**RIGHT TO INFORMATION ACT, 2005**

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| **Sl.No** | **Question** | **Answer** |
| 01 | The particulars of its organization, functions and duties; | CSIR-Indian Institute of Chemical Biology (a constituent of CSIR, India), 4, Raja S.C. Mullick Road, Kolkata-700032. Research & Development in the field of biomedical sciences. |
| 02 | The powers and duties of its officers and employees; | Scientific and Technical Staff cary out R&D work in relevant fields and publish useful results in the appropriate fora or protect them through IPR. Training of students including summer trainees from higher educational institutions is carried out extensively to prepare them for future scientific and technical work in disease management. The administrative and other staff provides infrastructural support to these programmes. |
| 03 | The procedure followed in the decision making process, including channels of supervision and accountability; | Senior scientists enjoy lot of freedom in carrying out research problems assigned to them. However, overall responsibility lies with the Head of the Institution who is advised by the properly constituted Research Council (RC). The subordinate employees are assigned duties by their superiors and are answerable to them directly. |
| 04 | The norms set by it for the discharge of its functions; | Funds are provided by CSIR, which is distributed among the scientists by the Head of the Institute in consultation with the divisional heads. Scientists are also encouraged to seek funds from external sources including fund giving agencies and industrial houses. The progress of work is periodically monitored by the RC or fund giving agencies as applicable. |
| 05 | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; | We follow the rules and regulations of the Council of Scientific and Industrial Research (CSIR). |
| 06 | A statement of the categories of documents that are held by it or under its control; | Scientific publications, patents, testing results. |
| 07 | 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; | The institute is advised in selecting its work programme or to monitor the progress by Research Council constituted by CSIR periodically Consultations are carried out also with industrial partners or sponsoring agencies to identify problems of interest. Whenever necessary eminent scientists and experts are invited to give them comments regarding the institute’s activities. |
| 08 | 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; | Research Council consisting of eleven (11) members including the Director and Management Council consisting of ten (10) members with external expert to advise both on research and management affairs. An Animal Ethics Committee constituted as per national guidelines and comprising of external and internal members to keep strict watch whether the experimental work is done according to the accepted protocols and guidelines. There is a Radioactive Chemical and Biosafety Committee to monitor the use of radioactive chemicals. Likewise, there is a Human Ethical Committee comprising of external and internal members to work with human samples under accepted guidelines. These committees or their minutes of the meetings are normally not accessible to public. However, a summary of the institute’s activities and accomplishment is published in its annual report, which is widely circulated. |
| 09 | A directory of its officers and employees; | A directory of the Officers and employees is maintained in the office and published yearly in the annual report. |
| 10 | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations; | Relevant information is available with administration. |
| 11 | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; | Relevant information is available with administration. |
| 12 | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; | No applicable |
| 13 | Particulars of recipients of concessions, permits or authorizations granted by it; | No applicable |
| 14 | Details in respect of the information, available to or held by it, reduced in an electronic form; | Annual reports are available on CDs and institute’s website contains wealth of information including job advertisement, tenders etc. |
| 15 | 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; | There is a publication and information division to answer to all queries from the public regarding the institute’s activities. Library and reading room facilities are available to public with permission from appropriate authority within the working hours. |
| 16 | The names, designations and other particulars of the Public Information Officers; | 1. **Dr. Arun Bandyopadhyay,**   Sr. Principal Scientist,  **Appellate Authority**   1. **Smt. Shampoo Sengupta, SO(G)**   **CPIO**   1. **Sri Debtanu Pal, Assistant (G) Gr.III**   **APIO , Jadavpur Campus**  **Sri Tanumoy Sen, Assistant (G) Gr.III**  **APIO , Jadavpur Campus**   1. **Dr. Dipyaman Ganguly**   Sr. Scientist,  **APIO , Salt Lake Campus**   1. **Sri V.K. Gond, SO(G)**   **Link CPIO**   1. **Administrative Officer**   **Nodal Officer**   1. **Administrative Officer**   **Transparency Officer**   1. **Sri Debtanu Pal and Sri Tanumoy Sen**   **RTI Cell** |
| 17 | Such other information as may be prescribed; and thereafter update these publications every year; | The institute observed Open House during CSIR Foundation Day when members of public particularly students of educational institutes are encouraged to visit the laboratories and interact with scientists and Ph.D students. |

List of Staff along with Basic Pay Details









