

Indian Institute of Advanced Studies (IIAS)

Rashtrapati Niwas, Shimla-171005

(Ministry of Education, Government of India)

Suo Moto Disclosures/RTI Manuals

(Updated as on 04.07.2024)

The Right to Information Act, 2005 under its Section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

As such the mandatory disclosures pertaining to this Board are as under:

Sr.No.	Details of Disclosure	Organization information
1	Organization and Function	
1.1	Particulars of its Organization, functions and duties [Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla-171005 https://iias.ac.in/ ;
1.1.2	Head of the organization	Professor Raghavendra P. Tiwari, Director , Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla; https://iias.ac.in/director/
1.1.3	Vision, Mission and Key objectives	The Vision at the 'Founding Moment' (https://iias.ac.in/about-us/institutes-vision/) The vision, which underlay the setting up of the Indian Institute of Advanced Study, can be reconstructed from the speeches delivered by the founding fathers during the inauguration of the Institute on 20 October 1965. Before the commencement of the inaugural ceremonies, the guests had been given a booklet which contained a 'brief outline' by the Director of the Institute, Professor Niharranjan Ray, of 'whatthis Institute is and what it aspires to be'. In his own words the Institute would aim at 'providing opportunities for such meeting of minds and commerce of ideas as are likely to extend our horizons of knowledge and wisdom and add new dimensions to our life and thought'. The sixties were proving to be turbulent for India. The country which had hardly recovered from a devastating war was experiencing food insecurity because of the uncertainties in the domain of agriculture, and had all its energies focused on the task of national integration. In the midst of these uncertain times, the shadow of which was felt at the time of the inaugural ceremony, the Institute was set up. Dr. Zakir Husain, Vice-President of the Republic and the President of the Society highlighted the fact that: ... 'this Institute brought into being at a time of such stress and strain in the life of our people, is a token of our earnestness of how we prize and try to cherish human values. It is also an earnest of our faith in man's quest for peace even in the midst of destructions of war and his pursuit of truth in the midst of the frightful distractions of actual living'.

