

INSTITUTE FOR STEEL DEVELOPMENT & GROWTH (INSDAG)

“Ispat Pragati Bhawan”, 793 Anandapur, Kolkata - 700107

DISCLOSURE UNDER SECTION 4 (I) (b) OF THE RIGHT TO INFORMATION ACT, 2005

Item	Details of Disclosure	Description
[Section 4(1)(b)(i)] Particulars of its organisation, functions and duties	(i) Name and address of the Organization	Institute for Steel Development & Growth (INSDAG) Ispat Pragati Bhawan, 793 Anandapur, Kolkata - 700107
	(ii) Head of the organization	Mr. Pritish Kumar Sen Advisor cum Interim In-Charge
	(iii) Vision, Mission and Key objectives	To work with unison for all the stakeholders in the steel industry so as to evolve ways and means for more efficient usage of steel and provide optimum value to the customers.
	(iv) Function and duties	<ul style="list-style-type: none"> ▪ To enhance awareness about steel materials / products being used in Indian construction industry ▪ To help framing Indian Standards with developments steel materials and use ▪ Increase understanding of steel use techniques through trainings and reading resources ▪ To encourage students for joining steel industry value chain e.g. structural and architectural competitions for students ▪ To promote value added steel products
	(v) Organization Chart	<ul style="list-style-type: none"> • Under the leadership of Advisor cum Interim In-Charge different groups such as Technical, Administration, Finance, HR look after the daily affairs of the Institute. • Executive Council (EC) takes Policy Decisions. They also provide guidance and direction in functioning the Institute. • Project Review Committee (PRC) provides technical guidance.
	(vi) 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	Same as (v)

Item	Details of Disclosure	Description
[Section 4(1)(b)(ii)] Power and duties of its officers and employees	(i) Powers and Duties of Officers (Administrative, Financial and Judicial)	Separate Officers are the Controlling Officers of Administration, Finance & Accounts. Director General / Incharge is the Approving Authority of all activities. Administrative Group looks after Legal Matters with help and guidance from Professionals, wherever required.
	(ii) Power and Duties of Other Employees	Engineers are assigned technical projects related to usage of steel according to the Approval of Project Review Committee.
	(iii) Exercised	All employees exercise their power as per Institute's Rules and Regulation.
	(iv) Work Allocation	Work is allocated to the employees based on Competency by the Director General / Incharge of the Institute.
[Section 4(1)(b)(iii)] Procedure followed in decision making process	(i) Process of decision making related to Policy	Executive Council of INSDAG
	(ii) Final decision making authority	Executive Council of INSDAG
	(iii) Related provisions, acts, rules etc.	As per Institute's rule
	(iv) Time limit for taking a decisions, if any	As per Institute's rule
	(v) Channel of supervision and accountability	As per Organization Chart
[Section 4(1)(b)(iv)] Norms for discharge of functions	(i) Nature of functions/ services offered	1) Technical Projects 2) Technical Advisory Services 3) Publications of Technical Reports 4) Membership Services
	(ii) Norms/ standards for functions/ service delivery	As per advice and direction of Project Review Committee (PRC) and details mentioned in individual projects.
	(iii) Process by which the services can be accessed	By writing a letter to the Head of the Organization or Project In-charge.
	(iv) Time Limit for achieving the Targets	Time Limit for each activities are set by the Head of the Organization.
	(v) Process of Redress of Grievance	As per Institute's Rules.

Item	Details of Disclosure	Description
[Section 4(1)(b)(v)] Rules, regulations, instructions manual and records for discharging functions	(i) Title and nature of the record/ manual /instruction.	Institute for Steel Development & Growth's Manual and taking guidance from SAIL/CMO Rules, with the approval from EC for any new item
	(ii) List of Rules, regulations, instructions manuals and records.	Rules of Institute for Steel Development & Growth's has been prepared taking guidance from SAIL/CMO Rules
	(iii) Acts / Rules Manuals etc.	
	(iv) Transfer policy and transfer orders	Not Applicable
[Section 4(1)(b) (vi)] Categories of documents held by the authority under its control	(i) Categories of documents	<ul style="list-style-type: none"> ▪ Technical Documents ▪ Administrative Documents ▪ Finance and account Related Documents
	(ii) Custodian of documents/ categories	Respective In-charge of the documents
[Section 4(1)(b) (vii)] The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formation of its policy or implementation thereof.		The policy decision is taken by the Executive Council of INSDAG and implemented through the Director General or In-charge.
[Section 4(1)(b)(viii)] Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	(i) Name of Boards, Council, Committee etc.	<ul style="list-style-type: none"> ▪ Executive Council ▪ Project Review Committee ▪ Working Group Committee
	(ii) Composition	Ministry of Steel, CEOs of major Steel Producers, selected Academicians, Professionals and Consultants
	(iii) Dates from which constituted	From the date of Annual General Meeting.
	(iv) Term/ Tenure	Till the beginning of next Annual General Meeting
	(v) Powers and functions	As per Institute's Rule
	(vi) Whether their meetings are open to the public?	No
	(vii) Whether the minutes of the meetings are open to the public?	No
	(viii) Place where the minutes if open to the public are available?	Not Applicable

