

WADIA INSTITUTE OF HIMALAYAN GEOLOGY  
33,General Mahadeo Singh Road,  
**DEHRADUN-248 001**

No.18/311/2005-Estt./

Dated: 20 Sept. 2013

**NOTICE**

**SUB.:** Right to Information Act, 2005 – Appointment of Public Information Officer and Assistant Public Information Officer under Section ‘5’ of the Act and Appellate Authority to consider appeals under Section ‘19’ of the Act.

In order to enable the citizens of India to secure access to information under the control of the Wadia Institute of Himalayan Geology, Dehradun, the following officers of the Institute are designated as Public Information Officer under Section ‘5’ of the Act and Appellate Authority to consider appeals under Section ‘19’ of the Act:-

Central Public Information Officer	Dr.P.S. Negi, Scientist ‘E’, Wadia Institute of Himalayan Geology, 33,General Mahadeo Singh Road, Dehradun- 248001 (Uttarakhand) Tel.No.: 0135-2525406 (O); 2762552(R) Fax No.: 0135-2625212 E-mail: negi_psingh@wihg.res.in, negi_pyarsingh@rediffmail.com cpio@wihg.res.in Substitute Public Information Officer in the absence of Dr.P.S. Negi due to leave, tour, will be:- Dr. Santosh Kumar Rai, Scientist ‘D’, Wadia Institute of Himalayan Geology, 33,General Mahadeo Singh Road, Dehradun- 248001 (Uttarakhand) Tel.No.:0135-2525184(O) 9410709402(M) Fax No.: 0135-2625212 Email: rksant@wihg.res.in
Appellate Authority to deal with appeals preferred under Section ‘19’ of the Act	Dr.(Mrs) Meera Tiwari, Director, Wadia Institute of Himalayan Geology, 33, General Mahadeo Singh Road, Dehradun-248 001 Tel.Nos.:- 0135-2525101,2627942 (O) Fax No.:-0135-2625212/2525200 E-mail: director@wihg.res.in

Any person seeking information under the Right to Information Act,2005 shall be directed by the Administrative Officer or receptionist of the Wadia Institute of Himalayan Geology, Dehradun to the office of the Public Information Officer. The Public Information Officer will take further necessary action as per the provisions under the Act.

Sd/-  
Director

**Annexure-I**

**WADIA INSTITUTE OF HIMALAYAN GEOLOGY**  
33, General Mahadeo Singh Road,  
**DEHRADUN- 248 001**

**PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES**

Wadia Institute of Himalayan Geology, having its headquarter at 33, General Mahadeo Singh Road, Dehradun – 248 001 (Uttarakhand) is an Autonomous Organization under the Department of Science & Technology, Govt. of India. and functions as a registered society registered under Societies Registration Act (Act XXI of 1860) with the Registrar of Societies, U.P., Lucknow vide Registration No.3073 dated 3.9.1986. Registration of the Society has been renewed upto 1.9.2006 vide Registration No.729/2001-2002 dated 21.9.2001 from the Registrar of Societies, Uttarakhand.

