mr. K V. George	<b>CONSULTANT (Facility Services)</b> (Consolidated Salary)
Ms. G. Venkateswaran	<b>CONSULTANT (Academic)</b> <b>(Consolidated Salary)</b>
Mr. M.L. Momin	<b>ASSISTANT REGISTRAR (Academic)</b> <b>(Rs. 15600-39100 + 5400)</b>
Mr. Damu Bhalerao	<b>ASSISTANT REGISTRAR</b> (Rs. 15600-39100 + 5400)
Ms. Roja Pillai	<b>ASSISTANT REGISTRAR</b> (Rs. 15600-39100 + 5400)
Ms. Swapna Redij	<b>Counsellor</b> (Rs. 15600-39100 + 5400)
Ms. Gayathri K.R.	<b>Sr. Psy. Social Worker</b> (Rs. 15600-39100 + 5400)
Mr. Jayaprakash	<b>Psy. Social Worker</b> (9300-34800+4600)
Dr. Poonam Gulalia	<b>Field Work Coordinator</b> (Rs. 15600-39100 + 5400)
Mr. R. Ganesh Goud	
Ms. Penelope Tong	<b>Field Work Supervisor</b> (Rs.9300 – 34800 + 4600)
Ms. Sushma Gholap	
Mr. Utpalkumar Pakhira	<b>SECTION OFFICER</b> (Rs.9300 – 34800 + 4600)
Mr. Sunil Wankhede	
Ms. Geetha Venkateswaran	
Mr. Vijay G. Gimonkar	
Mr. Vinayak K. Shinde	

<b>Name of Employee</b>	<b>SECTION OFFICER</b> (Rs.9300 – 34800 + 4600)
Ms. Nirmala M. Momin	
Ms. Alpana C. Thadani	
Mr. Karunakar Shetty	
Ms. P. Susheela Ashok	
Ms. Laxmi Narayanan	
Ms. Sheela Rajendra	
Ms. Remetina Moraes	
Ms. Seethalakshmi Kalyanaraman	
Mr. Utpalkumar Pakhira	
Mr. Sunil Wankhede	
Ms. Geetha Venkateswaran	
Mr. Vijay G. Gimonkar	
Mr. Vinayak K. Shinde	
Ms. Nirmala M. Momin	
Ms. Alpana C. Thadani	
Mr. Karunakar Shetty	
Ms. P. Susheela Ashok	
Ms. Laxmi Narayanan	
Ms. Sheela Rajendra	
Ms. Remetina Moraes	
Ms. Seethalakshmi Kalyanaraman	
Ms. Bhargavi M. Nair	
Ms. Joycie J. Dias	
Mr. Anand S. Khole	
Ms. Leonilla A. Rodrigues	<b>ASSISTANT</b> (Rs.9300 – 34800 + 4200)
Mr. C. Subramanian	
Ms. Jasmine V. Shinde	
Mr. S.R. Vengurlekar	
Mr. Mahendra R. Singh	
Ms. Sindhu Bhalerao	
Mr. Santosh N. Palve	
Mr. A. R. Raut	
Mr. V.M. Hankare	
Ms. Sangeetha A. Bansode	
Mr. Rajesh A. Borhade	
Ms. Jitkaur Kotangale	
Mr. S.B. Annam	
Ms. Lency Eugene	
Ms. Vishreya R. Borhade	
Ms. Manisha More	
Mr. Dilip S. Kale	
Mr. Mahesh Shinde	

<b>Name of Employee</b>	
Mr. Kundan Dhumal	<b>ASSISTANT</b> <b>(Rs.9300 – 34800 + 4200)</b>
Ms. Alka S. Chavan	
Ms. Resham K. Gangurde	
Mr. D.S. Raut	
Mr. R.V. Rathod	
Ms. Amita A. Shenoy	
Ms. Saroj P. Dhandhukia	
Mr. P.G. Santosh Kumar	
Mr. Anandrao Vishnu Jadhav	
Mr. Gaurishankar S. Kamble	
Ms. Lissa Savio	
Ms. Bhargavi M. Nair	
Ms. Girija Mahesh	
Mr. Parag P. Panchal	
Ms. Saritha H. Anchan	
Ms. Asha J. Dialani	
Mr. Dilip V. Poyyara	
Ms. Roopa S. Palve	
Ms. Vidya S. Sartape	
Ms. Savitri V. Jagtap	
Ms. Vaishali D. Jadhav	
Ms. Samrudhi S. More	
Mr. Vikram Bairagi	
Mr. Gaurishankar S. Kamble	
Ms. Lissa Savio	
Ms. Bhargavi M. Nair	
Ms. Girija Mahesh	
Mr. Parag P. Panchal	
Ms. Saritha H. Anchan	
Ms. Asha J. Dialani	
Mr. Dilip V. Poyyara	
Ms. Roopa S. Palve	
Ms. Vidya S. Sartape	
Ms. Savitri V. Jagtap	
Ms. Vaishali D. Jadhav	
Ms. Samrudhi S. More	
Mr. Vikram Bairagi	
Mr. Vijaykumar M. Validra	
Ms. Sheetal S. Borade	<b>STENOGRAPHER (GRADE III)</b> <b>(Rs. 5200-20200+1900)</b>

