

SUO-MOTO DISCLOSURE UNDER RTI ACT, 2005

Ministry Name: Ministry of Chemicals & Fertilizers

Department Name: Department of Pharmaceuticals

Public Authority Name: National Institute of Pharmaceutical Education and Research, S.A.S.Nagar

Sr. No	Details of disclosure	Description of disclosure
1	Organisation and Function	
1.1	Particulars of its organization, functions and duties[Section 4(1)(b)(i)]	
1.1.5	Organization Chart	www.niper.gov.in
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	
1.3.2	Final decision making authority	Director is the final decision making authority
1.3.4	Time limit for taking a decisions, if any	In routine matters, the decisions are being taken in time bound manner.
1.3.5	Channel of supervision and accountability	As per Organization Chart
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	Teaching, Education and Research activities.
1.4.2	Norms/ standards for functions/ service delivery	As per the academic calendar.
1.4.3	Process by which these services can be accessed	Details of which are being posted on the website on regular basis.
1.4.4	Time-limit for achieving the targets	As per the Academic Calendar.
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]	
1.5.4	Transfer policy and transfer orders	NIPER being an autonomous body under the DoP, MoCF, GoI, inter-departmental transfers of staff are being made on routine basis and the Office Orders of which are uploaded on the website.
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	
1.6.2	Custodian of documents/categories	Registrar is the custodian of documents pertaining to Establishment Sections. For others departments, departmental heads/incharges are the custodian of documents.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7.4	Term/ Tenure	Term of Director: The appointment shall be for a 5 years term, renewable for one more term of 5 years provided that the upper age limit does not go beyond 65 years. Term of BoG: 3 years.

1.7.6	Whether their meetings are open to the public?	Partially opened to public and minutes are being posted on the website on routine matters.
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]	
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]	
1.9.2	System of compensation as provided in its regulations	Employees are being provide LTC facility, Children Education Allowance, Medical Reimbursement, Post-Retirement Medical Facility, Leave Encashment during LTC etc.
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Total Pending: 04
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Total finalized: 04
1.12	Programmes to advance understanding of RTI(Section 26)	
1.12.1	Educational programmes	Educations programmes are being organized in NIPER, SAS Nagar on routine basis or as and when needed.
1.12.2	Efforts to encourage public authority to participate in these programmes	NIPER, SAS Nagar organizes programmes on RTI awareness for faculty, staff and students on regular basis. Emails, CIC Decision, RTI updages etc. are being circulates through emails and sessions for aware are being conducted on quarterly basis in the NIPER Campus.
1.12.3	Training of CPIO/APIO	Nil.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Posted on the website.
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]	
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Inter-departmental transfers of employees are made on routines basis or as and when need by the Competent Authority. The policy of transfer is under preparation and the same would be posted on the website soon.
2	Budget and Programme	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]	
2.1.1	Total Budget for the public authority	Available in the Annual Report.
2.1.2	Budget for each agency and plan & programmes	It is available in the Annual Report.
2.1.3	Proposed expenditures	It is available in the plan and non-plan budget.
2.1.4	Revised budget for each agency, if any	It is available in the budget for each agency.
2.1.5	Report on disbursements made and place where the related reports are available	It is made available in the General Budget.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	Yes

3.4.2	Information manual/handbook available in Printed format	Yes. Available with CPIO, NIPER, SAS Nagar
4.2.1	Last date of Annual updation	29.08.2023
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	
4.4.3	Working hours of the facility	9.00 a.m. to 5.30 p.m.
4.4.4	Contact person & contact details (Phone, fax email)	Sh. Manoj Tiwary, CPIO, NIPER, SAS Nagar (Mohali), Punjab – 160062 Email: arestt@niper.ac.in Tel.No.0172-2292000 (Extn.2204)
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	
5	Information as may be prescribed	
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Available on the website www.niper.gov.in/right.htm
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of	