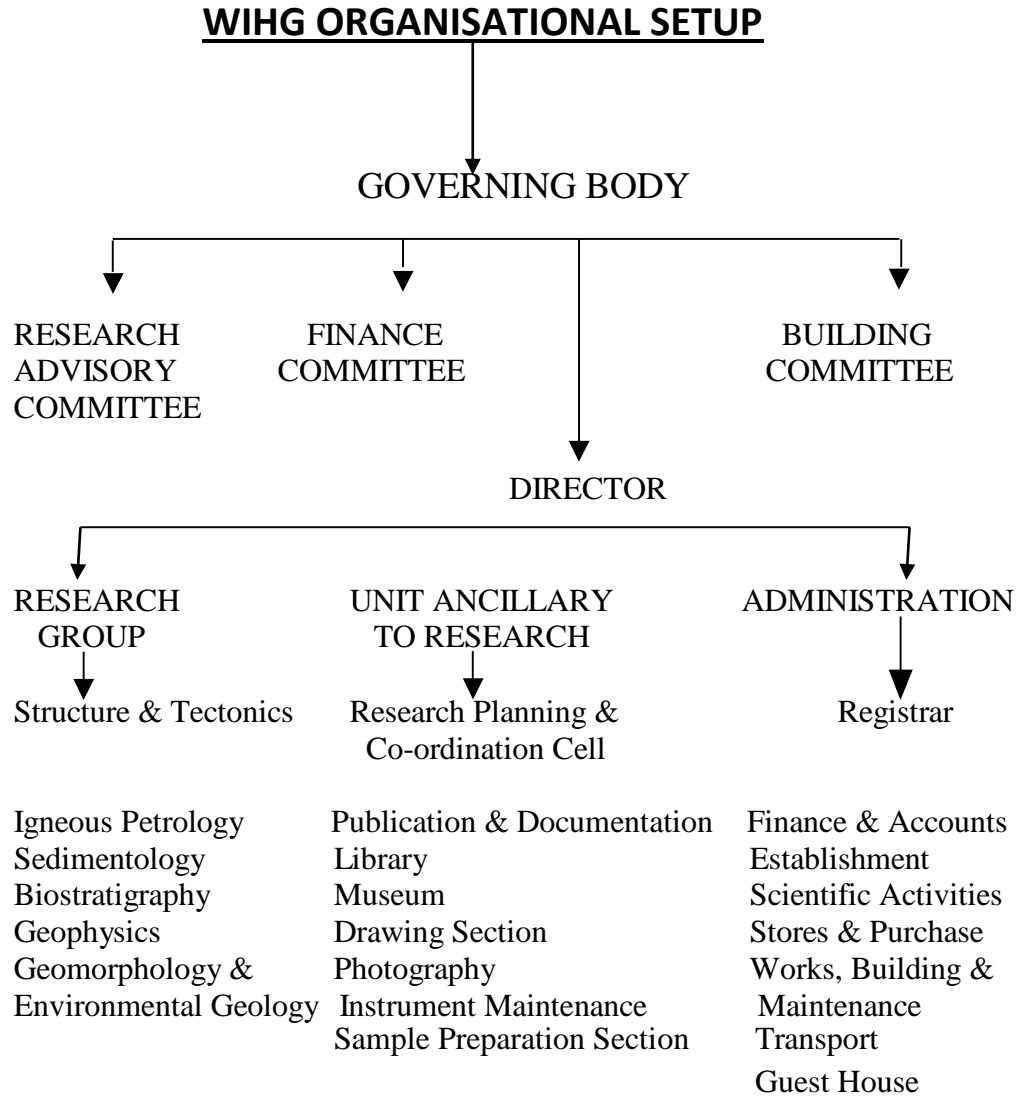
As per the Constitution of the Society (Wadia Institute of Himalayan Geology), the following are the authorities and officers of the Society:-

- (i) The Governing Body
- (ii) The Director
- (iii) Such other officers of the Institute as may be designated as such by the Governing Body for specific functions

The President of the Society is the Secretary to the Government of India in the Ministry/Department of Science & Technology or an eminent scientist nominated by the said Ministry/Department.

At present, Prof. Ashutosh Sharma, is a secretary and the Chairman of the Governing Body of the Institute is Prof. S.K. Tandon.

The Organizational set up of the Institute is as under:-



## **Composition of the present Governing Body of the Institute is as under:-**

The composition of the present Governing Body of the Institute can be accessed from the following link-

[Click here](#)

## **OBJECTIVES/DUTIES OF THE INSTITUTE**

The objects, for which the Wadia Institute has been established, are as under:-

- To undertake, aid, promote guide and co-ordinate research in geology of the Himalayas (and foster a tradition of scholarship.)
- To carry out research towards the development of new concepts and models concerning earth structures and process operating in the Himalaya, through an integrated interdisciplinary approach.
- To provide and promote effective linkages on a continuing basis between various scientific and research agencies/laboratories and other organizations working in the country in the field of Himalayan Geology and related areas.
- To organize workshops, seminars, symposia and training programmes of a Specialized nature on topics related to the geology of the Himalaya and related areas.
- To serve as one of the National Reference Centers for the geology of the Himalaya and to provide high level consultancy services to institutions, public agencies and industries in the country.
- To establish, maintain and manage laboratories, workshops, stores and other facilities for efficient execution of scientific and technological research in the geology of the Himalaya.
- To collaborate with foreign research institutions and laboratories and other international organizations in field relevant to the objectives of the Institute specifically on problems calling for an application of new tools, methodologies and

analytical techniques.