		This idea was stated in great detail by the President of India, Professor Sarvepalli Radhakrishnan in his inaugural address: 'The greatest event of our age is the meeting of cultures, meeting of civilizations, meeting of different points of view, making us understand that we should not adhere to any one kind of single faith, but respect diversity of belief. That is what we should attempt to do. The iron curtain, so to say, which divided one culture from another, has broken down. It is good that we recognize and emphasize the need of man to regard other people, their cultures, their beliefs etc. to be more or less on the same level as our own cultures and our own civilizations. It is not a sign of weakening faith; it is a sign of increasing maturity. If man is unable to look upon other people's cultures with sympathy and if he is not able to co-operate with them, then it only shows immaturity on the part of the human individual. We need co-operation, not conflict. It requires great courage in such difficult days as the present to speak of peace and co-operation. It is more easy to talk of enemies, of conflict and war. We should try to resist that temptation. Our attempt should always be to co-operate, to bring together people, to establish friendship and have some kind of a right world in which we can live together in happiness, harmony and friendship. Let us therefore realize that this increasing maturity should express itself in this capacity to understand what other points of view are'. What was said in 1965 rings equally true today in 2008. This is the special mandate of the Institute to be a place where deep reflection on the human condition can be pursued free from fear. Sri M.C. Chagla, Union Minister of Education and the Chairman of the Governing Body, emphasized the significance of the fact, that, 'while our security is threatened and our integrity is threatened, we should still be thinking of inaugurating an institute of this character'. The Institute, upon which such high hopes were centered, was in Chagla's words, 'a unique institution in many ways': 'in the first instance because in a palace which was the symbol of imperialism and of viceregal splendour, we are now going to have a symbol of scholarship and research'. It was also 'unique in another sense that this institution, unlike other educational institutions, will have no curricula, no courses of studies, no faculties, no examinations, and will confer no degrees. We want to create here an atmosphere of real research and scholarship where people can come, discourse with each other and carry on the work of expanding the horizons of knowledge'. The 'founding moment' recognized the need to encourage a conversation between explorations in science and technology and exploration in the humanities. As Chagla put it: 'But in this pursuit, we must pause from time to time and, if I might put it this way, hold out our hands to the stars'. Again, it was left to the philosopher President to explore this idea in detail: 'There has been a steady progress so far as our practical life is concerned. The bullock-cart gave place to the bicycle, the bicycle to the automobile. But that has not resulted in the de-humanization of man, because man's consciousness itself responded to these technical creations
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		in an adequate way. But when these technical creations become spectacular, over-whelming, there is a danger that it may give rise to some kind of lack of equilibrium. It is that which we should avoid. Science and technology - there are people who indulge in them, the greatest brains of the world today are devoted to the production of nuclear weapons, trying to devise instruments of mass torture and extermination of culture. But that has nothing to do with the machines or the weapons which we are using. It has everything to do with the kind of man. The tragedy today lies in the fact that man knows what is right, but is defeated by circumstances and is unable to bring it about. That is the essence of human tragedy today. We have developed all these weapons. We have developed enormous instruments for the elevation of the human spirit, for the improvement of culture. But why are we not using them for those purposes? The mistake is in the inadequacy of human nature. That is why, I think, the stress on Humanities which you are laying, will correct this one-sidedness of our culture, this deficiency in our equipment, and enable us to expand our consciousness, to transcend, to make us understand clearly what is it we are attempting to do'. Another very significant point spelt out in the vision of the Institute was the principle of intellectual freedom, and the leading members of the government of the day fully supported such an idea. Dr. Zakir Husain expressed the hope that the Institute would, 'grow into a site of free enquiry, of disciplined intellectual activity, both critical and constructive, where the illimitable freedom of the mind is respected and nurtured, and where excellence in all its aspects is the guiding star'. It perhaps needs to be mentioned that the Institute was being opened during a period which had witnessed governmental attempts to limit intellectual autonomy in many parts of the World. In this context, it was a matter of great significance, that the Director of the Institute would make a strong plea for intellectual freedom in the presence of the Head of State and the leading members of his government. In the words of Professor Niharranjan Ray: 'This Institute is the only one of its kind in India, the first experiment, if I may be allowed to say so, in an altogether new direction in the field of higher learning and research, and if we want it to succeed, creatively speaking, we must be assured of two things: (a) complete academic freedom; and (b) relative freedom from financial worries. Higher learning and research does not want to be interfered with, and an intellectual and seeker of truth who can be made to wait on the pleasures of others, is not certainly worth his salt'. As is evident from their speeches, the Head of State and his ministers were in complete accord with such a view. In the years that followed the IAS grew into this vision.
1.1.4	Function and duties	Functions & Duties of the Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla are given here: https://iias.ac.in/wp-content/uploads/2020/02/i.pdf
1.1.5	Organisational Chart/Structure	It is available at:
1.1.6	Any other details-the genesis,	History of the IASE, Shimla is given here: https://iias.ac.in/history/