Mr. Baban N. Kale	<b>UPPER DIVISION CLERK</b> (Rs. 5200-20200+2400)
Mr. C.M. Abhang	
Ms. Rekha S. Keshewar	
Mr. P.D. Walodra	
Mr. Raghunath Kashiram Shelar	
Mr. Babasaheb A. Hingane	
Ms. Sonal Rajesh Gajaria	
Mr. Anil Datar	
Mr. Anilkumar Jaiswal	
Ms. Manali R. Chendavankar	
Mr. Santosh S. Thakre	
Mr. Siddheshwar B. Konale	
Mr. Siddhesh Laxman Kamble	
Mr. Baban N. Kale	
Mr. C.M. Abhang	
Ms. Rekha S. Keshewar	
Mr. P.D. Walodra	
Mr. Raghunath Kashiram Shelar	
Mr. Babasaheb A. Hingane	
Ms. Sonal Rajesh Gajaria	
Mr. Anil Datar	
Mr. Anilkumar Jaiswal	
Ms. Manali R. Chendavankar	
Mr. Santosh S. Thakre	
Mr. Siddheshwar B. Konale	
Mr. Siddhesh Laxman Kamble	
Mr. Kamlesh Dagadu Bhawari	<b>LDC/TYPIST CLERK</b> (Rs. 5200-20200+1900)
Mr. Vikas Nivruti Gawari	
Ms. Sarita Vishnu Bhangare	
Ms. Sunetra M. Garud	
Ms. Tidiben K. Sosa	
Mr. Rupesh Ramesh Borhade	
Ms. Shakuntala.S. Ilage	
Ms. Prachi Sarmalkar	

<b>Name of Employee</b>	<b>Designation &amp; Pay Band + Grade Pay</b>
Ms. Namrata Vasudeo Naik	<b>TELEPHONE OPERATOR</b> (Rs. 5200-20200+1900)
Mr. Rajan K. Gamre	<b>SR. TECHNICAL ASSISTANT (M &amp; C)</b> (Rs.9300 – 34800 + 4600)
Mr. B.K. Ahire	<b>TECHNICAL ASSISTANT (M &amp; C)</b> (Rs.9300 – 34800 + 4600)
Ms. Sudha Ganapathi	<b>MANAGER (PUBLICATIONS)</b> (Rs. 15600-39100+7600)
Mr. R.H. Saundarva	<b>ASSISTANT ENGINEER</b> (Rs.9300 – 34800 + 4600)
Mr. Vijender Singh	<b>SR. DTP OPERATOR</b> (Rs.9300 – 34800 + 4600)
Vacant	<b>JR. DTP OPERATOR</b> (Rs.9300 – 34800 + 4200)
Mr. Karunakar Shetty	<b>SECTION OFFICER</b> (Rs.9300 – 34800 + 4600)
Mr. S.S. Phanse	<b>SECTION OFFICER (ACCOUNTS)</b> (Rs.9300 – 34800 + 4600)
Ms. Premlata S. Jambhulkar	<b>Head Pre-School Teacher</b> (Rs.9300-34800+4200)
Ms. Archana A. Khaire	<b>Pre-School Teacher</b> (Rs.5200-20200+2400)
Ms. Minal P. Sawant	<b>Nutritionist</b> (9300-34800+4200)
Vacant	<b>LIBRARIAN</b> (Rs. 16400-450-20900-500-22400)
Dr. Satish T. Kanamadi	<b>DEPUTY LIBRARIAN</b> (15600-39100+7600)
Dr. Mallikarjun B. Angadi	
Dr. Veeresh B. Hanchinal	
	<b>ASSISTANT LIBRARIAN (Sr. Scale)</b> (Rs.15600-39100+600)
Mr. Puttaraj A. Chowkimath	
Mr. Prabhu B. Gaddimani	
Mr. Anand Dodamani	
Mr. Akhilesh Kr. Sankhwar	<b>INFORMATION SCIENTIST</b> (Rs.15600-39100+5400)
Mr. C.S. Gangurde	<b>PROFESSIONAL ASSISTANT</b> (Rs. 9300-37000+4600)
Ms. Devyani R. Pothare	
Ms. Vishakha V. Vichare	
Mr. Bibhuti Kr. Singh	

