

Transparency Manual

Name : Ministry of Education [Shiksha Mantralaya]
Department Name : Department of Higher Education
Public Authority Name : Motilal Nehru National Institute of Technology Allahabad

Sl. No.	Details of disclosure
1	Organisation and Function
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]
1.1.1	Name and address of the Organization Motilal Nehru National Institute of Technology Allahabad Prayagraj - 211004, INDIA
1.1.2	Head of the organization Prof. R. S. Verma joined as Director, MNNIT Allahabad on February 07, 2022.
1.1.3	Vision, Mission and Key objectives
1.1.4	Function and duties Institute follows NITs Act, First statutes for all NITs and other rules and regulations for central government organisation
1.1.5	Organization Chart
1.1.6	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
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) As per NIT Acts and Statutes
1.2.2	Power and duties of other employees As per NIT Acts and Statutes
1.2.3	Rules/ orders under which powers and duty are derived and
1.2.4	Exercised
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
1.3.2	Final decision making authority
1.3.3	Related provisions, acts, rules etc.

- 1.3.4 [Time limit for taking a decisions, if any](#)
- 1.3.5 [Channel of supervision and accountability](#)

Channels of supervision is as per the organizational chart and every employee is accountable to duties assigned by the Institute/Authority.
- 1.4 Norms for discharge of functions[Section 4(1)(b)(iv)]**
 - 1.4.1 [Nature of functions/ services offered](#)
 - 1.4.2 [Norms/ standards for functions/ service delivery](#)
 - 1.4.3 [Process by which these services can be accessed](#)
 - 1.4.4 [Time-limit for achieving the targets](#)
 - 1.4.5 [Process of redress of grievances](#)
- 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.](#)
 - 1.5.2 [List of Rules, regulations, instructions manuals and records.](#)
 - 1.5.3 [Acts/ Rules manuals etc.](#)
 - 1.5.4 [Transfer policy](#)
[Transfer orders](#)
- 1.6 Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]**
 - 1.6.1 [Categories of documents](#)

NIT Acts, Statutes and other Rules and regulations established for central government employees
 - 1.6.2 [Custodian of documents/categories](#)

Registrar is the Custodian of all documents as NITs Acts and Statutes.
- 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.](#)
 - 1.7.2 [Composition](#)
 - 1.7.3 [Dates from which constituted](#)
 - 1.7.4 [Term/ Tenure](#)
 - 1.7.5 [Powers and functions](#) of the Board
As per NIT Acts and Statutes
 - 1.7.6 [Whether their meetings are open to the public?](#)

No

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?](#)

1.8 Directory of officers and employees[Section 4(1) (b) (ix)]

1.8.1 [Name and designation](#)

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](#)

1.9.2 **System of compensation as provided in its regulations**

System of Compensation as provided in its regulations: Compensatory Leave, Child Care Leave, Earned Leave, Extra Ordinary Leave & Commuted Leave on Medical grounds, Medical care etc. as per (CCS,1972 Rules) Gol Rules and Regulations available at: https://doppw.gov.in/en/rulesregulations/central_civil-services-pension-rules-1972. In addition, the faculty of the institute is granted Academic Leave as per institute norms.

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](#)

Appellate Authority

Prof. Rama Shanker Verma

Director

Motilal Nehru National Institute of Technology Allahabad

Teliarganj, Allahabad – 211004

Tel No.0532-2545404/07

Email : director@mnnit.ac.in

Fax : 91-532-2545341

Nodal Officer / Central Public Information Officer (CPIO)

Prof. Ramesh Pandey

Associate Professor

Department of Applied Mechanics

Motilal Nehru National Institute of Technology Allahabad

Alternate Central Public Information Officer (ACPIO)

Shri G.K. Tiwari
Asst. Registrar
Motilal Nehru National Institute of Technology Allahabad

Central Assistant Public Information Officer (CAPIO)

Shri Ritesh Kumar Sahu
Deputy Librarian
Motilal Nehru National Institute of Technology Allahabad

