

Proactive Disclosures

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

- ***Name and address of the Organization***

<https://serc.res.in/contact-us>

- ***Head of the organization***

<https://serc.res.in/director>

- ***Vision, Mission and Key objectives***

<https://serc.res.in/about-csir-serc>

- ***Function and duties***

As defined under “Memorandum of Association Rules and Regulations and Bye-Laws” of the Council of Scientific & Industrial Research (<https://www.csir.res.in/rules-regulation>).

- ***Organization Chart***

<https://serc.res.in/organisation>

- ***Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/Commissions constituted from time to time have been dealt***

<https://serc.res.in/about-csir-serc>

<https://serc.res.in/management-council>

<https://serc.res.in/research-council>

1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]

- ***Powers and duties of officers (administrative, financial and judicial)***

Adviser(Management)

To support Director in overall management of all R & D, S & T as well as administrative activities of SERC.

Heads of Functional Areas

CSIR-SERC is broadly structured into two functional areas viz. (1) Research and Development and Technical Services and (2) Support services. Each area is further divided into project and infrastructure groups generally headed by Senior Scientist/ infrastructural functional heads. Each Project / Infrastructure has a Leader, Scientists, Technical Officers and Supporting staff to carry out work in

respective disciplines / subdisciplines. Each Project/infrastructure leader has organizational freedom and authority within the group for project execution / group activities as the case may be. They may further delegate their authority to their colleagues to implement quality procedures with specific areas and own ultimate responsibility.

In addition to scientific, technical and support staff, the Centre has been provided with a Controller of Administration/Administrative officer, Section Officers(G), a Senior Finance & Accounts Officer/Accounts Officer, Section Officers (F & A), a Stores & Purchase Officer and Section Officer(Stores & Purchase) with their staff in all matters concerning administration to assist the Director.

- ***Rules/ orders under which powers and duty are derived and exercised***

Memorandum of Association: Rules and Regulations and Bye-Laws of the Council of Scientific & Industrial Research (<https://www.csir.res.in/rules-regulation>).

- ***Work allocation***

As defined under “Memorandum of Association Rules and Regulations and Bye-Laws” of the Council of Scientific & Industrial Research (<https://www.csir.res.in/rules-regulation>).

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

- ***Process of decision making , decision making authority, related provisions, acts, rules etc.***

In compliance with the relevant CSIR guidelines (Please see Handbook on Delegation of Powers in CSIR- <https://www.csir.res.in/notification/delegation-powers-csir>)

- ***Time limit for taking a decisions, if any***

In compliance with the relevant CSIR guidelines (<https://www.csir.res.in/rules-regulation>).

- ***Channel of supervision and accountability***

Please see [Handbook on Delegation of Powers in CSIR \(https://www.csir.res.in/notification/delegation-powers-csir\)](https://www.csir.res.in/notification/delegation-powers-csir)

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

- ***Nature of functions/ services offered***

- ✓ Knowledge creation and dissemination
- ✓ Technology development and transfer
- ✓ Development of innovative processes and products
- ✓ High-end knowledge based service to industry

✓ Services to society and strategic sector

- **Norms/ standards for functions/ service delivery**

As per CSIR guidelines (<https://www.csir.res.in/rules-regulation>)

- **Process by which these services can be accessed**

Through a letter of request to The Director, CSIR-SERC or to Head, BKMD (<https://serc.res.in/contact-us>).

- **Time-limit for achieving the targets**

As per CSIR guidelines (<https://www.csir.res.in/rules-regulation>)

- **Process of redress of grievances**

As per CSIR Procedure for Redressal of Grievances (<https://www.csir.res.in/notification/grievance-redressal-system-csir>)

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

- **Rules, regulations, instructions manuals and records.**

<https://www.csir.res.in/rules-regulation>

- **Transfer policy and transfer orders**

Transfer Policy of Common Cadre Officers (https://www.csir.res.in/sites/default/files/PolicyDoc%25282014_7_1_13_0_11_840%2529.pdf)

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

- **Categories of documents**
- **Custodian of documents/categories**

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Held by / under control of
1	Administrative	(a) Documents relating to service matters (b) All documents relating to General Administration,	CoA/AO
2	Vigilance/ Disciplinary & Legal Matters & Confidential Reports	All documents relating to Vigilance / Disciplinary / legal case	CoA/AO
3	Recruitment and promotions	All documents related to recruitment; Assessment and promotions of staff	CoA/AO
4	Purchase & Stores	Documents relating to all purchases, stores and issue	CoSP/SPO