<b>Name of Employee</b>	<b>Designation &amp; Pay Band + Grade Pay</b>
Mr. C.S. Gangurde	<b>SEMI PROFESSIONAL ASSISTANT</b> (Rs. 5200-20200+2800)
Mr. H.D. Parmar	
Ms. Priti Mendhe	
Ms. Priyanka Sane	
Ms. Yogita Parmar	
Mr. Ravi G. Shinde	<b>LIBRARY ASSISTANT</b> (Rs. 5200-20200+2400)
Mr. A.G. Sawant	<b>LIBRARY ATTENDANTS</b> (5200-20200+1800)
Mr. D.G. Singh	
Mr. H.T. Kadu	
Mr. A.N. Kale	
<b>COMPUTER CENTRE</b>	
Mr. V. Sivakumar	<b>SYSTEM MANAGER</b> (Rs. 15600-39100+7600)
Mr. Satish Tambe	<b>SYSTEM ANALYST-CUM-PROGRAMMER</b> (Rs. 15600-39100+5400)
Mr. Ram P. Gudivada	
Mr. Sanat K. Swain	<b>PROGRAMMER</b> (Rs.9300-34800 +4600)
Mr. A.M. Govekar	<b>SR. TECHNICAL ASSISTANT</b> (Rs.9300-34800 +4600)
Mr. Sudhir N. Kale	<b>TECHNICAL ASSISTANT</b> ((Rs.9300-34800 +4600))
Ms. Mansi M. Parab	<b>DATA ENTRY OPERATOR</b> (Rs. 5200-20200+2400)
<b>MULTI FACILITY STAFF</b>	
Mr. Ranjitbhai C. Patel	<b>CARPENTER</b> (Rs. 5200-20200+1900)
Mr. D.R. Shaikh	<b>ELECTRICIAN</b> (Rs. 5200-20200+2800)
Mr. P.J. Koli	
Mr. B.A. Hambire	<i>ASSISTANT ELECTRICIAN</i>  (Rs. 5200-20200+2400)
Mr. Subhash B. Walmiki	<b>PROJECT/SOUND OPERATOR CUM-ELECTRICIAN</b> (Rs. 3050-75-3950-80-4590)
Mr. N.C. Gowda	<b>DRIVER</b> (Spl. Grade) (Rs. Rs.9300-34800 +4200)
Mr. B.S.D. Gowda	<b>DRIVER</b> (Grade – I) (Rs. 5200-20200+1900)
Mr. U.A. Salvi	<b>DRIVER</b> (Grade – I) (Rs. 5200-20200+1900)
Mr. V. Jadhav	<b>DRIVER</b> (Grade – II) (Rs. 5200-20200+1900)
Mr. Suhas R. Dabholkar	<b>DRIVER</b> (Grade – II) (Rs. 5200-20200+1900)

