



**BOSE INSTITUTE  
KOLKATA**

**RIGHT TO INFORMATION ACT –  
2005**

**INFORMATION HANDBOOK**

**YEAR:2019**

# Information under Right to Information Act, 2005

## I N D E X

Sl. No.	Particulars
	Preamble
1.	Particulars of Organisation, Functions and Duties
2.	Powers and Duties of the Director, Officers and Employees
3.	Procedure Followed in Decision Making Process
4.	NORMS For Discharge Of Functions
5.	Rules, Regulations, Instructions, Manuals And Records For Discharging Functions
6.	A Statement Of The Categories Of The Documents That Are Held By It or Under Its Control
7.	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.
8.	A Statement Of Boards, Councils, Committees And Other Bodies Constituted As Its Part
9.	Directory Of Officers And Employees
10.	The Monthly Remuneration Received By Each Of Its Officers And Employees, Including The System Of Compensation As Provided In Regulations
11.	The Budget Allocated To Each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)
12.	Manner Of Execution Of Subsidy Programmes Etc.
13.	Particulars of recipients of concessions, permits or authorisations granted by it.
14.	Details Of Information Available In Electronic Form
15.	Particulars Of Facilities Available For Obtaining Information, including the working hours of a library or reading room, if maintained for public use.
16.	The Names, Designations And Other Particulars Of The Public Information Officers

## **PREAMBLE**

Bose Institute is an Autonomous Scientific Research Institution founded by Acharya J. C. Bose in 1917 , registered under West Bengal Societies Registration Act XXI of 1860 and financed by the Department of Science and Technology, Ministry of Science and Technology, Government of India.

The main objective of this handbook is to provide information as desired in Section 4(1)(b) of the Right to Information Act, 2005.

As required under the Act, **Smt. Noreen Bhattacharjee, Deputy Registrar** has been designated as the 'Public Information Officer' of the Institute, who can be contacted for information to be provided under the said Act. The particulars of the CPIO is given in Chapter-17.

## CHAPTER 1

### PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

#### 1. Particulars of organisation, functions and duties

Bose Institute is an Autonomous Scientific Research Institution registered under West Bengal Societies Registration Act XXI of 1860 and financed by the Department of Science and Technology, Ministry of Science and Technology, Government of India having its registered Office at **93/1, Acharya Prafulla Chandra Road, Kolkata – 700 009**. This Institute has the following seven campuses.

- **Main Campus – 93/1, Acharya Prafulla Chandra Road, Kolkata – 700 009. (Registered Office)**

and the following campuses:-

- **Centenary Campus – P-1/12, C.I.T Scheme VII M, Kolkata – 700 054.**
- **Unified Academic Campus, Salt Lake Campus, Block – EN, Sector – V , Salt Lake City, Kolkata – 700 091. and Centre for Astroparticle Physics and Space Science, Salt Lake Campus, Block – EN, Sector – V , Salt Lake City, Kolkata – 700 091.**
- **Falta Experimental Farm, 24 Parganas (South), West Bengal.**
- **Acharya J.C. Bose Biotechnology Innovation Centre (Madhyamgram Experimental Farm), 24 Parganas (North), West Bengal.**
- **Shyamnagar Experimental Farm, 24 Parganas (North), West Bengal.**
- **Acharya J C Bose High Altitude Research Centre, Mayapuri Campus , 16, A. J.C. Bose Road, Darjeeling, PIN – 734101, West Bengal.**

**Functions and Duties:** The objectives of the Society are as follows:-

- (1) The advancement of knowledge by means of research.
- (2) The diffusion of knowledge by organizing discourses, demonstrations and lectures to be given original workers in it and thinkers.
- (3) To do all such things as are incidental or conducive to the attainment of the above objects or any of them.

## **Duties of Director**

The Director is the Head of the Institute. Subject to the overall control of the Council, it shall be the duty of the Director to carry on the objects and business of the Institute in accordance with the Regulations and Byelaws of the Institute and other rules framed by the Council from time to time. In the day to day administration of the Institute, the Director shall be the final authority. He shall bring to the notice of the Council at the meeting for its confirmation any action, which in emergency, he may have found necessary to take to run the Institute. The Director may also issue Standing Orders to regulate the activities of the Institute and the staff attached thereto. In academic matters, it shall be his responsibility to maintain and improve the level of excellence of the work of the Institute and for this purpose he shall have the right to give advice and direction whenever necessary. On the administration side, despite the functions delegated to the Registrar directly by the Regulations and Byelaws and/or to be delegated in the future, Director's decision shall be the final in all matters until in any particular case the Council has a different view and suggest modification. He shall maintain the hierarchical and vertical devolution of authority from the Chairman of the Department, Registrar and downwards.