- To publish and disseminate information relating to results of researches.
- To institute a Wadia National Fellowship in Himalayan Geology for carrying out research work at the institute.
- To establish affiliation with recognized universities and institutions of higher learning for the purpose of enabling research scholars to register for post-graduate and research degrees.
- To receive grants-in-aid in cash or in other forms from Government of India, State Governments, Charitable Institutions/Trusts, individuals and industry within the country.
- To inspire and to encourage young earth scientists in the study of the geology of the Himalaya.
- To receive, with the prior approval of the Central Government, monetary assistance from foreign sources including international organizations for training programmes, scientific research and other activities.
- To do all other such things as may be necessary, incidental or conducive to the attainment of all or any of the above objectives.

**i) ACCOUNTS AND AUDIT**

The Society maintains proper accounts and other relevant records and prepares annual statement of accounts, including the balance sheet, in such form as may be prescribed by the Department of Science & Technology, Govt. of India.

The accounts of the Society are audited annually in such manner as the Central Government may direct and any expenditure incurred in connection with the audit of accounts of the Society is payable by the Society.

The accounts of the Society as certified by the Auditors together with the Audit report thereon are forwarded annually to the Central Government.

In addition, the accounts of the Society are audited annually by the Principal Director of Audit, Scientific Department, and Govt. of India also.

**(ii) POWERS AND DUTIES OF ITS OFFICERS**

**(1) THE GOVERNING BODY**

The general superintendence, direction, control and administration of the affairs of the Society, its income and its property are vested in the Governing Body of the Society, which exercise all the powers of the Society including without prejudice to the generality, the powers to acquire and sell property, provided prior sanction of the Central Government has been obtained, if the property has been acquired wholly or substantially out of Central Government grants, the power to raise loans against security or otherwise, to advance money and to make appointments.

The tenure of each of the Governing Body is three years. The Governing Body is appointed by the Department of Science & Technology, Government of India. The Finance Committee, Research Advisory Committee and the Building Committee are the subsidiary bodies appointed by the Governing Body

The Governing Body has the power to frame bye-laws not inconsistent with the Rules and Regulations and to alter, amend and rescind them from time to time for administration and management of the Society. Such bye-laws may provide for the following matters:-

- (a) The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Society and the sale or alteration of such investment, and account and audit.
- (b) Powers, functions and conduct of business by Advisory Boards or

Committees as may be constituted from time to time, and the terms of office of their members.

- (c) Procedure for appointment of the officers and the staff of the Society, the Institute and the Department established and maintained by the Society.
- (d) The terms & tenure of appointment, emoluments, allowances, rules of discipline and other conditions of services of the officers and staff of the Society.
- (e) Terms and conditions governing scholarship and fellowships, Refresher, Courses/Summer Schools, research schemes and projects and establishment of library and laboratories.
- (f) Such other matters as may be necessary for the furtherance of the objectives and the proper administration of the affairs of the Society.
- (g) The Governing Body or any person or body whom the Governing Body may authorize in this behalf shall have the power to appoint all categories of officers and staff for conducting the affairs of the Society, to fix amount of their remuneration, subject to budget provision, and to define their duties.
- (h) The Governing Body may delegate to the Director or any of its members and/or any other officer of the Society such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which these powers and duties are to be exercised or discharged.

## **(2) CHAIRMAN OF THE GOVERNING BODY**

The Governing Body may, by resolution, delegate to the Chairman such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairman under these rules shall be reported for information at the next meeting of the Governing Body.



The Chairman may, in writing, delegate such of his powers as may be necessary to any of the other members of the Governing Body or any other officer of the Society.