Item	Details of Disclosure	Description																									
[Section 4(1) (b) (ix)] Directory of officers and employees	(i) Name and Designation of Employees (ii) Telephone, Fax and Email ID	Available in Institute's Website (www.steel-insdag.org)																									
[Section 4(1) (b) (x)] Monthly Remuneration received by officers & employees including system of compensation	(i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations	<table border="1"> <tr><td>Pritish Kumar Sen</td><td>On Contract</td></tr> <tr><td>A K Samanta</td><td>E 7</td></tr> <tr><td>J K Saha</td><td>E 7</td></tr> <tr><td>L R Pydi</td><td>E 7</td></tr> <tr><td>M M Ghosh</td><td>E 6</td></tr> <tr><td>Arijit Guha</td><td>E 6</td></tr> <tr><td>S Chanda</td><td>E 4</td></tr> <tr><td>S Ghorai</td><td>E 3</td></tr> <tr><td>Ms. N Dey</td><td>E 3</td></tr> <tr><td>S Dasgupta</td><td>E 3</td></tr> <tr><td>S P Samanta</td><td>S 12</td></tr> <tr><td>D Roychowdhury</td><td>S 12</td></tr> </table>	Pritish Kumar Sen	On Contract	A K Samanta	E 7	J K Saha	E 7	L R Pydi	E 7	M M Ghosh	E 6	Arijit Guha	E 6	S Chanda	E 4	S Ghorai	E 3	Ms. N Dey	E 3	S Dasgupta	E 3	S P Samanta	S 12	D Roychowdhury	S 12	As per Institute's rule
Pritish Kumar Sen	On Contract																										
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[Section 4(1)(b) (xi)] The budget allocated to each of its Agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made.		Approximate Expenditure of the Institute is ~ Rs.6.50 Crore for FY 20.																									
[Section 4(1)(b) (xii)] The manner of execution of subsidy program, including the amounts allocated and the details of beneficiaries of such programmes		Not Applicable																									
[Section 4(1)(b) (xiii)] Particulars of recipients of concessions, permits or authorisation granted by it		Not Applicable																									

Item	Details of Disclosure	Description
<p>[Section 4(1)(b) (xiv)]</p> <p>Details in respect of information, available to or held by it, reduced in an electronic form</p>		Few documents have been digitised.
<p>[Section 4(1)(b) (xv)]</p> <p>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.</p>		Not Applicable
<p>[Section 4(1) (b) (xvi)]</p> <p>Name, designation and other particulars of public information officers</p>	<p>(i) Name and Designation of the Public Information Officer (PIO) with Address, telephone numbers and email ID of each designated official.</p>	<p>Mr. A. K. Samanta General Manager (Mechanical) Institute for Steel Development & Growth, "Ispat Pragati Bhawan" 793 Anandapur, Kolkata – 700107 Phone: 033-24434045/47 Email: ins.steel@gmail.com</p>
	<p>(ii) Name and Designation of Appellate Authority with Address, telephone numbers and email ID of each designated official.</p>	
<p>[Section 4(1)(b) (xvii)]</p> <p>Other information as may be prescribed and thereafter update these publications every year</p>		
<p>[Section 4(2)]</p>	<p>No. of Employees against whom disciplinary action has been pending for Minor Penalty or Major Penalty proceedings</p>	NIL
	<p>Finalised for Minor Penalty or Major Penalty proceedings</p>	

Item	Details of Disclosure	Description
(Section 26) Programmes to advance understanding of RTI	(i) Educational Programmes	NIL
	(ii) Efforts to encourage public authority to participate in these programmes	NIL
	(iii) Training of PIO	NIL
	(iv) Update & publish guidelines on RTI by the Public Authorities concerned	NIL
F. No.1/6/2011 – IR dt.15.04.2013.	Transfer Policy and Transfer Order	Not Applicable