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.	From 1823 onwards, for some six decades the Governors-General and later Viceroys of India had shuttled from one unsuitable residence to another during their summer sojourns in Shimla. It was Lord Lytton (1876-80), who chose Observatory Hill for constructing the building that was to be the final Viceregal address in town. The hill derives its name from Observatory House which was built in 1840 by Captain J. T. Boileau. In time, Observatory House became the residence of the Viceroy's Private Secretary. Observatory Hill is a watershed which stands figuratively astride India. The waters from one side of the hill flow down to the Bay of Bengal, and the wash from the other heads towards the Arabian Sea. The first designs for the new Viceregal residence were prepared by Captain H. H. Cole of the Royal Engineers. These were presented before the workaholic Viceroy, Lord Lytton at the Simla Fine Arts Exhibition of 1878. It was Lord Dufferin (1884-88), however, who took great personal interest in the matter. He persuaded the Secretary of State for India, Lord Randolph Churchill, to sanction the project that was finally to cost thirty-eight lakh rupees. The annual upkeep of the estate was estimated to be one and a half lakh rupees. To breathe life into the Viceregal vision, Henry Irwin was appointed architect and chief superintendent of works. F. B. Hebbert and L. M. St. Clair were associated as executive engineers. With them were three assistant engineers - A. Scott, T. Macpherson and T. English. The overall plan of the Lodge was suggested by Lord Dufferin, who repeatedly examined and modified the drawings. The machinery of the Public Works Department was placed in high gear and work on the site began in 1886. The top of Observatory Hill was leveled out to create a wide plateau. But this also revealed a surface of crushed shale that was 'fissured and cracked in every direction'. To remedy this, concrete was liberally used so as to create a strong base for the foundations. The structure that finally rose had a style of architecture that drew inspiration from the 'English Renaissance'. Yet it also overwhelmingly reflects elements of the castles of the Scottish highlands. The building is of light blue-grey stone masonry with tiled pitch roofing. Lord and Lady Dufferin moved into the building on 23 July 1888. It was the newly installed electric lighting in particular that Lady Dufferin found a pleasure. A fortnight later, the Dufferins gave their first entertainment. Sixty-six people sat down for dinner at the table, and while the electric light was enough, candelabra were used to ornament the table. And the large dimensions of the new building could host over 800 guests that were to attend state balls in the coming years. The Viceregal Lodge was now almost complete, though some construction continued till September 1888. Minor works were, nevertheless, to continue for a much longer time as the hurried construction schedule followed by Lord Dufferin had left numerous defects. Embellished with wrought stone-work, the main block has three storeys and the kitchen wing has five. A tower strikes above the rest of the building and its height was increased during Lord Curzon's tenure (1899-1905). In Lord Irwin's time (1926-31), a public entry building was added
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		in 1927. By this date the character of the building was formed and remains to the present day. In so far as the interior is concerned, it is the elaborate wood-work that has stood the real test of time. Along with the paneling and pilasters, the staircase with its heavy newels and handrails is remarkable. A massive shipment of teak was procured from Burma for this purpose and supplemented, wherever required, by local cedar wood (deodar) and walnut. During the time of Marquis Curzon, many parts of the building came in for major refurbishing. The carving in the dining room was completed, and a replica of the screen that stood behind the Emperor of China's throne was added. In the old Council Chamber, that later became the billiards room, portraits of every Governor-General and Viceroy were hung. A collection of Indian arms was displayed on the walls of the main gallery where their impressions are still visible. The huge estate of 331 acres provided a splendid setting for the fancy fairs and garden parties. It was during the Viceroyalty of Lord Lansdowne that the colossal task of landscaping the lawns and grounds began but it continued during succeeding regimes. Though somewhat smaller today, the estate is still a princely 110 acres. The estate staff of 23 is now far fewer than the original 700. But the collection of rare and exotic plants and numerous grasses is as remarkable as ever. The glass-house is a little shrine for any gardening aesthete. As the Second War drew to a close, India lay like a seething cauldron. On 14 June 1945, the Viceroy, Lord Wavell, in a radio broadcast, called for what was termed 'The Simla Conference'. This was designed 'to ease the present political situation and to advance India towards her goal of full self-government'. The Conference was to propose the reconstitution of the Viceroy's Executive Council. Except for the Viceroy and the Commander-in-Chief, it was intended to be an entirely Indian Council with an equal number of Hindu and Muslim members. From 25 June to 14 July 1945 the Conference was held at the Lodge. A wide spectrum of Indian political leadership was present - Pandit Jawaharlal Nehru, Maulana Azad, Liaquat Ali Khan, Bhulabhai Desai, Master Tara Singh and Mohammed Ali Jinnah. Though Mahatama Gandhi was present in Shimla throughout the Conference, he did not personally attend any of the sessions. The Conference staggered on, till everyone, including the Viceroy admitted its failure. What was perhaps the last chance for India to remain undivided was gone. The War ended and in March 1946, a Cabinet Mission was sent to negotiate and work out the modalities by which power could finally be transferred to the Indians. A tripartite conference between the Congress, the Muslim League and the British took place at Viceregal Lodge from 5-12 May 1946. Once again, the Congress and the League failed to agree on many of the main issues, and the partition of India was now certain. RASHTRAPATI NIWAS The Viceregal Estate passed into the hands of the President of India after Independence in 1947. The spectacular building was renamed 'Rashtrapati Nivas' (Presidential Residence) and came to be occupied by the President - if at all - for only a few days in a year.
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		Viceroy and Governors - General Viceroy and Governors-General who occupied Viceregal Lodge, and their period of tenure: 1. Marquess of Dufferin, 1884-88. 2. Marquess of Landsdowne, 1888-94. 3. Earl of Elgin, 1894-99. 4. Marquess Curzon, 1899-1904 and 1904-05. 5. Earl of Minto, 1905-10. 6. Lord Hardinge of Penshurst, 1910-16. 7. Viscount Chelmsford, 1916-21. 8. Marquess of Reading, 1921-26. 9. Lord Irwin, Earl of Halifax, 1926-31. 10. Marquess of Willingdon, 1931-36. 11. Marquess of Linlithgow, 1936-43. 12. Earl Wavell, 1943-47. 13. Earl Mountbatten, April to August 1947 A list of Directors is given here: A list of Visiting Professors is given here: https://ias.ac.in/visiting-professors/ Various Committees: The Governing Body (https://ias.ac.in/the-governing-body/); Finance Committee (https://ias.ac.in/finance-committee/); The IAS Society (https://ias.ac.in/the-society/); Academic Committee (https://ias.ac.in/the-academic-society/), Internal Complaint Committee (https://ias.ac.in/icc/);
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	The power & duties of officers (administrative, financial and judicial) and other employees of Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla are detailed below: https://ias.ac.in/wp-content/uploads/2020/02/ii.pdf ; Please give details of other employees (Administration)
1.2.2	Power and duties of other employees	
1.2.3	Rules/ orders under which powers and duty are derived and	As per MoA: https://ias.ac.in/wp-content/uploads/2022/12/MOA-2022.pdf
1.2.4	Exercised	As detailed under 1.2.1 to 1.2.3 above
1.2.5	Work allocation	
1.3	Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]	
1.3.1	Process of Decision Making: Identify key decision making points	It is detailed here: https://ias.ac.in/wp-content/uploads/2020/02/Procedure-to-followed-in-the-decision-making-process.pdf
1.3.2	Final Decision-making Authority	Director of the Organization
1.3.3	Related provisions, acts, rules etc.	List is given under (1.5.1 below).
1.3.4	Time limit for taking a decision, if any	It is as per prescribed in MoA (https://ias.ac.in/wp-content/uploads/2022/12/MOA-2022.pdf). The Indian Institute of