### **(3) FUNCTIONS AND POWERS OF THE DIRECTOR**

Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Body, and the decision of the Governing Body, the Director is responsible for the proper administration of the affairs and funds of the Institute under the direction and guidance of the Governing Body. He is vested with such executive, administrative and financial authority of the Society as may be necessary or incidental for the purpose.

Provided that the Director may with the concurrence of the Governing Body delegate any of its powers and functions to any other officers or authority of the Society.

The Director, in all matters under his charge, has the powers and duties assigned to him under the Rules and Regulations and the Bye-laws that may be framed or such powers and duties as may be delegated to him by the Society or the Governing Body.

The Director, subject to the provisions of the Rules & Bye-laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Institute, and prescribe their duties and functions.

The Director coordinates and exercises general supervision over all the activities of the Society.

The Director of the Institute is the Secretary of the Society and the

Governing Body. For the purpose of Section 6 of Societies Registration Act (XXI of 1860), the Secretary is considered as being the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.

#### **(4) FINANCE COMMITTEE**

The Finance Committee is constituted by the Governing Body of the Institute. The composition of the Finance Committee is as under:-

- |       |  |   |                  |
|-------|--|---|------------------|
| (i)   | One of the members of the Governing Body   | - | Chairman         |
| (ii)  | Joint Secretary & Financial Adviser,<br>Department of Science & Technology,<br>Govt.of India | - | Member           |
| (iii) | Director, Wadia Institute of Himalayan Geology   | - | Member           |
| (iv)  | Registrar, Wadia Institute of Himalayan Geology  | - | Member           |
| (v)   | F&AO, WIHG   | - | Member Secretary |

The Finance Committee has the following duties:-

- (a) To scrutinize the accounts and budget estimates of the Society and to make recommendations to the Governing Body.
- (b) To consider and make recommendation to the Governing Body on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Governing Body.
- (c) To scrutinize re-appropriation statements and audit notes and make recommendations thereon to the Governing Body.
- (d) To review the finance of the Society from time to time and have concurrent audit conducted whenever necessary.
- (e) To give advice and make recommendation to the Governing Body on any other financial questions affecting the affairs of the society.
- (f) Matters concerning the financial aspects of the affairs of the Society need to be referred to Finance Committee for advice.

- (g) If the advice tendered by the Finance Committee on any matter referred to is not accepted, the issue will be referred to the Central Government by the Chairman.

## **(5) OTHER OFFICERS & EMPLOYEES OF THE INSTITUTE**

The Scientific activities of the Institute are subdivided into the following six groups. For purely administrative management point of view to meet the day to day functional requirements, one of the Scientists in each Group is assigned with the responsibilities of the Group Head:-

- (i) Structure & Tectonics
- (ii) Sedimentology
- (iii) Igneous Petrology & Geochemistry
- (iv) Biostratigraphy
- (v) Geomorphology & Environmental Geology
- (vi) Geophysics

The Scientists posted in above mentioned groups are required to work on the projects approved by the Governing Body on the recommendations of the Research Advisory Committee of the Institute. The scientists are required to achieve the objectives/goals for which they are required to do field surveys , laboratory tests and interpretation of the scientific data collected and get their scientific output published in the form of scientific publications in national and international journals. The progress of their work is assessed from time to time by the Research Advisory Committee which consists of eminent earth scientists. In addition, the Institute scientists also work on the projects awarded to them by the Department of Science & Technology, CSIR , ISRO and other project sponsoring authorities. The progress of the scientific work under the sponsored research projects is monitored by the Project Advisory and Monitoring Committees in the sponsoring agency(ies).

The technical staff provides technical and laboratory facilities and support to the scientists to assist them in their scientific work.

The administrative staff is responsible for providing administrative assistance to the Director for the proper administration of the affairs and funds of the Institute.

### **ANNUAL REPORT**

The Annual Report on the working of the Society is to be prepared by the Governing Body for the information of Central Government and the members of the Society. The Annual Report of the Society needs to be placed on the table of both the Houses of the Parliament through the Central Government.

