

Institute for Defence Studies and Analyses, New Delhi

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

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INTRODUCTION

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 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 "IDSA, Delhi Cantt." Requests for information under RTI Act-2005 from the IDSA must be addressed to the Central Public Information Officer.

(i) The Particulars of Organization, Functions and Duties

Particulars about the Institute

Genesis of the Institute:

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 forty-plus years, 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.

Mission Statement

To promote national and international security through the generation and dissemination of knowledge on defence and security-related issues.

Envisioned Future

The Institute for Defence Studies and Analyses will be a world class think tank in the sphere of defence and security studies, most sought-after in India and among the most respected in the world.

We shall be recognized worldwide for the quality and impact of our research and analytical studies. Our scholars will produce research of the highest quality and render the best possible policy advice on security challenges facing the country. We will set the standard for the creation and dissemination of knowledge, insights, information and policy options for the nation's defence and international security. Our team of scholars and staff will be among the best in the nation and be recognized as the country's foremost experts in their area of work.

Functions and Duties of IDSA

In order to achieve its overarching goal, the Institute will develop the following distinctive attributes:-

As Centre of Excellence 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 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.

Since its inception, 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 IDSA experts interact with a cross-section of analysts, scholars, journalists, and policy makers.

IDSA provides annual training programmes to civilian and military officers of the Government of India. Lectures by experts from IDSA and from outside form the core of these programmes.

More information is available at the IDSA website: www.idsa.in

(ii) Powers and Duties of Officers and Employees:

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 Finance Committee, Membership Committee and Campus Development Committee. 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). IDSA is funded by the Indian Ministry of Defence. It functions autonomously.

Para (3) of Memorandum of Association of the Institute for Defence studies and Analyses, New Delhi, defines the powers and Functions of the Executive Council.

(iii) The Procedure followed in the Decision-Making Process, including Channels of supervision and Accountability

All the decisions pertaining to the management and operations of IDSA are taken by the Executive Council which is chaired by the Honorable Raksha Mantri.

The Action Taken report (ATR) is submitted to the Executive Council which includes the decisions taken during the previous meetings of the Executive Council or its Sub- Committees.

(iv) The Norms set by the Institute for the discharge of its Functions

Norms are elaborated in the Conduct rules, Fellowship Awards (Terms and Conditions) Rules 2011 as well as the Memorandum of Association (MoA).

(v) The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions

The following rules, regulations, instructions, manuals and records are held by the Institute, which are used by its employees for discharging its functions:-

- Memorandum of Association of the Institute for Defence Studies and Analyses, New Delhi;
- Fellowship Awards (Terms and Conditions) Rules 2011
- Institute for Defence Studies and Analyses, New Delhi Recruitment Rules and Promotion Rules, 1984; Classification, Control and Appeal Rules-1984; Conduct Rules-1984;
- Decisions of the sub-committees in their meetings;
- Records of the meetings of the Annual General Meeting, Executive Council as well as the Sub- Committees.

(vi) A Statement of the Categories of Documents that are held by it or under its Control

The following documents are held by the Institute:

- Memorandum of Association of the Institute for Defence Studies and Analyses, New Delhi
- Fellowship Awards (Terms and Conditions) Rules 2011
- Institute for Defence Studies and Analyses, New Delhi Recruitment Rules and Promotion Rules, 1984; Classification, Control and Appeal Rules-1984; conductRules-1984;
- Agenda and Minutes of various authorities of the Institute and 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;
- Various authorities' meeting records, including minutes of meetings;
- 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 constructions, renovations and extensions of existing constructions;
- Pay Bill Registers.

(vii) The Particulars of any Arrangement that exists for the Consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

IDSA has a well-qualified multi-disciplinary research faculty drawn from academia, defence forces and the civil services, and which represents a diversity of views. Research at the Institute is driven by a comprehensive agenda and by the need to provide impartial analyses and policy recommendations. IDSA's journals, monographs, briefs, and books are the principal mediums through which these analyses and policy recommendations are disseminated. In addition, the news media also carry the views of IDSA experts in the form of Op-eds, interviews and participation in debates.