		Advanced Studies (IIAS), Rashtrapati Niwas, Shimla makes decision in regard to routine matters in a time bound manner.
1.3.5	Channel of supervision and accountability	(1) Channel of supervision is as per the Organization Structure/Chart of Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla . (2) Every employee is accountable towards the duties assigned by the authorities from time to time.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	Main functions of the Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla: Please give details (Administration)
1.4.2	Norms/ standards for functions/ service delivery	Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/ approvals are implemented.
1.4.3	Process by which these services can be accessed	Please give details (Administration)
1.4.4	Time-limit for achieving the targets	Targets are achieved on yearly basis. Please give details (Administration)
1.4.5	Process of redress of grievances	Grievances are redressed amicably. All aggrieved fellows, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. The detail is given here: https://iias.ac.in/icc/ .
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	Memorandum of Association: https://iias.ac.in/about-us/memorandum-of-association/ Brochure: https://iias.ac.in/brochure/ Award of Fellowships: https://iias.ac.in/award-of-fellowship/ Guidelines for Tourists: https://iias.ac.in/for-tourists/ Book Discussion Series: https://iias.ac.in/book-discussion-series/ Library Membership Guidelines: https://iias.ac.in/library/?page_id=226 Store Requisition Form; Vehicle Requisition Form; Complaint Form for CPWD; Casual Leave Form; Proforma of leave for fellows; Library Membership Form; IIAS Journal Subscription Form; Guest House Booking form; Proforma for seminar/conference/workshop proposal; Family Dependency Declaration Form; Application for allotment of residential accommodation; Medical Charges Reimbursement Form: https://iias.ac.in/downloads/
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	
1.5.4	Transfer policy and transfer orders	Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla is an autonomous organisation under Ministry of Education. As such no external transfers are made. However, internal transfers are made depending on administrative ground. Please give details of Internal transfers (Administration)
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	

