



Core-IV-B, 4th floor, India Habitat Centre, Lodhi Road, New Delhi - 110003

RIGHT TO INFORMATION ACT 2005

Manual * as listed in Section 4 (1) (b) of the Act

1. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

Research and Information System for Developing Countries (RIS), a New Delhi based autonomous think-tank under the Ministry of External Affairs, Government of India, is an organization that specializes in policy research on international economic issues and development cooperation. RIS is envisioned as a forum for fostering effective policy dialogue and capacity-building among developing countries on international economic issues. The focus of the work programme of RIS is to promote South- South Cooperation and assist developing countries in multilateral negotiations in various forums. RIS is engaged in the Track II process of several regional initiatives. RIS is providing analytical support to the Government of India in the negotiations for concluding comprehensive economic cooperation agreements with partner countries. Through its intensive network of policy think tanks, RIS seeks to strengthen policy coherence on international economic issues.

2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

1. Powers and duties of officers and employees are governed by the Rules and Regulations and Bye-laws of the Institute.
2. The duties and responsibilities of each category of officers and staff have been notified by internal circulars.

3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

There are two types of matters which are dealt with by the Institute viz., academic and non-academic.

* A detailed Manual on the Right to Information Act is available with PIO

For academic matters a 'Work Plan' is prepared by faculty, under the supervision of concerned Joint Directors of programme divisions and departmental heads and Director and Academic Committee. Finally, the same is approved by the Executive Council for organizing the training courses, seminars / workshops, research and evaluation studies and other programmes.

For processing the non-academic matters like procurements of stores, training material, equipments, stationery items and obtaining services the provisions in Bye-laws of RIS and General Financial Rules of Government of India are followed in case to case basis. These cases are approved by the competent authorities as per powers delegated to them in Schedule I & II to Bye-laws of the Institute. All the above Officers are responsible for supervision and accountable for their area of work.

4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The general norms set by Government of India for discharging of functions by its employees are applicable to RIS employees

5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- (i) Files
- (ii) Agreement with Catering Contractors
- (iii) Annual Maintenance Contract of equipments

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

- (i) Constitution
- (ii) Bye-laws
- (iii) Rules regarding reimbursement of medical expenses
- (iv) Guidelines for appointment Of Consultants

7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

By and large, RIS policies are in line with the various policies framed by the Government of India from time to time.

8. 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

The RIS has no affiliated bodies. However, Rule 2 of Rules and Regulations provide for two administrative authorities viz. General Body and Executive Council. The composition of these two bodies is available in Rule 3.1 and Rule 6.1 of Rules and Regulations. The current composition of these two bodies (name and address) is available with Public Information Officer. Only members of these bodies are eligible to participate in these meetings. Only bonafide members are sent the copies of minutes of the meetings of these bodies.

9. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Directory of its officers and employees is printed in RIS and is available with Publication Officer.

10. STAFF STRENGTH (as on 31.12.2010)

S.No.	Designation	Sanctioned Strength	In Position	Total Vacant
1.	Director General	1	1	-
2.	Senior Fellow	2	2	-
3.	Fellow	4	4	-
4.	Finance and Administrative Officer	1	1	-
5.	Associate Fellow	1	1	-
6.	Research Associates	6	6	-
7.	Research Asstt./Analyst	2	2	-
8.	Accounts Officer	1	1	-
9.	Desk Officer	1	1	-
10.	Publication Officer	1	1	-
11.	Documentation Officer	1	1	-
12.	Assistant Programmer/Progr.	1	1	-
13.	Private Secretary	2	2	-
14.	Personal Assistant	2	2	-
15.	Asstt. Librarian	1	1	-
16.	Computer/Data Entry Operator	1	1	-
17.	Junior P.A.	3	3	-
18.	Receptionist/Clerk	2	2	-
19.	Driver (Staff car)	1	1	-
20.	Peons	4	4	-

11. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

A detail of monthly remuneration received by each of its employees is available in office records in Head Office and Centres. Pay includes Basic Pay, DP, DA, HRA, CCA and Special pay as applicable under Central Government Rules and sanctioned by the competent authority. Besides the above, need based Consultancy fee, retainership and remuneration are paid to Consultants appointed from time to time.

List of various categories of Administrative, Academic and other Support staff and their pay scales are as follows.

NAME OF THE POST	PAY BAND OF (Rs.) & GRADE PAY	
I. GROUP A		
1. Director General	75500 – 80000	-
2. Sr. Fellow	37400 – 67000	10000
3. Fellow	15600 – 39100	7600
4. Finance & Administrative Officer	15600 – 39100	7600
II. GROUP B		
5. Research Associate	9300 - 34800	5400
6. Research Analyst	9300 - 34800	-
7. Research Assistant	9300 - 34800	4200
8. Publication Officer	15600 – 39100	6600
9. Desk Officer	15600-39100	6600
10. Documentation Officer	15600-39100	6600
11. Accounts Officer	15600-39100	6600
12. Computer Programmer	15600-39100	6600
13. Private Secretary	15600-39100	6600
III. GROUP C		
14. Assistant/Account Assistant	9300 – 34800	4200
15. Stenographer PA (Group B)	9300 – 34800	4200
16. Assistant Librarian/Library Assistant	9300 – 34800	4200
17. Assistant Publication Officer	9300 – 34800	4200
18. UDC/Data Entry Operator/Computer Operator/ Stenographer (Group C)	5200 – 20200	2400
19. LDC/Typist/Receptionist	5200 – 20200	1900
20. Car Driver	5200 – 20200	1900
21. Library Attendant	5200 – 20200	1900
IV. GROUP D		
22. Peon/Messenger/Chowkidar	4440 – 7440	1600
23. Safai Karamchari	4440 – 7440	1800

12. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

(Rs. In Lakh)

Scheme	R.E. 2009 - 10	Grant received, receipt and unspent balance of previous year	Misc. balance	Actual Expenditure
Plan	464.00	260.00		311.00
Non-Plan	20.00			249.00

13. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO IT OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

The information related to various schemes / programmes are available on our website. Other organizational information about the Institute is also available on the website.

14. 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

NIPCCD works 5 days (Monday to Friday) a week.
Office timings are 9.30 a.m. – 6:00 p.m.

Besides, training courses, workshops, consultation meets, the Institute also conducts research / evaluation studies on important issues. It also undertakes programmes as assigned by the Ministry of External Affairs, Government of India. The Institute has a documentation center, which is an instant support to faculty for indepth study of a subject of the area their interest. This has a specialized collection of research / evaluation studies / books etc.

15. CONTACT DETAILS OF PUBLIC INFORMATION OFFICER (PIO) IN RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES UNDER SECTION 5 (1) OF THE RIGHT TO INFORMATION ACT, 2005

S. No	Name & Designation	STD Code	Phone	Address
1	Mr. Mahesh C. Arora Director (Finance and Administration)	O11	Office - 24682177	Core-IV B, 4 th Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003

16. NAME OF BANK FOR DD/BANKER'S CHEQUE :

Bank of India, Khan Market, New Delhi - 110003