## **Duties of Registrar**

- To act as the Chief Administrative Officer of the Institute including the RSIC, with overall charge of the Establishment, Administration and Accounts.
- To act as Secretary of the Council, Finance Committee, the Selection Committees and of such other Committees as may be provided by the Regulations, Byelaws or otherwise. To prepare in consultation with the Director the agenda for and issue notice of the meetings of the bodies and to draft the corresponding minutes of the meetings.
- To remain in general charge of the office and day-to-day administration and of (a) Group 5 staff of the Institute, and (b) such other non-research staff of the Institute, the supervision of whose work may be delegated to him by the Director, and to exercise such disciplinary control as may be necessary for the purpose.
- To be responsible for the maintenance and upkeep of the Institute buildings and equipments, furniture and fittings and to be in charge of the lands allotted to the Institute.
- To be responsible for submitting the draft Budget to the Finance Committee for consideration and to the Council for sanction.
- To sign cheques as provided for in the Regulations and Byelaws.
- To sign contracts entered into by or on behalf of the Institute, as provided for in the Regulations and Byelaws.
- To assist the Director in discharge of his work in the Institute and to perform such other duties as mentioned in the Regulation and Byelaws and/or as may be assigned to him by the Director or delegated to him by the Council, consistent with Regulations and Byelaws.

### **DUTIES & RESPONSIBILITIES OF THE CHAIRMAN OF A DEPARTMENT**

- (a) The Chairman of a Department shall be In Charge of Administrative duties of the department and be responsible for its smooth and efficient functioning. It shall be his/her duty to see that a high standard of research work is maintained in the department.
- (b) He shall act as the representative of the department at the meetings of Chairmen of Departments with the Director and shall place there the views and requirements of members of his department.

**CHAPTER 2**  
**POWERS AND DUTIES OF THE DIRECTOR, OFFICERS**  
**AND EMPLOYEES**

Sl.No.	Post	Powers and Duties
01	Director	As mentioned in Page no:- 4  <b>Duties of Director</b>
02	Academic staff	It shall be the duty of the Academic staff to work towards achievement of the objects of the Institute as provided for in the Regulations & Byelaws. For this purpose every member of the Academic staff shall have the right to initiate and develop independent research work and shall submit periodical reports of his work (there shall not be less than one such report during each year) through the Chairman of each Department/Head of Section /Division.
03	Technical staff	It shall be the duty of such staff to render such technical assistance in Laboratories/Workshops/Fields/etc. as would be necessary and called for, with a view to ensure that the respective establishments function smoothly and efficiently.
04	Administrative staff	It shall be the duty of such staff to render such administrative and/or ministerial service as may be assigned from time to time with a view to ensure smooth and efficient discharge of business of the Institute.
05	Auxiliary staff	It shall be the duty of such staff to render such help and assistance to the above staff and/or respective Departments/Sections/Divisions as may be called for in the interest of the work involved.



## CHAPTER 3

### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

The Director, Chairmen/Heads of the Departments / Divisions & Registrar carry out the various functions of the Institute as per procedures laid down in the Regulations & Byelaws and Service Rules of the Institute and as per decisions of the Council and Finance Committee of the Institute.

## CHAPTER 4

### **NORMS FOR DISCHARGE OF FUNCTIONS OF BOSE INSTITUTE**

1. Memorandum of Association and Regulation and Byelaws of Bose Institute.
2. Bose Institute Service Rules & Recruitment Rules, Part - 1 [Service Rules].
3. Bose Institute Service Rules & Recruitment Rules, Part-II [Recruitment Rules].
4. GFR
5. Government of India guidelines.

## **CHAPTER 5**

### **RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS**

The following is a list of the Rules, Regulations etc., which are used for discharging functions by the Institute:

1. Memorandum of Association and Regulation and Byelaws of Bose Institute.
2. Bose Institute Service Rules & Recruitment Rules, Part - 1 [Service Rules].
3. Bose Institute Service Rules & Recruitment Rules, Part-II [Recruitment Rules].
4. GFR
5. Government of India guidelines.