<b>Name of Employee</b>	<b>Designation &amp; Pay Band + Grade Pay</b>
Mr. Shridhar N. Gowda	<b>DRIVER</b> (Spl. Grade) (Rs. Rs.9300-34800 +4200)
Mr. Ramesh Pandhari Gaikwad	
Mr. D.D. Dilpak	<b>MACHINE OPERATOR</b> (Rs. 5200-20200+2400)
Mr. A.G. Kamble	
Mr. P.J. Madhavan	
Mr. N.B. Waghmode	
Mr. C.S. Kale	<b>JAMADAR</b> (5200-20200+2400)
Ms. H.K. Sosa	<b>CLEANER-CUM-FLOOR ATTENDANT</b> (Rs. 5200-20200+1800)
Mr. C.S. Kale	
Ms. Achala A. Gharat	
Mr. P.D. Umbarkar	
Ms. Pushpa V. Singhal	
Ms. Supriya S. Jadhav	
Ms. Ratnabai L. Patil	
Ms. Anita .L. Bagde	
Ms. C.K. Baria	
Mr. S.S. Govande	
Mr. Sadanand R. Malaye	
Mr. Nitin Vinayak Mistry	
Ms. Rajshree R. Pawar	
Mr. Sudhir T. Waghmare	
Mr. D.D. Chandanshive	
Mr. A. Nahak	
Mr. R.S. Govande	
Ms. Sheela R. Mohite	
Mr. Chandu N. Parmar	
Mr. Rahul K. Phadke	
Mr. M.D. Thorat	
Mr. Mahesh G. Juwatkar	
Ms. Meera L. Chawan	
Mr. Mahesh G. Juwatkar	
Ms. Meera L. Chawan	
Mr. T. L. Waghela	
Mr. H.J. Worlikar	<b>Security Guard</b> (Rs. 5200-20200+1800)
Mr. L.C. Kamble	
Mr. M.G. Morwadkar	
Mr. G.M. Angane	
Mr. Ganpat Rama Gawari	
Mr. Satwa Chokhoba Gaikwad	
Mr. K.D. Walmiki	<b>MALI</b> (Rs. 5200-20200+1800)
Mr. M.G. Gothankar	
Mr. B.J. Ram	
Mr. T.L. Butkade	
Mr. Gopinath Sukhdeo Bansode	
Ms. M.P. Vishwad	<b>PRE SCHOOL HELPER</b> (Rs. 5200-20200+1800)
Mr. Dinkar Shiraj Kamble	<b>GUEST HOUSE/HOSTEL ATTENDANT</b> (Rs. 5200-20200+1800)
Mr. Suryakant M. Juwatkar	
Mr. Mahesh S. Kirloskar	
Ms. Rasika R. Naik	

<b>Name of Employee</b>	<b>Designation &amp; Pay Band + Grade Pay</b>
Mr. Litesh Nagorao Ghonge	<b>Asst. Dining Hall Supervisor</b> (Rs. 9300-34800+4200)
Mr. Perumalkumar Swamy	<b>DINING HALL COOK</b> (Rs. 5200-20200+2000)
Mr. Mahadeo S. Rane	
Mr. R. T. Kuley	
Mr. Suryabhan L. Kasbe	<b>KITCHEN ASSISTANT/ASSISTANT COOK</b> (Rs. 5200-20200+1800)
Mr. Ganesh Ramesh Kadam	
Mr. S.Y. Manjrekar	
Mr. D.S. Patil	<b>DINING HALL HELPERS</b> (5200-20200+1800)
<b><i>RURAL CAMPUS STAFF</i></b>	
Mr. Ram Rathod	<b>SOCIAL WORKER</b> (Rs. 9300-34800+4200)
Mr. S.Y. Dyanmannagol	
Mr. Ganpati K. Chadre	
Mr. Santosh S. Birwatkar	
Mr. Anand Bhalerao	
Mr. S.G. Narwade	<b>HORTICULTURIST</b> (Rs. 15600-39100+6000)

#### **RTI Section 4(1) (b) (xi)**

#### **Budget allocation:**

The budget and financial estimates are approved by the Finance Committee and presented before the Governing Board of the Institute.

#### **RTI Section 4(1) (b) (xii)**

#### **Manner of execution of subsidy programmes:**

Not applicable to the university.

#### **RTI Section 4(1) (b) (xiii)**

#### **Concessions granted by the university:**

Various concessions that are available to various categories of the students in admission to various courses are given in the prospectus.

Scheduled Caste (SC) and Scheduled Tribes (ST) Candidates: As per GoI requirements, 15% and 7.5% seats are reserved for SC and ST candidates, respectively, in all the programmes.

Persons With Disability (PWD): Three per cent seats are reserved in all the Bachelor's and Master's Degree Programmes for PWD of which 1% each is reserved for persons with (a) Low Vision/Blindness, (b) Hearing Impairment, and (c) Locomotor Disability/Cerebral Palsy.

Other Backward Classes (OBCs): Following GoI directives, 9% of the seats are reserved for candidates from OBCs. This is the first phase of implementation of 27% reservation for OBCs.

