RIGHT TO INFORMATION ACT 2005

Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi

Manual/Information in pursuance of Section 4(1) (b) of the Right to Information Act, 2005

Name & Title of the Act	**Right to Information Act. 2005 (RTI Act)** **RTI Guidelines**
Definition	Right to Information means the right to 1. Inspection of work, documents, records 2. taking notes, extracts or, certified copies of documents or records; 3. taking certified samples of material; 4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic medium or through printouts where such information is stored in a computer or in any other device subject to relevant provisions in this regard
Objective/purpose of the Act	To provide available information of the Institute as mentioned in RTI ACT to the Indian citizen on payment of prescribed fees.
Users	Citizens of India

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1. Organisation and Function

1.1	Particulars of organisation, functions and duties	
	(i) Name and address of the Organization	**Manohar Parrikar Institute for Defence Studies and Analyses (MP-IDSA)** **No.1, Development Enclave, (near USI)** **Rao Tula Ram Marg** **New Delhi 110 010 India**
	(ii) Head of the organization	**Director General**
	(iii) Vision, Mission and Key objectives	**Vision** **The Manohar Parrikar Institute for Defence Studies and Analyses is a non-partisan, autonomous body dedicated to objective research and policy relevant studies on all aspects of defence and security. To achieve its goals, the Institute undertakes:** **a) Scholarly research;** **b) Policy-oriented research;** **c) Dissemination of research findings;** **d) Training and capacity building; and** **e) Public education.** ***Mission*** **To promote national and international security through the generation and dissemination of knowledge on defence and security-related issues.** **Key Objectives :** 1. **To initiate study, discussion and research on problems of National Security and the impact of Defence measures on economic, political and social spheres.** 2. *To promote the study and discussion of exchange of information upon, influence of the methods of warfare upon the problems of defence techniques in defence studies and analyses, strategy, disarmament and international relations.* 3. *To build up a body of trained personnel to undertake such studies.* 4. *To publish through a periodical journal or otherwise the activities of the Institute and contributions to constructive thought in the field of defence studies and analyses.* 5. *To establish and maintain a general and reference library and reading room and to furnish the same with books, periodicals, reviews magazines, newspapers and other publications.*

(iv) Function and duties		**As Centre of Excellence MP-IDSA shall be:** 1. Able to attract leading and committed scholars in the field of security studies; 2. Respected in Government, academia, media and the broader strategic studies' community; 3. Able to attract increased investment in research, policy studies, knowledge dissemination and Track II activities; 4. Admired for setting standards; 5. Governed by a forward-looking, dynamic and efficient leadership. **As a Knowledge-driven think tank, the Institute shall:** 1. Focus on policy oriented research and analyses; 2. Excel at conducting research and analytical studies, leading to new insights and effective policy options; 3. Nurture genuine scholarship and creativity; 4. Promote team work and engage in productive partnerships; 5. Forge strong inter disciplinary programmes. **The Institute shall strive to make a difference by:** 1. Generating policy options for enhancing national and international security; 2. Providing policy inputs for the country's security policies and management of the country's security apparatus. The Manohar Parrikar Institute for Defence Studies and Analyses is a non-partisan, autonomous body dedicated to objective research and policy relevant studies on all aspects of defence and security. Since its inception, MP-IDSA has served as a forum to debate important aspects of national and international security. The Institute conducts several national and international conferences every year, and regularly holds round tables and workshops on important developments. The Weekly Fellows' Seminars also serve as a forum in which MP-IDSA experts interact with a cross section of analysts, scholars, journalists, and policy makers. MP-IDSA provides annual training programmes to civilian and military officers of the Government of India. Lectures by experts from MP-IDSA and from outside form the core of these programmes. More information is available at the MP-IDSA website: www.idsa.in

