

Suo-Moto Disclosures under RTI Act 2005

Sr. No.	Item	Details of disclosure	Remarks
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the organization (ii) Head of the organization (iii) Key objectives, Functions and Duties (iv) Internal Leadership	
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	Power and duties of its officers and employees	Refer IISER Pune Gazette Notification and IISER Statutes
1.3	The procedure followed in the decision-making process [Section 4(1)(b)(iii)]	Procedure followed in decision making process	Refer IISER Pune Gazette Notification and IISER Statutes
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	Norms for discharge of functions	Refer IISER Pune Gazette Notification and IISER Statutes
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	Rules, Regulations, Instructions manual and Records for discharging functions	Refer IISER Pune Gazette Notification and IISER Statutes
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	Categories of documents held by the authority under its control	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	Boards, Councils, Committees and other bodies constituted as part of the Public Authority	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	Directory of Officers and Employees	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) Monthly Remuneration: Academic Staff (ii) Monthly Remuneration: Non-academic Staff	

1.1	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	Name, Designation and other particulars of Public Information Officers	
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	NIL	
1.12	Programmes to advance understanding of RTI (Section 26)	The Right to Information Act 2005	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Not Applicable	

Sr. No.	Item	Details of disclosure	Remarks
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	Budget Details	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	Foreign and Domestic Tours	
		Information related to Procurements	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	Useful Links	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	Not Applicable	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	Useful Links	
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	SAR Report	

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3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation Of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Not Applicable	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	YES	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Institute Website	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook	
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	YES	

Sr. No.	Item	Details of disclosure	Remarks
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Institute Annual Report (English)
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	As per updated data received	

4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	Institute Brochure, Annual Report, Outreach, Students Magazine, Faculty and Department Profiles	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	Visit to IISER Pune	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) List of completed schemes/ projects/ Programmes	
		(ii) List of schemes/ projects/ programme underway	
		(iii) Annual Report	
		(iv) Frequently Asked Question (FAQs)	
		(v) Details of Contracts entered	
4.6	Receipt & Disposal of RTI applications & appeals [F.No1/6/2011-IR dt. 15.04.2013]	Count of RTI Application and Appeals received	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Please contact the Institute RTI Section for necessary Information	

Sr. No.	Item	Details of disclosure	Remarks
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	Current CPIOs & FAAs	
		Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	

Sr. No.	Item	Details of disclosure	Remarks
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Information on IISER Pune	

6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public	Institute website follows GIGW Guidelines (STQC Certificate pending)	
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