1.6.1	Categories of documents	In addition to documents detailed under 1.5.1 above, IAS Shimla has following other category of documents: Establishment related; Accounts/Finance related; Admission of fellows related; Library related etc.
1.6.2	Custodian of documents/ categories	Custodians of these documents/categories are the respective HoDs/Section Incharges
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.	The Governing Body (https://ias.ac.in/the-governing-body/); Finance Committee (https://ias.ac.in/finance-committee/); The IAS Society (https://ias.ac.in/the-society/); Academic Committee (https://ias.ac.in/the-academic-society/), Internal Complaint Committee (https://ias.ac.in/icc/);
1.7.2	Composition	As detailed under 1.7.1 above
1.7.3	Dates from which constituted	Please give details (Administration)
1.7.4	Term/ Tenure	Three Years
1.7.5	Powers and functions	Please give details (Administration)
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.
1.7.7	Whether the minutes of the meetings are open to the public?	Yes
1.7.8	Place where the minutes if open to the public are available?	Please give details (Administration)
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	
1.8.1	Name and designation	It is given here: https://ias.ac.in/wp-content/uploads/2023/01/officer-list.pdf
1.8.2	Telephone, fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	
1.9.1	List of employees with Gross monthly remuneration	Please give details (Accounts)
1.9.2	System of compensation as provided in its regulations	Employees of Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, etc. as per 7 th CPC.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	
1.10.1	Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	a. Sh. Akhilesh Pathak, CPIO & Sales & Public Relations Officer, Indian Institute of Advanced Studies (IIAS), Shimla; 01772832930; spro@ias.ac.in b. Sh. Mehar Chand Negi, FAA & Secretary, Indian Institute of Advanced Studies (IIAS), Shimla; 0177-2831379; secretary@ias.ac.in
1.10.2	Address, telephone numbers & email ID of each designated official.	c. Sh. Surender Ramola, APIO & Office Assistant (Estate Section), Indian Institute of Advanced Studies (IIAS), Shimla
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	NIL
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	NIL (Administration)
1.12	Programmes to advance understanding of RTI (Section 26)	
1.12.1	Educational programmes	There is a separate Room/Office for RTI Cell at Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla to handle RTI matters. The institute organizes RTI Awareness Programmes for employees & fellows from time to time. This year, the CPIO arranged one Session on RTI on 11.08.2024 for faculty, staff & fellows of the institute.
1.12.2	Efforts to encourage public authority to participate in these programmes	Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla issues circulars/emails to employees for participating in the RTI programmes/Webinars. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.
1.12.3	Training of CPIO/APIO	Please give details (RTI Section)
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla updates & publishes Guidelines on RTI on regular intervals and it is last updated in the website on 16.09.2024.
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]	Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla is an autonomous organisation under Ministry of Education. As such no external transfers are made. However, internal transfers are made depending on administrative ground. Please give details of Internal transfers (Administration)
2	Budget and Programme	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]	
2.1.1	Total Budget for the public authority	Fund Allocation for the Year 2023-24: Please give details (Accounts)
2.1.2	Budget for each agency and plan & programmes	The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department.
2.1.3	Proposed expenditures	As detailed under 2.1.1 above
2.1.4	Revised budget for each agency, if any	As detailed under 2.1.1 above
2.1.5	Report on disbursements made and place where the related reports are available	Report on disbursement is made available in Annual Report of 2022-23 () and the same is uploaded on
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	There is no separate Budget for Foreign and domestic tours. It is met out of General Budget as detailed under 2.1.1 above.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a)	Please give details (Accounts, on the basis of TA forms available in their record)

	Places visited. (b) The period of visit. (c) The number of members in the official delegation. (d) Expenditure on the visit.	
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Notice/tender are issued at: https://iias.ac.in/tenders/ ; However, all the purchases are made through GEM portal. Please give details (Store & Supply)
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	Not Applicable as Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla does not offer Subsidy Programme.
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla does not allocate any Discretionary and non-discretionary grants to State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable as Indian Institute of Advanced Studies (IIAS),
2.5.2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure	

	for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Rashtrapati Niwas, Shimla does not provide Concessions, permits or authorizations.
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	CAG Audit for the financial year 2022-23 is completed and Separate Audit Report is received from CAG office. Annual Report along with separate Audit Report for the financial year 2022-23 is uploaded on web portal. It is available in Audit and Annual Reports: Please give details (Accounts)
3.	Publicity Band Public Interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Minutes of Meetings of The Governing Body: (Administration) Minutes of Meetings of The Society: (Administration) Minutes of Meetings of Finance Committee: (Administration/Accounts) Memorandum of Association: https://ias.ac.in/about-us/memorandum-of-association/ Brochure: https://ias.ac.in/brochure/ Award of Fellowships: https://ias.ac.in/award-of-fellowship/ Annual Report: https://ias.ac.in/annual-report/ Guidelines for Tourists: https://ias.ac.in/for-tourists/ Book Discussion Series: https://ias.ac.in/book-discussion-series/ Library Membership Guidelines: https://ias.ac.in/library/?page_id=226 Store Requisition Form; Vehicle Requisition Form; Complaint Form for CPWD; Casual Leave Form; Proforma of leave for fellows; Library Membership Form; IIAS Journal Subscription Form; Guest House Booking form; Proforma for seminar/conference/workshop proposal; Family Dependency Declaration Form; Application for allotment of residential accommodation; Medical Charges Reimbursement Form: https://ias.ac.in/downloads/
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	The Institute needs support, cooperation and suggestions of citizens of the country. Thus, the institute encourages public participation and guidance through members representing them in Council and Board. The Board of Governors of Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla comprising of one Chairman, Nominee of Ministry of Education (MoE, GoI), (as detailed under 1.7.1 above), who contribute their inputs in the policy and provide guidance to the Board of Governors of the Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla. Day & time allotted for visitors: From 09.30AM to 05.00PM Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Name and designation of the public information officer (PIO): Sh. Akhilesh Pathak, CPIO & Sales & Public Relations Officer, Indian Institute of Advanced Studies (IIAS), Shimla; 01772832930; spro@ias.ac.in