		Organisation Chart
	(v) Organization Chart (vi) 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	**MP-IDSA was established as a registered society in New Delhi on November 11, 1965 with a mission to provide objective assessments of issues relating to national and international security. The initiative for setting up the Institute came from the then Defence Minister, Shri Yeshwantrao Chavan, who was one of the Institute's founding members. Over the last fifty-plus years, MP-IDSA has played a crucial role in shaping India's foreign and security policies, including with respect to nuclear weapons, military expenditure, and conventional and non-conventional threats to India. MP-IDSA is governed by an Executive Council (EC), whose members are distinguished personalities from various walks of life. The Council is headed by a President. It is supported by committees covering different aspects of the Institute's work. Executive Council Committees include: Human Resources and Academic Committee (HR & AC), Finance and Administrative Committee (F & AC) and Membership Committee (MC). While Foreign Secretary, Defence Secretary, DG, DDG and Staff Representative are the Ex- Officio members, other members of the Council are elected for two-year term at the Annual General Body meeting (AGM). List of its head from time to time is mentioned in the Annual Report. The details of centres are given in the institute's website (www.idsa.in/researchcentres).**
1.2	Power and duties of officers and employees	**MP-IDSA is governed by an Executive Council, whose members are distinguished personalities from various walks of life. The Council is headed by a President. It is supported by committees covering different aspects of the Institute's work. Executive Council Committees include: Human Resources and Academic Committee (HR & AC), Finance and Administrative Committee (F & AC) and Membership Committee (MC). While Foreign Secretary, Defence Secretary, DG, DDG and Staff Representative are the Ex-Officio members, other members of the Council are elected for two-year term at the Annual General Body meeting (AGM). MP-IDSA is funded by the Indian Ministry of Defence. It functions autonomously.** **Para (17) of Memorandum of Association of the Manohar Parrikar Institute for Defence studies and Analyses, New Delhi, defines the powers and Functions of the Executive Council (www.idsa.in)** **Heads of Centres / Departments are responsible for smooth functioning of their respective centres / departments.** **Powers of the Director General, Executive Council and President, MP-IDSA.** **Duties of the employees are mentioned in their respective appointment letter as and when issued. Scholars are required to complete their work norms as assigned to them.**

1.3	Procedure followed in decision making process	Any agenda point pertaining to smooth functioning of the institute is discussed in house and then taken up with the respective Sub Committees and the Executive Council which is chaired by the President MP-IDSA & Hon'ble Raksha Mantri. The Action Taken report (ATR) is submitted to the Executive Council for perusal which includes the decisions taken during the previous meetings of the Executive Council or its Sub- Committees and the actions taken / progress made.
1.4	Norms for discharge of functions	*Norms are elaborated in the Conduct rules, Fellowship Awards (Terms and Conditions) Rules 2011 as well as the Memorandum of Association (MoA) (www.idsa.in).* Working norms, duties and functions are mentioned in the appointment letters of the employees. Any grievances of employees are brought through proper channel to the notice of the Director General and then to EC if required.
1.5	Rules, regulations, instructions manual and records for discharging functions	The following rules, regulations, instructions, manuals and records are held by the Institute, which are used for discharging its functions:- • Memorandum of Association of the Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi; • Fellowship Awards (Terms and Conditions) Rules 2011. • Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi Recruitment and Promotion Rules, 1984; • Classification, Control and Appeal Rules-1984; Conduct Rules-1984; • Records of the meetings of the Annual General Meeting, Executive Council as well as the Sub-Committees. (www.idsa.in)
1.6	Categories of documents held by the authority under its control (i) Categories of documents	The following documents are held by the Institute: • Memorandum of Association of the Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi • Fellowship Awards (Terms and Conditions) Rules 2011 • Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi Recruitment Rules and Promotion Rules, 1984; • Classification, Control and Appeal Rules-1984; conduct Rules-1984;

		• **Agenda and Minutes of the Annual General Meeting, Executive Council as well as the Sub-Committees in their meetings or through resolutions, as the case may be;**
		• **Annual Reports;**
		• **Audited Annual Accounts;**
		• **Files and documents pertaining to budgetary allocations and grants;**
		• **Personnel records, leave records, pension records etc.;**
		• **Pay details of staff;**
		• **Files and documents related to the Advertisement of posts at various positions in the Institute;**
		• **Files and documents related to the conduct of Interviews as well as the declaration of its results;**
		• **Files and documents related to research scholars;**
		• **Files and documents related to procurement and distribution of materials/capital assets;**
		• **Files and documents related to works and maintenance.**
		• **Circulars, Administrative Orders etc.**
	(ii) Custodian of documents/ categories	**Documents pertaining to : DG Sectt EC, HR & AC and F&AC Membership Committee** **HR & Admin related : Assistant Director documents (Administration)** **Estate related : Estate Manager Documents.** **Accounts related : Accounts Officer Documents.**

| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority | **(a) Executive Council (Constituted on 11 Nov 65)**

Present Composition :

Shri Rajnath Singh, Hon'ble RM   **President**
Shri G K Pillai   **Member**
Prof SD Muni   **Member**
Amb Swashpawan Singh   **Member**
Lt Gen (Dr) Prakash Menon (Retd)   **Member**
Air Marshal VK Bhatia (Retd)   **Member**
Vice Adm Shekhar Sinha (Retd)   **Member**
Shri Gulshan Luthra   **Member**

