



**BOSE INSTITUTE
KOLKATA**

RIGHT TO INFORMATION ACT – 2005

INFORMATION HANDBOOK

YEAR: 2022

Information under Right to Information Act, 2005

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PREAMBLE

Bose Institute is an Autonomous Scientific Research Institution founded by Acharya J. C. Bose in 1917, registered under West Bengal Societies Registration Act XXI of 1860 and financed by the Department of Science and Technology, Ministry of Science and Technology, Government of India.

The main objective of this handbook is to provide information as desired in Section 4(1)(b) of the Right to Information Act, 2005.

As required under the Act, **Smt. Noreen Bhattacharjee, Deputy Registrar** has been designated as the 'Public Information Officer' of the Institute, who can be contacted for information to be provided under the said Act. The particulars of the CPIO is given in Chapter-17.

CHAPTER 1

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

1. Particulars of organisation, functions and duties

Bose Institute is an Autonomous Scientific Research Institution registered under West Bengal Societies Registration Act XXI of 1860 and financed by the Department of Science and Technology, Ministry of Science and Technology, Government of India having its registered Office at **93/1, Acharya Prafulla Chandra Road, Kolkata – 700 009**. This Institute has the following seven campuses.

- **Main Campus – 93/1, Acharya Prafulla Chandra Road, Kolkata – 700 009. (Registered Office)**

and the following campuses:-

- **Centenary Campus – P-1/12, C.I.T Scheme VII M, Kolkata – 700 054.**
- **Unified Academic Campus, Block – EN, Sector – V, Salt Lake City, Kolkata – 700 091, and Centre for Astroparticle Physics and Space Science, Salt Lake Campus, Block – EN, Sector – V, Salt Lake City, Kolkata – 700 091.**
- **Falta Experimental Farm, 24 Parganas (South), West Bengal.**
- **Acharya J.C. Bose Biotechnology Innovation Centre (Madhyamgram Experimental Farm), 24 Parganas (North), West Bengal.**
- **Shyamnagar Experimental Farm, 24 Parganas (North), West Bengal.**
- **Acharya J C Bose High Altitude Research Centre, Mayapuri Campus , 16, A. J. C. Bose Road, Darjeeling, PIN – 734101, West Bengal.**

Functions and Duties: The objectives of the Society are as follows:-

- (1) The advancement of knowledge by means of research.
- (2) The diffusion of knowledge by organizing discourses, demonstrations and lectures to be given original workers in it and thinkers.
- (3) To do all such things as are incidental or conducive to the attainment of the above objects or any of them.

Duties of Director

The Director is the Head of the Institute. Subject to the overall control of the Council, it shall be the duty of the Director to carry on the objects and business of the Institute in accordance with the Regulations and Byelaws of the Institute and other rules framed by the Council from time to time. In the day to day administration of the Institute, the Director shall be the final authority. He shall bring to the notice of the Council at the meeting for its confirmation any action, which in emergency, he may have found necessary to take to run the Institute. The Director may also issue Standing Orders to regulate the activities of the Institute and the staff attached thereto. In academic matters, it shall be his responsibility to maintain and improve the level of excellence of the work of the Institute and for this purpose he shall have the right to give advice and direction whenever necessary. On the administration side, despite the functions delegated to the Registrar directly by the Regulations and Byelaws and/or to be delegated in the future, Director's decision shall be the final in all matters until in any particular case the Council has a different view and suggest modification. He shall maintain the hierarchical and vertical devolution of authority from the Chairman of the Department, Registrar and downwards.