5	Finance & Accounts	Documents relating to payments	CoFA/FAO
6	Works & Services	Documents relating to construction & maintenance works (Civil, Electrical)	Engg. Works and Services Unit
7	Business Development Activity	Documents relating to Sponsored and consultancy projects, public information relating to the Laboratory	Head, BKMD
8	Intellectual Property	Documents relating to Patents	Head, BKMD
9	Projects (Grant-in-aid, consultancy)	All documents relating to Grant-in-aid projects, consultancy and CSIR networked and mission-mode projects	Head, BKMD and respective Project Leaders

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

- ***Name and Composition of Boards, Council, Committee etc.***

- ✓ Research Council (<https://serc.res.in/research-council>)
- ✓ Management Council (<https://serc.res.in/management-council>)

- ***Powers and functions***

As defined under 'Memorandum of Association Rules and Regulations and Bye-Laws' (<https://www.csir.res.in/rules-regulation>) and 'Handbook on Delegation of Powers in CSIR' <https://www.csir.res.in/notification/delegation-powers-csir>

- ***Whether their meetings are open to the public?***

Not applicable

- ***Whether the minutes of the meetings are open to the public?***

Not applicable

- ***Place where the minutes if open to the public are available?***

Not applicable

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

- ***Name, designation and contact details***

See <https://serc.res.in/scientist>

1.9 Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]

- ***List of employees with Gross monthly remuneration***

Monthly remuneration of scientists, officers and employees (given in Appendix I)

- **System of compensation as provided in its Regulations**

<https://www.csir.res.in/document/allowances>

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

- **Name, designation and contact details of the Appellate Authority, Public Information Officer & Transparency Officer**

Name, designation and other particulars of public information officers (given in Appendix II)

1.11 No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))

- **No. of employees against whom disciplinary action has been**
 - (i) Pending for Minor penalty or major penalty proceedings

Nil

- (ii) Finalised for Minor penalty or major penalty proceedings

Nil

1.12 Programmes to advance understanding of RTI(Section 26)

- **Educational programmes**

Organised by CSIR-HRDC (<http://www.csirhrdc.res.in/>)

- **Efforts to encourage public authority to participate in these programmes**

Deputing for training programmes conducted by CSIR-HRDC and other organisations

- **Training of CPIO/APIO**

The Appellate Authority and the PIO has attended the online programme on "RTI and Transparency Audit", organised by CSIR-HRDC during 13-15 July, 2020 on MS Teams

The PIO was deputed to attend the following training programmes

- ✓ One Day Workshop on 'Right to Information Act, 2005', 24 August 2018, NIWE , Chennai
- ✓ Training Programme on 'Effective Implementation of RTI Act and Record Management', 29-30 April, 2019, CSIR-HRDC, Ghaziabad

- **Update & publish guidelines on RTI by the Public Authorities concerned**

https://cic.gov.in/sites/default/files/RTI-Act_English.pdf

<https://cic.gov.in/sites/default/files/rti-actinhindi.pdf>
<https://cic.gov.in/rti-notifications>
<https://cic.gov.in/rti-success-stories>
<https://rtionline.gov.in/>
https://rtionline.gov.in/um_citizen.pdf
<https://rtionline.gov.in/faq.php>

1.13 Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]

- **Transfer Policy And Transfer Orders**

Transfer Policy of Common Cadre Officers
(https://www.csir.res.in/sites/default/files/PolicyDoc%25282014_7_1_13_0_11_840%2529.pdf)

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]

- **Total Budget for the public authority**

Budget for CSIR-SERC (given in Appendix III)

- **Budget for each agency and plan & programmes**

Not applicable

- **Proposed expenditures**

Budget for CSIR-SERC (given in Appendix III)

- **Revised budget for each agency, if any**

Not applicable

- **Report on disbursements made and place where the related reports are available**

Not applicable

2.2 Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)

- **Budget**

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- **Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit**