### **(iii) THE PROCEDURE FOLLOWED BY THE DECISION MAKING PROCESS, INCLUDING CHANNELS FOR SUPERVISION AND ACCOUNTABILITY**

The basic objective of the Institute is to undertake, aid, promote, guide and coordinate research in Geology of the Himalayas and foster a tradition of scholarship.

All the scientific projects submitted by the Scientists of the Institute are evaluated critically by the Research Advisory Committee of the Institute, which includes eminent experts/researchers in various fields of earth sciences. Financial implications on the projects recommended by the Research Advisory Committee are evaluated and recommended by the Finance Committee. Recommendations of the Research Advisory Committee are considered by the Governing Body. It is only after the approval of the Governing Body that the planned projects are implemented. Progress of the planned projects is monitored periodically by the concerned Group Heads, Director, Research Advisory Committee and the Governing Body. Progress of the

activities of the Institute is sent to the Central Government in the form of monthly and quarterly reports. Annual progress is tabled in both the Houses of the Parliament through the Central Government in the form of Annual Report(s) of the Institute.

Thus the Director and the Governing Body of the Institute and the Central Government are the decision making authorities in the overall functioning of the Institute whereas various internal committees and the Building Committee, the Research Advisory Committee and the Finance Committee are the channels of supervision and accountability so far as the activities of the Institute are concerned..

**(iv) NORMS FOR THE DISCHARGE OF ITS FUNCTIONS**

The Institute is a Centre of innovative research, both basic and applied, towards the development of new concepts and models concerning geodynamic evolution of the Himalaya through integrated interdisciplinary approach. The scientists of the Institute consistently publish their results in national/international journals of repute.

The project proposals submitted by the scientists of the Institute and critically evaluated by the Research Advisory Committee of the Institute which consists of eminent experts in various fields of earth sciences. The recommendations of the Research Advisory Committee are considered by the Governing Body and the Research Projects approved by the Governing Body are implemented. Depending upon the nature of the approved project, individual scientists or group of scientists are accountable for implementation of the project awarded and for publications of the output in the form of scientific publications. Progress of various projects is monitored by the Research Advisory Committee and the Governing Body of the Institute. Progress of the scientific work being carried out by the Institute needs to be sent to the Central Government in the form of monthly and quarterly progress reports and Annual Reports. Periodical review of the activities of the Institute is done by the Review Committees appointed by the Government of India.

The work and activities of the Institute are also inspected and evaluated by the Standing Parliamentary Committee on Science & Technology, Environment and Forests also. Last visit of the Parliamentary Committee to the Institute was between June 27-29, 2003.

**(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORD HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

The Constitution and Bye-laws of the Institute contain the Rules & Regulations of the Institute. The Institute follows the Govt.of India's rules and regulations in the following matters: -

- (i) Establishment and Administration, including pay rules for its employees.
- (ii) Pension Rules
- (iii) Conduct Rules
- (iv) Leave Rules
- (v) Leave Travel Concession Rules
- (vi) Central Civil Services (CCS) Classification, Control and Appeal (CCA) Rules.
- (vii) Rules on any matter for which specific rules have not been framed for the Institute.

**(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

The documents held by the Institute:-

- (a) Scientific publication of the scientists of the Institute against the scientific projects of the Institute.
- (b) Scientific publications and Project Completion Reports on various projects awarded by various project sponsoring agencies, for which the Institute is declared as a host institution.
- (c) Minutes of the meetings of the Research Advisory Committee of the Institute regarding approval of the projects undertaken by the Institute Scientists and monitoring of the progress
- (d) Scientific reports on various scientific works undertaken by the Institute, including the consultancy projects.
- (e) Scientific reports on various scientific programmes undertaken by

the Institute in collaboration with other Institutions/organizations.

- (f) Annual Reports of the Institute.
- (g) Himalayan Geology journal being published by the Institute.
- (h) Books of Accounts.
- (i) Memorandum of Understanding (MoU) signed by the Institute with Other organizations/institutions for undertaking collaborative research programmes.
- (j) Any other scientific document prepared against specific instructions from the Central Government.