Duties of Registrar

- To act as the Chief Administrative Officer of the Institute including the RSIC, with overall charge of the Establishment, Administration and Accounts.
- To act as Secretary of the Council, Finance Committee, the Selection Committees and of such other Committees as may be provided by the Regulations, Byelaws or otherwise. To prepare in consultation with the Director the agenda for and issue notice of the meetings of the bodies and to draft the corresponding minutes of the meetings.
- To remain in general charge of the office and day-to-day administration and of (a) Group 5 staff of the Institute, and (b) such other non-research staff of the Institute, the supervision of whose work may be delegated to him by the Director, and to exercise such disciplinary control as may be necessary for the purpose.
- To be responsible for the maintenance and upkeep of the Institute buildings and equipments, furniture and fittings and to be in charge of the lands allotted to the Institute.
- To be responsible for submitting the draft Budget to the Finance Committee for consideration and to the Council for sanction.
- To sign cheques as provided for in the Regulations and Byelaws.
- To sign contracts entered into by or on behalf of the Institute, as provided for in the Regulations and Byelaws.
- To assist the Director in discharge of his work in the Institute and to perform such other duties as mentioned in the Regulation and Byelaws and/or as may be assigned to him by the Director or delegated to him by the Council, consistent with Regulations and Byelaws.

DUTIES & RESPONSIBILITIES OF THE CHAIRMAN OF A DEPARTMENT

- (a) The Chairman of a Department shall be In Charge of Administrative duties of the department and be responsible for its smooth and efficient functioning. It shall be his/her duty to see that a high standard of research work is maintained in the department.
- (b) He shall act as the representative of the department at the meetings of Chairmen of Departments with the Director and shall place there the views and requirements of members of his department.

CHAPTER 2
POWERS AND DUTIES OF THE DIRECTOR, OFFICERS AND
EMPLOYEES

Sl.No.	Post	Powers and Duties
01	Director	As mentioned in Page no:- 4 Duties of Director
02	Academic staff	It shall be the duty of the Academic staff to work towards achievement of the objects of the Institute as provided for in the Regulations & Byelaws. For this purpose every member of the Academic staff shall have the right to initiate and develop independent research work and shall submit periodical reports of his work (there shall not be less than one such report during each year) through the Chairman of each Department/Head of Section /Division.
03	Technical staff	It shall be the duty of such staff to render such technical assistance in Laboratories/Workshops/Fields/etc. as would be necessary and called for, with a view to ensure that the respective establishments function smoothly and efficiently.
04	Administrative staff	It shall be the duty of such staff to render such administrative and/or ministerial service as may be assigned from time to time with a view to ensure smooth and efficient discharge of business of the Institute.
05	Auxiliary staff	It shall be the duty of such staff to render such help and assistance to the above staff and / or respective Departments / Sections / Divisions as may be called for in the interest of the work involved.

CHAPTER 3

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

The Director, Chairmen/Heads of the Departments / Divisions & Registrar carry out the various functions of the Institute as per procedures laid down in the Regulations & Byelaws and Service Rules of the Institute and as per decisions of the Council and Finance Committee of the Institute.

CHAPTER 4

NORMS FOR DISCHARGE OF FUNCTIONS OF BOSE INSTITUTE

1. Memorandum of Association and Regulation and Byelaws of Bose Institute.
2. Bose Institute Service Rules & Recruitment Rules, Part - I [Service Rules].
3. Bose Institute Service Rules & Recruitment Rules, Part-II [Recruitment Rules].
4. General Financial Rules 2017.
5. Government of India guidelines.

CHAPTER 5

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

The following is a list of the Rules, Regulations etc., which are used for discharging functions by the Institute:

1. Memorandum of Association and Regulation and Byelaws of Bose Institute.
2. Bose Institute Service Rules & Recruitment Rules, Part - I [Service Rules].
3. Bose Institute Service Rules & Recruitment Rules, Part-II [Recruitment Rules].
4. General Financial Rules 2017.
5. Government of India guidelines.

