

RIGHT TO INFORMATION ACT – 2005

Document Information provided as per the Section 4(1)(b) of the Act

- i) The particulars of the organization, functions and duties.
- ii) The powers and duties of its officers and employees.
- iii) The procedure followed in the decision-making process, including channels of supervision and accountability.
- iv) The norms set by it for the discharge of its functions.
- v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
- vi) A statement of the categories of documents that are held by it or under its control.
- 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.
- viii) 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 to public.
- ix) A directory of its officers and employees.
- x) Monthly remuneration of officers and employees, including the system of compensation as provided in its regulations.
- xi) The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made.
- xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
- xiii) Particulars of recipients of concessions, permits or authorization granted.
- xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.
- 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.
- xvi) The names, designations and other particulars of the Public Information Officers.
- xvii) Such other information as may be prescribed; and thereafter updated these publications every year.

CI 1. The particulars of the organization, functions and duties: -

It is a Society registered under West Bengal Society Registration Act 1961. Its function is narrated in the Memorandum of Association. The various functions and duties of our different committees are well defined as per Memorandum of Association. The various Rules and Regulations are well defined by the Rules. The Institute primarily works towards the development of technology in steel usage and the market for the steel fraternity. Some of its roles are:

- Creating awareness amongst potential users about affordability and benefits of steel.
- Providing prompt advisory service on materials, construction practices, interpretation of codes etc. and creating an environment for better usage of steel by acquiring and disseminating knowledge about the best practices.
- Upgrading the skills of the work force by organizing refresher courses / training programmers and offering better technical know-how, design aids and teaching aids.
- Communicating the benefits of steel vis-à-vis other competitive materials, through life cycle cost studies, where required.
- Providing requisite thrust to increase steel consumption in rural areas.
- Assisting in the development of ancillary industries, which boost the usage of steel and creating new market for steel usage.
- Providing consultancy in steel based design.



CI: 2. The powers and duties of its officers and employees: -

Institute is headed by Director General and he looks after the day-to-day activities of the Institute. There is a clear cut Delegation of Power laid down for him to run the Institute. The Director General is guided by Executive Council on policy matters. There is a Project Review Committee to scrutinize and approve the projects and there is a Executive Committee to help Director General on administrative matters.



CI : 3. The procedure followed in the decision-making process, including channels of supervision and accountability.

For day-to-day routine work procedures are followed as per SAIL/CMO Rules within the power of DG and also ECI Chairman. Accountability lies with DG.

**CI: 4. The norms set by it for the discharge of its functions.**

The various norms are as per the Budget and guidance issued by ECI, PRC and EC. 5-year plan of the Institute is also drawn. The Institute has submitted a Long Range Plan to Ministry of Steel after getting it reviewed by main steel producers. Fulfilment of task and target as per the Long Range Plan, is being reviewed on regular basis. Long Range Plan has been circulated to Ministry, JPC and major Steel producers. Any person or organization is interested in this, can get it from Institute.

**CI: 5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging it functions.**

We are following the rules and regulations of Steel Authority of India Limited. We are also having a Personnel Manual, which is required for running the organization. The various records and approvals, note sheets, are properly kept. The purchase and contracts are handled as per the guidelines provided in SAIL Purchase Procedure 2007.

**CI: 6. A statement of the categories of documents that are held by it or under its control**

The various documents kept for controlling the function of office are

- Ø Memorandum of Association
- Ø Personnel Manual
- Ø Rules
- Ø Personnel Policies
- Ø Annual [Balance Sheet 2008-09](#)
- Ø Annual [Revenue Account 2008-09](#)
- Ø Minutes of the various meetings like [AGM](#), [EC](#), [PRC](#) & [ECI](#)
- Ø Purchase Procedures
- Ø Income Tax File
- Ø Various statutory Returns Files
- Ø INSDAG publications are for sale and some of the publications are hosted on the website.