3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part ofthe implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Detail is given under 3.1.1 above
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive-	

	Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	Information manual/handbook available in Electronic format – Yes https://ias.ac.in/ ; https://ias.ac.in/right-to-information-act/)
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	Yes, it is available in the website of Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla : https://ias.ac.in/right-to-information-act/
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO/APIO
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	Detail is given under 3.1.1 above. These documents are available free of cost and can be downloaded from the website.
3.5.2	List of materials available at a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
4	E-Governance	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	English	Yes, it is uploaded in the website (https://ias.ac.in/right-to-information-act/)
4.1.2	Vernacular/ Local Language	Please give details (Rajbhasha)
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	16.09.2024
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 3.1.1 above. The information can be accessed at the organization’s website: https://ias.ac.in/right-to-information-act/ ;
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility	There is RTI Cell at the Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla . Information pertaining to activities dealt by the Commission is provided to the users who demand the information. Office Address: Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla . The information is also uploaded on the website of the institute, i.e., for general reference.
4.4.2	Details of information made available	As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website, they can send email to CPIO at email id: spro@ias.ac.in seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.
4.4.2	Working hours of the facility	09:30 AM to 6:00 PM from Monday to Friday (except Public Holidays)

4.4.3	Contact person & contact details (Phone, fax email)	Sh. Akhilesh Pathak, CPIO & Sales & Public Relations Officer, Indian Institute of Advanced Studies (IIAS), Shimla; 01772832930; spro@iias.ac.in
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance Redressal Mechanism	Grievances are redressed amicably. All aggrieved fellows, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. The detail is given here: https://iias.ac.in/icc/ .
4.5.2	Details of applications received under RTI and information provided	Please give details (RTI Section)
4.5.3	List of completed schemes/ projects/ Programmes	Please give details (ARO Section)
4.5.4	List of schemes/ projects/ programme underway	Please give details (ARO Section)
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals. Please give details
4.5.6	Annual Report	It is available at: https://iias.ac.in/annual-report/
4.5.7	Frequently Asked Question (FAQs)	Annexure – I
4.5.8	Any other information such as - (a) Citizen’s Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen’s Charter	A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen’s Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/ Stakeholders, Specification of Time Frame for each service being rendered by the institute. Please give details
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	
4.6.1	Details of applications received and disposed	Please give details (RTI Section)
4.6.2	Details of appeals received and orders issued	
4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given in the Parliament	Please give details (Administration)
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	Current CPIO & FAA: a) Sh. Akhilesh Pathak, CPIO & Sales & Public Relations Officer, Indian Institute of Advanced Studies (IIAS), Shimla; 01772832930; spro@iias.ac.in b) Sh. Mehar Chand Negi, FAA & Secretary, Indian Institute of Advanced Studies (IIAS), Shimla; 0177-2831379; secretary@iias.ac.in c) Sh. Surender Ramola, APIO & Office Assistant (Estate Section), Indi

		an Institute of Advanced Studies (IIAS), Shimla Earlier CPIO & FAA: Earlier CPIOs and FAAs are given here: Please give details
5.1.2	Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out	Not applicable as Third Party Audit of Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla is being carried out for the first time by NITTTR, Chandigarh for the year 2023-24.
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	Please give details (Administration)
5.1.4	Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Please give details (Administration)
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Please give details (Administration)
6	Information Disclosed on own Initiative	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of Indian Institute of Advanced Studies (IIAS), Rashtrapati Niwas, Shimla which is updated on regular intervals (https://iias.ac.in/ ; https://iias.ac.in/right-to-information-act/)
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances & Pensions	
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained
6.2.2	Does the website show the certificate on the Website?	Same as above

Annexure – I

Indian Institute of Advanced Studies (IIAS)

Rashtrapati Niwas, Shimla-171005

Frequently Asked Question (FAQs)

Q.1. What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2. What is a Public Authority?

A "public authority" is any authority or body or institution of self-Government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.5. What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

Q.6. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.7. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.8. Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

Q.9. Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.10. What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.11. Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.12. Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Q.14. What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.15. What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Q.16. Is there any organization(s) exempt from providing information under RTI Act?

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.