CHAPTER 6

A STATEMENT OF THE CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The following is the list of the category of the documents which are held by the Institute:

Sl. No.	Description of record
1.	Attendance Register
2.	Leave Register
3.	Despatch Register
4.	Messenger Book
5.	Store Index Register
6.	Dead Stock Register (separately for perishable consumable articles and non-consumable articles)
7.	Stock Register
8.	Log Book of Institute Vehicles
9.	Register of Advances
10.	Register of Books received in Library
11.	Register of Books issued
12.	TA Register
13.	LTC Register
14.	Contingent Register
15.	HBL Register
16.	Medical Reimbursement Register
17.	Fund Control Register
18.	Grant Register
19.	Cash Book and Books of Accounts
20.	Register of Valuables
21.	Undisbursement Register
22.	Cheque Register
23.	Gate Pass
24.	Security Register, etc.

CHAPTER 7

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION

As Bose Institute is an Autonomous Research Institute receiving grant-in-aid from Ministry of Science and Technology, Department of Science and Technology, Government of India, New Delhi, there is no occasion for consultation with or representation by the members of the public in relation to the affairs of the Institute.

CHAPTER 8

A STATEMENT OF COUNCILS CONSTITUTED AS ITS PART

Please visit: <http://www.jcbose.ac.in/bi-council>

CHAPTER 9

DIRECTORY OF OFFICERS AND EMPLOYEES

Name of the Office: BOSE INSTITUTE

Main Campus

93/1, Acharya Prafulla Chandra Road,
Kolkata – 700009,
West Bengal, India.

Unified Academic Campus

Block EN 80, Sector V,
Salt Lake, Kolkata 700 091,
West Bengal, India.

Centenary Campus

P 1/12, C.I.T. Scheme-VIIM
Kolkata – 700054,
West Bengal, India.

As on 31.08.2022.

Please Visit “People” section in the following link for details regarding directory of officers and employees.

<http://www.jcbose.ac.in/home>

CHAPTER 10

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS.

As on 31.08.2022

Sl. No.	Designation	Pay Matrix Level
1	Director	15
2	Professor	13A
3	Associate Professor	13
4	Assistant Professor	12
5	Librarian	13
6	Registrar	12
7	Deputy Registrar	11
8	Assistant Registrar	10
9	Accounts Officer	10
10	Audit & Finance Officer	10
11	Workshop Superintendent	10
12	Office Superintendent	7
13	Office Superintendent (Publication)	7
14	Accountant	7
15	Accountant (Cash)	7
16	Overseer	7
17	Sr. Technical Assistant	7
18	Senior Assistant	6
19	Senior Laboratory Assistant	6
20	Senior Field Assistant	6
21	Curator	6
22	Junior Overseer	5
23	Junior Technical Assistant	5
24	Junior Laboratory Assistant	5
25	Junior Library Assistant	5
26	Stenographer	5
27	Upper Division Clerk	4
28	Lower Division Clerk	2
29	Junior Mechanic	2
30	Plumber	2
31	Driver-cum-mechanic	2
32	Duftry / Attender	2
33	Peon/Bearer/Watchman/Mali/Safaiwala	1

CHAPTER 11

THE BUDGET ALLOCATED

(Particulars of all plans, proposed expenditures and reports on disbursement made)

For the financial year 2022-2023: Rs. 128.00 Crore

CHAPTER 12

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES ETC.

NIL

CHAPTER 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

NIL

CHAPTER 14

DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM

All information are to be gathered from official website of Bose Institute given below:

<http://www.jcbose.ac.in/home>

CHAPTER 15

PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

The information about the Institute is available at the website:

<http://www.jcbose.ac.in/library>

The working hours of library is 9.45 a.m. to 6.15 p.m. on all working days.

CHAPTER 16

THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER

Public Information Officer:

Sl. No.	Name and Designation	Phone No.	Fax	Email	Address
01	Mrs. Noreen Bhattacharjee, Deputy Registrar	033-2367-6002	NIL	noreen@jcbose.ac.in	Bose Institute, Unified Academic Campus, Block – EN 80, Sector V, Salt Lake, Kolkata - 700 091.