Ex-officio Members :

Dr Ajay Kumar   **Defence Secretary**

Shri Harsh Vardhan Shringla   **Foreign Secretary**

Amb Sujan R. Chinoy   **Director General MP-IDSA**

Maj Gen (Dr) Bipin Bakshi   **Dy. Director General**
AVSM, VSM (Retd)   **MP-IDSA**

Staff Representative :
        Shri Vishal Chandra

Term/ Tenure : Two Years

(b)   **Human Resource & Academic Committee**

 Composition :

Prof SD Muni (Chair)
Lt Gen Prakash Menon (Retd)
Amb Swashpawan Singh
DG, MP-IDSA
DDG, MP-IDSA

Term/ Tenure : Two Years

It carries out functions primarily related to Human Resource and Academic issues and formulation of policies.

Special Invitee **(to be invited as and when necessary)**

JS (PIC) |

		b) **Finance & Administrative Committee**
		Composition :
		Mr GK Pillai (Chair) **Air Marshal VK Bhatia (Retd)** **Vice Admiral Shekhar Sinha (Retd)** **DG, MP-IDSA** **DDG, MP-IDSA**
		Term/ Tenure : Two Years
		It carries out functions primarily related to Financial and Administrative issues and formulation of policies.
		Special Invitee **(to be invited as and when necessary)**
		JS (PIC)
		c) **Membership Committee**
		Composition :
		Mr Gulshan Luthra (Chair) **Amb Swashpawan Singh** **Vice Admiral Shekhar Sinha (Retd)** **DG, MP-IDSA** **DDG, MP-IDSA**
		Term/ Tenure : Two Years
		It carries out functions primarily related to grant of membership and formulation of policies.
		The powers of Executive Committee (EC) are in accordance to MoA. The minutes of EC are circulated to the staff of MP-IDSA electronically and also held with the DG's Secretariat.

1.8	Directory of officers and employees	**Directory**
1.9	Monthly Remuneration received by officers & employees including system of compensation	**Details of Remuneration** **Remuneration and Compensations are as per CCS rules.**
1.10	Name, designation and other particulars of public information officers	**CPIO:** **Col Rajeev Agarwal (Retd),** ***Assistant Director (Admin)*** **Manohar Parrikar Institute for defence Studies and Analyses,** **No. 1, development Enclave,** **Rao Tula Ram Marg,** **Delhi Cantt.-110010** **New Delhi** **Phone: 26146833** **E-mail: ad.idsa@nic.in** **Appellate Authority:** **Amb Sujan R Chinoy** ***Director General*** **Manohar Parrikar Institute for defence Studies and Analyses,** **No. 1, development Enclave,** **Rao Tula Ram Marg,** **Delhi Cantt.-110010** **New Delhi** **Phone: 26146831** **E-mail: dg.idsa@nic.in**
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken	**Nil**
1.12	Programmes to advance understanding of RTI	**RTI Act including guidelines are placed in institute's website.** **Mr Pushkar Pathak, Office Staff of CPIO was trained on aspects related to RTI.**
1.13	Transfer policy and transfer orders	**Not Applicable.**

2. Budget and Programme

2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.	**The Budget allocated to each of its subheads, indicating the Particulars of all its plans, proposed Expenditures and Reports on Disbursements are recorded. MP-IDSA draws its budget allocation in lump sum as grant-in aid from the Ministry of Defence. The budgetary allocation is amplified in the Annual Audited Accounts and is also placed on the institute's website. (www.idsa.in/RTI)**
2.2	Foreign and domestic tours	**As given in the Annual Report which is placed on the institute's website. (www.idsa.in/RTI)** **Procurement Details**
2.3	Manner of execution of subsidy programme	**No such subsidy Programme is in vogue at MP-IDSA, New Delhi.**
2.4	Discretionary and non-discretionary grants	**Not applicable.**
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority	**None.**
2.6	`CAG & PAC paras	**Nil.**