Foreign Deputations

Name and Designation	Period of Visit	Places Visited
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Prof. Santosh Kapuria, Director	26-31 October 2018	Sixth Asian Conference on “Functional Materials and Structures” and the College of Engineering, National Cheng Kung University, Taiwan
Dr. M.B. Anoop, Sr. Principal Scientist	15 September – 14 December 2018	Laboratoire Navier, Ecole des Ponts Paris Tech, Universite Paris-Est, France on Raman Research Fellowship
Dr. –Ing. Saptarshi Sasmal, Sr. Principal Scientist	09 January-12 May 2019	Department of Civil Engineering, University of Arizona, USA, on Raman Research Fellowship
Prof. Santosh Kapuria, Director	15-19 September 2019	Apex Committee meeting of CSIR-Metal Industry Development Institute (MIDI) Twinning Programme at Addis Ababa, Ethiopia
Dr. J. Prawin, Scientist	10-12 September 2019	12 th International Workshop on Structural Health Monitoring (IWSHM – 2019), Standford University, USA
Prof. Santosh Kapuria, Director	17-23 November 2019	German Institutions of Higher Education & Research under CSIR-DAAD Project based Personnel Exchange Programme

- **Information related to procurements (a) Notice/tender enquires, and corrigenda if any thereon; (b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured; (c) The works contracts concluded – in any such combination of the above; (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.**

<https://serc.res.in/tender>

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

Not Applicable

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)]

Not Applicable

2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

- **CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.**

CAG and PAC paras and the action taken reports (ATRs)

(given in Appendix IV)

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 thereof [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)]

Not applicable

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

- Use of the most effective means of communication - Internet (<https://serc.res.in/>)

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

- **Information manual/handbook available in Electronic format**

Annual Reports (<https://serc.res.in/annual-report>)

- **Information manual/handbook available in printed format**

- ✓ Annual Report
- ✓ Technology and Laboratory Brochures
- ✓ Newsletter

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

- **List of materials available Free of cost**
 - ✓ Annual Report
 - ✓ Technology and Laboratory Brochures
 - ✓ Newsletter
 - ✓ Hindi House Magazine (soft copy)
- **List of materials available at a reasonable cost of the medium**

Not applicable

4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

English (<https://serc.res.in/>)

Hindi (<https://serc.res.in/hi>)

Tamil (<https://serc.res.in/ta>)

4.2 When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt. 15.4.2013]

The annual report, newsletters and brochures are made available on the website as soon as they are published.

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

- **Details of information available in electronic form**
 - ✓ Annual Report
 - ✓ Technology and Laboratory Brochures
 - ✓ Newsletter
- **Name/ title of the document/record/ other information**
 - ✓ Annual Report
 - ✓ Technology and Laboratory Brochures
 - ✓ Newsletter
- **Location where available**

<https://serc.res.in/>

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

- **Name & location of the faculty**

<https://serc.res.in/>

<https://serc.res.in/contact-us>

- **Details of information made available**

Information, such as details of the employees, facilities available, and the R&D activities are available at the CSIR-SERC web-site.

- **Working hours of the facility**

<https://serc.res.in/> (24 x 7)

Laboratory working - 9.00 a.m. to 5.30 p.m. (Monday to Friday excluding public holidays).

- **Contact person & contact details (Phone, fax email)**

<https://serc.res.in/contact-us>

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

- **Grievance redressal mechanism**

As per CSIR Procedure for Redressal of Grievances
(<https://www.csir.res.in/notification/grievance-redressal-system-csir>)

- **Details of applications received under RTI and information provided**
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- **List of completed schemes/ projects/ Programmes**
<https://serc.res.in/annual-report>
- **List of schemes/ projects/ programme underway**
<https://serc.res.in/annual-report>
- **Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract**
<https://serc.res.in/tender>
- **Annual Report**
<https://serc.res.in/annual-report>
- **Frequently Asked Question (FAQs)**
Not applicable
- **Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter**
Not applicable

4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] E-Governance Year(2019-20)

- **Details of applications received and disposed**
-
- **Details of appeals received and orders issued**
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4.7 Replies to questions asked in the parliament[Section 4(1)(d)(2)]

Details of questions asked and replies given

(given in Appendix V)

5 Information as may be prescribed

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]

- **Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015**

Name, designation and other particulars of public information officers (given in Appendix II)

Earlier CPIO & FAAs from 1.1.2015 (given in Appendix VI)

- **Details of third party audit of voluntary disclosure: (a) Dates of audit carried out , (b) Report of the audit carried out**

CIC Transparency Audit Advisory Report (2019-20) (given in Appendix VII)

- **Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers**

Name, designation and other particulars of public information officers (given in Appendix II)

RTI nomination (given in Appendix VIII)

- **Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers**
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- **Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers**
-

6 Information disclosed on own initiative

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

- All information under is available at <https://serc.res.in/rTI>

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

- **Whether STQC certification obtained and its validity?**

STQC Certification is under progress

- **Does the website show the certificate on the Website?**
-