**CI:7. 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**

It has its Apex Body known as Executive Council of INSDAG, who are representing from Ministry of Steel, Major Steel Producers (SAIL, RINL, TATA Steel, ESSAR, JWS Ltd, Ispat), Consultants, Architecture, Designers, Academicians and like that. It is having large membership base. Members are free to express their views in the Annual General Meetings (AGMs). They are sending their suggestion during the year too. New members and general public are also free to give their subscription. Queries raised by the members / non-members on any issue addressed within 48 hours.

**CI: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.**

There are various Committees like Executive Council of INSDAG (EC), Executive Committee of INSDAG (ECI), Project Review Committee (PRC), Audit Committee of INSDAG, Investment Committee, Tender Committee etc. Executive Council and Committee are exclusively for the members elected by AGM as per the Memorandum of the Institute. The minutes of the meetings for the last meetings [PRC](#) & [EC](#) are hosted on the website.

The other minutes of the meetings are not open to the public or accessible to the public except to the members of the committee.

CI:9. A Directory of its officers and employees.

Director General (DG) heads the Institute. Next to DG, Joint Director General (JDG) and other Asst. General managers, Senior Managers help in running the Institute. The Directory is available on the website under Manpower..

CI:10 Monthly remuneration of officers and employees, including the system of compensation as provided in its regulations

The monthly remuneration of the employees of the organization is as follows: -

Name of the Employee	Scale (Rs)
Mr Sushim Banerjee, Director General	23750-4%-28550
Mr A K Samanta, Dy. General Manager (Education)	As per SAIL circular
Dr. Jayanta Kumar Saha, Dy. General Manager	As per SAIL circular
Mr Pydi Lakshmana Rao, Dy. General Manager (Civil & Structural)	As per SAIL circular
Mr S K Puri, Dy. General Manager (A&F)	As per SAIL circular
Mr D Datta, Asst. General Manager (Civil & Structural)	As per SAIL circular
Mr Arijit Guha, Asst. General Manager (Civil & Structural)	As per SAIL circular
Mr Manas Mohan Ghosh, Asst. General Manager (Mktg)	As per SAIL circular
Mr D Bhaduri, Manager (F&A)	36600-3%-62000
Mr Shiladitya Chanda, Dy. Manager (C&S)	32900-3%-58000
Mr Santanu Das Gupta, Jr Manager (Finance)	20600-4%-46500
Mr Sajal Kumar Gorai, Asst. Manager (C&S)	24900-3%-50500
Miss N Dey, Asst. Manager	24900-3%-50500
Mr A Chowdhury, Asst. Manager	24900-3%-50500
Mr S P Samanta, Senior Office Superintendent	11400-3%-19350
Mr D Roy Chowdhury, Senior Office Superintendent	11400-3%-19350
Capt S.N. Jha, Chief Resident Manager (New Delhi)	45000 Consolidated

CI:11. The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made

Not applicable

CI:12. The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmers

Write-up on Award, STTP, Refresher Courses. Free distribution of information brochures.

CI:13. Particulars of recipients of concessions, permits or authorization granted.

The Institute is eligible for all such benefits as applicable to organization, registered under West Bengal Society

Registration Act.



CI:14. Details in respect of the information, available to or held by it, reduced in an electronic form

Adequate information about the Institute is available on the website www.steel-insdag.org. More information like technical publications are available on cost basis either in hardcopy or in CD form



CI: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.

Not totally applicable. List of publication available on the website and Institute's publications. Any particular information required by public / citizen on technical matter are furnished on request by INSDAG's advisory services. Even non-members have accessed to our advisory services. However, library is open for members.



CI:16. The names, designations and other particulars of the Public Information Officers

Not applicable



CI:17. Such other information as may be prescribed; and thereafter updated these publications every year

Normal working hours of the Institute is 09.30 am to 06.00 pm. Institute is not open on 2nd and 4th Saturday, Sundays and holidays. Some engineers of Institute are operating from another building new to main office. Institute has got three regional offices located in Delhi, Mumbai and Hyderabad. Addresses of these offices are on INSDAG website.

Implementation of right to Information Act, 2005 - Annual Report



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