**(vii) 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 fully funded by the Central Government of India in the form of grants-in-aid through the Department of Science & Technology, Govt. of India. All its activities are closely monitored by the Union Government and the progress made is reported to both the houses of Parliament in the form of Annual Reports. The Governing Body of the Institute, which is responsible for formulation of policies for the Institute, is also constituted by the Government of India. Thus the indirect involvement of the members of the public in the formulation of its policy or implementation thereof, is there.

**(viii) THE STATEMENTS OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES**

A statement of the boards, councils, committees and other bodies consisting of two or more persons as its parts or for the purpose of its advice are as under:-

**(A) Governing Body**

The constitution of the present Governing Body of the Institute, which is constituted by the Government of India, is as under:-

[Click here](#)

**(B) Finance Committee**

The constitution of the present Finance Committee of the Institute is as under:-

[Click here](#)

**(C) Research Advisory Committee**

The constitution of the present Research Advisory Committee of the Institute is as under:-

[Click here](#)

**(D) Building Committee**

The constitution of the present Building Committee of the Institute is as under:-

[Click here](#)

**Constitution of various other Committees is as under:-**

The constitution of the various other Committees of the Institute is as under:-

[Click here](#)



**(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

A directory of the officers and employees of the Institute is as per the following links-

Scientist- [Click here](#)

Technical Staff- [Click here](#)

Administrative Staff-[Click here](#)

Ancillary Staff-[Click here](#)

**(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION**

The details of monthly remuneration received by each of the officers and employees of the Institute for the month of July 2015 are as per the [Annexure – ‘B’](#) enclosed.

**(xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

The audited statement of accounts for the period ending 31<sup>st</sup> March 2014 is placed as [Annexure – ‘C’](#).

**(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

No subsidy programmes are executed by the Institute.

**(XIII) PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**

No concessions, permits or authorizations are granted by the Institute.

**(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

As per the details furnished under Manual No. 'VI'

**(XV) 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**

The information pertaining to the annual scientific activities of the Institute are available on the Annual Reports of the Institute. The working hours of the Institute are between 9.00 a.m. to 5.30 a.m. with half an hour lunch break between 1.00 p.m. to 1.30 p.m. The Library of the Institute is open during the working hours. However, for getting the Library facilities, one has to get prior permission from the Librarian, Officer-in-Charge, Library or Director of the Institute.

The museum and laboratories of the Institute are open to the public on Science Day and Technology Day. In addition, the museum and laboratories of the Institute can be visited by the public, especially the schools and researchers from other organizations, after fixing the date and time in advance.

The library of the Institute has a good collection of books and journals specifically related to earth sciences. The library is open during the working hours on all working days.

However, since the library has books, journals & publications pertaining to earth sciences only, the facilities are used by researchers and students in the field of earth science and not by the common public.

**(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS**

**OF THE PUBLIC INFORMATION OFFICERS.**

The names, designations and particulars of the Public Information Officers of the Institute and Appellate Authority of the Institute are as under:-

Central Public Information Officer	Dr.P.S. Negi, Scientist 'E', Wadia Institute of Himalayan Geology, 33,General Mahadeo Singh Road, Dehradun- 248001 (Uttarakhand) Tel.No.: 0135-2525406 (O); 2762552(R) Fax No.: 0135-2625212 E-mail: negi_psingh@wihg.res.in, negi_pyarsingh@rediffmail.com cpio@wihg.res.in Substitute Public Information Officer in the absence of Dr.P.S. Negi due to leave, tour, will be:- Dr. Santosh Kumar Rai, Scientist 'D', Wadia Institute of Himalayan Geology, 33,General Mahadeo Singh Road, Dehradun- 248001 (Uttarakhand) Tel.No:0135-2525184(O) 9410709402(M) Fax No.: 0135-2625212 Email: rksant@wihg.res.in
Appellate Authority to deal with appeals preferred under Section '19' of the Act	Dr.(Mrs) Meera Tiwari, Director, Wadia Institute of Himalayan Geology, 33, General Mahadeo Singh Road, Dehradun-248 001 Tel.Nos.: - 0135-2525101,2627942 (O) Fax No.: -0135-2625212/2525200 E-mail: director@wihg.res.in

**(XVI) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**

- NIL -