- 1.10.2 [Address, telephone numbers and email ID of each designated official.](#)
- 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](#)
- 1.11.2 [\(ii\) Finalised for Minor penalty or major penalty proceedings](#)
- 1.12 **Programmes to advance understanding of RTI(Section 26)**
- 1.12.1 [Educational programmes](#)
MNNIT organizes sessions on RTI Awareness for the employees and students on regular basis.
- 1.12.2 [Efforts to encourage public authority to participate in these programmes](#)
- 1.12.3 [Training of CPIO/APIO](#)
CPIO and ACPIO were Registrar and Assistant Registrar till 2016 who are well aware of rules and regulations and custodian of all records. Later on it was realized to involve few faculty members also to incorporate technical and research aspects for dealing with RTI cases in totality covering all possible aspects of services. We have a strong legacy of training our CPIOs and ACPIOs by previous experienced officials in our various orientation programmes and other experts visiting our institute at various occasions or available in the nearby institutions. To the best of our memory, no adverse remarks has been issued till date only because of our experienced CPIOs and ACPIOs. We are looking forward eagerly to participate in an International conference/workshop specially dedicated for the RTI theme to strengthen knowledge spectrum of CPIO and ACPIO.
- 1.12.4 [Update & publish guidelines on RTI by the Public Authorities concerned](#)
- 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]

- 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](#)
 - 2.1.2 [Budget for each agency and plan & programmes](#)
 - 2.1.3 [Proposed expenditures](#)
 - 2.1.4 [Revised budget for each agency, if any](#)
 - 2.1.5 [Report on disbursements made in the Annual report and place where the related reports are available](#)
- 2.2 Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)**
 - 2.2.1 [Budget](#)
 - 2.2.2 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.-
[\(a\) 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.](#)
- 2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**
 - 2.3.1 Name of the programme of activity
 - 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
 - 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

2.5.2 For each concessions, 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

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.](#)

Please see Serial No. 28 of the above given link.

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](#)

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**

Various Govt. Schemes viz., Unnat Bharat Abhiyan, Digital India, Innovation, Namami Gange are being implemented in Institute with involvement of faculty members.

Day & Time: Monday-Friday (All Working Days)

Time: 9.00 am to 5.00PM

Contact Details: Office of CPIO, MNNIT Allahabad

3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any

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 of the 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](#)

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 \(website\)](#)

3.4 Form of accessibility of information manual/ handbook[Section 4(1)(b)]

3.4.1 [Information manual/handbook available in Electronic format](#)

3.4.2 [Information manual/handbook available in Printed format](#)

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](#)

NITSER Act, First Statutes of All NITs, all academic ordinances like UG, PG, Doctoral ordinances and academic calendar available on

<http://www.mnnit.ac.in/index.php/institute/documents> and

<http://www.mnnit.ac.in/index.php/academic/documents>

3.5.2 [List of materials available At a reasonable cost of the medium](#)

The experimental facilities available at CIR (Central for Interdisciplinary Research) can be availed on a reasonable cost. Citizen can obtained the material available at the website by paying fees fixed under 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](#)

4.1.2 [Vernacular/ Local Language](#)

- 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](#)
06 June, 2024
- 4.3 Information available in electronic form[Section 4(1)(b)(xiv)]**
- 4.3.1 [Details of information available in electronic form](#)
- 4.3.2 [Name/ title of the document/record/ other information](#)
NIT Acts and First Statutes for NITs
- 4.3.3 [Location where available](#)
Please see Serial No.5 of the above provided link.
- 4.4 Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]**
- 4.4.1 [Name & location of the facility](#)
- 4.4.2 [Details of information made available](#)
- 4.4.3 [Working hours of the facility](#)
09:00 am to 05:30 pm (Monday to Friday) except library.
- 4.4.4 [Contact person & contact details \(Phone, fax email\)](#)
Central Public Information Officer (CPIO)
Information cell, first floor, Admin Building
MNNIT Allahabad, Prayagraj- 211004
Contact: +91-532-227-1146
E-mail: pio@mnnit.ac.in
- 4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii)**
- 4.5.1 [Grievance redressal mechanism](#)
- 4.5.2 [Details of applications received under RTI and information provided](#)
- 4.5.3 [List of completed schemes/ projects/ Programmes](#)
- 4.5.4 [List of schemes/ projects/ programme underway](#)
- 4.5.5 [Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract](#)
- 4.5.6 [Annual Report](#)
Please see Serial No. 7 of the above link.
- 4.5.7 [Frequently Asked Question \(FAQs\)](#)
- 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](#)

- 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](#)
 - 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](#)
- 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](#)
 - 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 the officers](#)
 - 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](#)
- 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](#)
 - 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 Grievance and Pensions, Govt. of India)**
 - 6.2.1 Whether STQC certification obtained and its validity
The Institute is trying to obtain STQC Certificate.
 - 6.2.2 Does the website show the certificate on the Website?