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	**MP-IDSA is a society formed under Society Act 1860. All discussions / interactions held within the institute's members are by way of, General Body Meetings, EC Meetings and conferences / seminars and discussions. Papers / Policy briefs and other related publications are placed on website for public www.idsa.in/publications.** **Any policies /rules made for smooth functioning of MP-IDSA are formulated after interaction with the Staff rep / employees and then approved by the Executive Council.**
3.2	Are the details of policies / decisions, which affect public, informed to them	**Notices / information pertaining and relevant to public are placed on our website www.idsa.in.**
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public	**Information is disseminated transparently through Institute's Website / E-mail. www.idsa.in/publications**
3.4	Form of accessibility of information manual/ handbook	**Electronic Form through Institute's website. www.idsa.in**
3.5	Whether information manual/ handbook available free of cost or not	**Available free of cost and is placed on the institute's website.**

4.	E. Governance	
4.1	Language in which Information Manual/Handbook Available	**English**
4.2	When was the information Manual/Handbook last updated?	**4th March 2021**
4.3	Information available in electronic form	**Annual Reports & Accounts, Rules and Regulations.** **Details of conferences / meetings /events publications.** **Details of HR, About MP-IDSA, Centres.** **Details on Fellowship, publication.** **Details of Membership etc.** **https://idsa.in/**
4.4	Particulars of facilities available to citizen for obtaining information	**Members of the Institute can avail of the Library facilities from 09:30 to 17:30 from Monday to Friday and from 09:30 to 13:30 on alternate Saturday. The library link is http://www.idsa.in/library. All the information pertaining to the research work being conducted at MP-IDSA and other information is available to the public on its website. www.idsa.in round the clock.**
4.5	Such other information as may be prescribed. (i) Grievance redressal mechanism	**1. The Right to Information Act, 2005 was introduced by the Government of India on June 15, 2005 to enhance the transparency and accountability in the working of every public authority. Thus, abiding by the provisions of section 4(1) (b) of the Act, the Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi has introduced this MANUAL for the dissemination of appropriate information and guidance of the general public. A citizen of India seeking information under Right to Information Act 2005 may apply for obtaining information under sub-section (1) of section 6 of the Act. This should be accompanied by an application fee of Rs.10/- by way of a demand draft or a cheque or a postal order in favour of "MP-IDSA, Delhi Cantt." Requests for information under RTI Act-2005 from the MP-IDSA must be addressed to the Central Public Information Officer.** **2. Grievances of employees are addressed through proper channel. The grievances are raised either personally or through staff representative.** **The issue is addressed at an appropriate level of the DDG, DG and EC and the decision is disseminated at the earliest.**

	(ii) Details of applications received under RTI and information provided	**Received** **: 99** **Information provided : 99** **A** **As per Annual Report.** **www.idsa.in**
	List of completed schemes/ projects/ Programmes	
	List of schemes/ projects/ programme underway	**As per Details given in Annual Report.** **(www.idsa.in)**
	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	**Details of Contracts**
	Annual Report	**Placed on website www.idsa.in/RTI.**
	Frequently Asked Question (FAQs)	**FAQs**
4.6	Receipt & Disposal of RTI applications & appeals	
	Details of applications received and disposed	**Received : 99** **Disposed : 99**
	Details of appeals received and orders issued	**Nil**
4.7	Replies to questions asked in the parliament	**Nil (This year)**
	Details of questions asked and replies given	

5. Information as may be prescribed

5.1	Such other information as may be prescribed. Name & details of	
	(a) Appellate Authority	**Appellate Authority (Present)** **Amb Sujan R. Chinoy** Director General Manohar Parrikar Institute for Defence Studies and Analyses 1, Development Enclave, Rao Tula Ram Marg, Delhi Cantt-110010 New Delhi Phone: 26146831 Email: dg.idsa@nic.in
	(b) CPIO	**Central Public Information Officer (CPIO) (Present)** **Col Rajeev Agarwal (Retd)** Assistant Director (Administration) Manohar Parrikar Institute for Defence Studies and Analyses, No. 1, Development Enclave, Rao Tula Ram Marg, Delhi Cantt.-110010 New Delhi Phone: 26146832 E-mail: ad.idsa@nic.in **Earlier CPIO** **Col Adarsh Kumar Chugh (Retd)** Assistant Director (Administration) Manohar Parrikar Institute for Defence Studies and Analyses, No. 1, Development Enclave, Rao Tula Ram Marg, Delhi Cantt.-110010 New Delhi Phone: 26146832 E-mail: ad.idsa@nic.in
	(i) Details of third party audit of voluntary disclosure	
	(a) Dates of audit carried out	**Nil**
	(b) Report of the audit carried out	**Nil**

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	**Most of the details / information have been provided through the institutes website www.idsa.in , Annual Reports and FAQ.**
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)	**MP-IDSA is a Registered Society.**

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