## CHAPTER 6

### A STATEMENT OF THE CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The following is the list of the category of the documents which are held by the Institute:

Sl.No.	Description of record
1	Attendance Register
2	Leave Register
3	Despatch Register
4	A register of daily abstract of stamps used
5	Messenger Book
6	Stamps Account Register
7	Store Index Register
8	Dead Stock Register (separately for perishable consumer articles and non-
9	Stock Register
10	Log Book of Institute Vehicles
11	Register of Advances
12	Register of Books received in Library
13	Register of Books issued
14	TA Register
15	LTC Register
16	Contingent Register
17	Acquittance Rolls
18	HBL Register
19	Medical Reimbursement Register
20	Fund Control Register
21	Grant Register
22	Cash Book and Books of Accounts
23	Register of Valuables
24	Undisbursement Register
25	Cheque Register
26	Gate Pass
27	Security Register, etc

## CHAPTER 7

### **PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION**

As Bose Institute is an Autonomous Research Institute receiving grant-in-aid from Ministry of Science and Technology, Department of Science and Technology, Government of India, New Delhi, there is no occasion for consultation with or representation by the members of the public in relation to the affairs of the Institute.

## CHAPTER 8

### **A STATEMENT OF COUNCILS CONSTITUTED AS ITS PART**

Please visit: <http://www.jcbose.ac.in/bi-council>

## CHAPTER 9

### DIRECTORY OF OFFICERS AND EMPLOYEES

**Name of the Office: BOSE INSTITUTE**

**Main Campus**

**93/1, Acharya Prafulla Chandra Road**

**Kolkata – 700009**

**West Bengal, India**

**Centenary Campus**

**P 1/12, C.I.T. Scheme-VIIM**

**Kolkata – 700054.**

**West Bengal, India**

**As on 31.12.2018.**

Please Visit “People” section in the following link for details regarding directory of officers and employees.

<http://www.jcbose.ac.in/home>

## CHAPTER 10

### THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS.

As on 31.12.2018.

Sl. No.	Designation	Pay Matrix Level
1	Director	15
2	Professor	13A/14
3	Associate Professor	13
4	Assistant Professor	12
5	Librarian	13
6	Registrar	12
7	Deputy Registrar	11
8	Assistant Registrar	10
9	Accounts Officer	10
10	Audit & Finance Officer	10
11	Workshop Superintendent	10
12	Office Superintendent	7
13	Office Superintendent (Publication)	7
14	Accountant (Cash)	7
15	Overseer	7
16	Sr. Technical Assistant	7
17	Technical Assistant (RISC)	7
18	Senior Laboratory Assistant	7
19	Senior Field Assistant	7
20	Junior Overseer	6
21	Junior Laboratory Assistant	6
22	Junior Library Assistant	6
23	Curator	6
24	Senior Mechanic	5
25	Stenographer	5
26	Upper Division Clerk	5
27	Lower Division Clerk	2
28	Telephone Operator	2
29	Junior Mechanic	2
30	Plumber	2
31	Driver-cum-mechanic	2
32	Helper	1



## CHAPTER 11

### THE BUDGET ALLOCATED

**(Particulars of all plans, proposed expenditures and reports on disbursement made)**

For the financial year 2018-2019.

Plan : Rs. 11,200 Lakhs

**CHAPTER 12**

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES ETC.**

**NIL**

**CHAPTER 13**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS  
GRANTED BY IT.**

**NIL**

## **CHAPTER 14**

### **DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM**

All information are to be gathered from official website of Bose Institute given below:

<http://www.jcbose.ac.in/home>

## CHAPTER 15

### **PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

The information about the Institute is available at the website :

<http://www.jcbose.ac.in/library>

The working hours of library is 9.45 a.m. to 6.15 p.m. on all working days

## CHAPTER 16

### THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER

#### Public Information Officer:

SI No	Name and Designation	Phone No.	Fax	Email	Address
		Office			
01	<b>Mrs. Noreen Bhattacharjee</b> <b>Deputy Registrar</b>	2569-3211	033-23553886	noreen@jcbos e.ac.in	Bose Institute, Centenary Building, P-1/12 , C.I.T Scheme VII M, Kolkata -700 054.