**RTI Section 4(1) (b) (xiv)**

**Information Available in Electronic Form:**

The annual reports, project reports, prospectus, advertisements of the Institute are available on the Institute's website- [www.tiss.edu](http://www.tiss.edu)

## **RTI Section 4(1) (b) (xv)**

### **Means, method and facilities available to citizens for obtaining information:**

Through the notice boards, relevant brochures, prospectus, university calendars, memorandum of association etc., which are available in print form as well as on the website- [www.tiss.edu](http://www.tiss.edu)

Some of the publications like university calendar, prospectus, application forms, research journals etc., are priced and can be obtained by paying prescribed amount.

Unpriced information is disseminated occasionally through press release, notice board, advertisements etc. These are available on the university website [www.tiss.edu](http://www.tiss.edu)

### **Procedure for Accessing Information:**

The person seeking information may apply in writing in Form–A attached with this Handbook, or on plain paper or through electronic means in English or Hindi or in the official language of the area, to the Public Information officer or Assistant Public Information Officer of TISS. The application has to be accompanied with prescribed fee (at present a fee of Rs.10/-) towards cost of processing the request.

The schedule of fees for various printed documents can be obtained from the Public Information Officer of the Institute. The rates for photocopying/printing the information are as below:

Rs. 2/- per page for A4 or A5 size

Rs. 4/- per page for A3 size

The information needed on a disk subject to availability in soft form, the fee will be Rs. 50/-.

The BPL candidates need not pay the fees, however they have to attach a photocopy of the certificate or ration card issued by the government.

**REQUISITION FORM**

**TATA INSTITUTE OF SOCIAL SCIENCES, Mumbai – 400 088**

**Right to Information Act, 2005**

Name of the Applicant:

Date:

Address with Telephone No./Email:

Details of Information Required:

S. N. Brief title of the subject

Printed/electronic format

Signature of the Applicant:

For Office Use

**Application Received on ----- Time -----**

Time required to furnish information -----

Fees Prescribed (if any):-----

Name of the PIO/APIO

Signature:

Date-----

**TATA INSTITUTE OF SOCIAL SCIENCES, Mumbai – 400 088**

***Right to Information Act, 2005***

***(For Office Use)***

Name of the Department:

Date:

As per the Act, the following  
information is requested:

Time:

S.No.	Brief title of the subject	Printed/electronic format	Time limit
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Name of the PIO/APIO

Signature:

Date:

**(For Department Use)**

Name of the Department:

Submission of Information requested:

S. N.	Brief title of the subject	Printed/electronic format	Remarks
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Name of the Head of the Department/Section:

Signature:

Date:

To: PIO/APIO

## RTI Section 4(1) (b) (xvi)

Public Information Officers of TISS			
Sr. No.	Name	Areas of information	Other Particulars
1	Mr. Dilip Kumar Shetty Deputy Registrar (Pers. & Admin.) Public Information Officer	General	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525254, (M) 9223214958
2	Ms. Rajee Menon Deputy Registrar (Fin. & Accounts) Public Information Officer	Finance and Accounts	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525241, (M) 9969704063
3	Mr. Shahaji Chavan Administrative Officer Public Information Officer	Personnel	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525232, (M) 8087532468
4	Mr. Mustafa Momin Assistant Registrar (Academic) Public Information Officer	Academic	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525211, (M) 7208002929
5	Prof. Abdul Shaban Deputy Director Public Information Officer	TISS Tuljapur Campus	Tata Institute of Social Sciences, Rural Campus, Tuljapur, Dist. Osmanabad. PIN 413 601 Ph:9270105222/23/24/25/26 (M) 9819145571
6	Prof. Virginius Xaxa Deputy Director Public Information Officer	TISS Guwhati Campus	Tata Institute of Social Sciences, 14-A, Bhaban Road, Uzanbazar, Guwahati 781 001. Ph:0361-2510342 / 2736765 / 2736526 (M) 9435012956
7	Prof. Lakshmi Lingam Deputy Director Public Information Officer	TISS Hyderabad Campus	Tata Institute of Social Sciences, SR Sankaran Block, AMR-AP Academy of Rural Development, Rajendranagar, Hyderabad – 500 030. Ph:040-24017701/02/03

			(M) 9821432607
8	Ms. Trupti Panchal Project Director Public Information Officer	Special Cell for Women & Children	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525423
9	Mr. Gauri Shankar Programmer Manager Public Information Officer	Students and Hostel	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525916
10	Mr. C.P. Mohan Kumar Registrar 1st Appellate Authority	Registrar's Office	Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088 Ph:022-25525203 (M) 9223214953

# TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

## ORGANISATIONAL CHART