(viii) A Statement of the Boards, Councils, Committees and Other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of these Boards, Councils, Committees and Other Bodies are open to the public, or the Minutes of such Meetings are accessible for the Public

***Executive Council and the Sub-Committees (As on 09th November 2013)**

The composition of the Executive Council is as follows:

- | | |
|-------------------------------------|--------------------------------------|
| ➤ Mr. A.K. Antony | President |
| ➤ Lt Gen Y M Bammi (Retd) | Member |
| ➤ Amb. T C A Rangachari (Retd.) | Convener |
| ➤ Wg. Cdr Dr Nandlal Jotwani (Retd) | Member |
| ➤ Air Mshl M Matheswaran | Member |
| ➤ Vice Adm Anup Singh (Retd) | Member |
| ➤ Prof Charan Das Wadhva | Member |
| ➤ Shri H K Dua | Member |
| ➤ Shri R.K. Mathur | Member |
| ➤ Ms. Sujatha Singh | Foreign Secretary, Ex-officio Member |
| ➤ Shri G K P illai | Special Invitee |
| ➤ Ms. Smita Nagaraj | JS (PIC) |
| ➤ Dr. Arvind Gupta | DG, IDSA, Ex-Officio Member |
| ➤ Brig. Rumel Dahiya (Retd) | DDG, Ex- Officio Member |
| ➤ Dr. Meena Singh Roy | Staff Representative |
| ➤ Mr V K Misra | Special Invitee |

Complaint Committee

In accordance with the guidelines issued by the Hon'ble Supreme Court of India and the Government of India Memorandum of Personnel and Public Grievances, Department of Personnel and Training vide their Memorandum No. 11013/10/97-Estt. (A) stated 13.2.98 and the Institute's Order No. IDSA/DDG/ORDER/08/28 May 2008, the Institute has constituted a Complaint Committee in order to redress complaints that women in IDSA may have relating to sexual harassment so that complaint may be investigated speedily and proper redressal be provided to such victim of sexual harassment.

The Committee consists of the following members:

- Ms. Shebonti Ray Dadwal- Chairperson
- Dr. Meena Singh Roy
- Dr. Ashok Behuria
- Dr. Cherian Samuel
- Mr. Pitambar Dutt
- Ms. Sindhu Joshi

➤ Dr. Arpita Anant-Member Secretary

*** (ix) A Directory of its Officers and Employees**

The directory of its officers and employees is as under:

Name	E-mail
<i>Director General & Secretariat</i>	
Dr Arvind Gupta	dg.idsa@nic.in
G C Bhatt – PS	
Suman Chhabra – PS	
Jolly Sebi – PS	
Manohar Lal	
<i>Deputy Director General & Office Staff</i>	
Brig (Retd) Rumel Dahiya	ddg.idsa@nic.in
Sindhu Joshi – PS	
Raj Kiran	
<i>Assistant Director & Office Staff</i>	
Wg Cdr (Retd) Hemlata Lohani	ad.idsa@nic.in
Virender Singh	
Santosh Kumar	
Rohit Sharma	
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<i>Publications</i>	
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Bhookan Singh	
Sanjeev Kumar	
Neelam Yadav (DEO) Intern	
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Pitambar Datt	pdatt.idsa@nic.in
Bhagwan Dass	
Mukesh K. Jha	mkjha.idsa@nic.in
Vikrant Kumar	vkumar.idsa@nic.in
Hitakshi	hitakshi.idsa@nic.in
Bhawna Mungali	
Jagwati Devi	
Lokesh Kumar, Library (Intern)	
Anil Kumar Gupta, Library (Intern)	
Deeksha Tamrakar, Library (Intern)	
<i>Dispatch Section</i>	

Name	E-mail
Shreepal Singh	
Naresh Kumar	
<i>Stationery</i>	
Sunita Gautam	
<i>Reception</i>	
Deepika Sharma	contact.idsa@nic.in
<i>Drivers staff cars</i>	
Sanjay Kumar Sharma	
Sandeep Kumar	
<i>Miscellaneous</i>	
Security Guard Gate No.1	
Security Guard Gate No.2	
A/C Plants Basement	
STA	

(x) The Monthly Remuneration received by each of its Officers and Employees, including the system of Compensation as provided in its regulations

Scales of pay applicable to each category of posts in IDSA are mentioned in the Schedule (under the Recruitment and Promotion Rules, 1984).

(xi) The Budget allocated to each of its Agency, indicating the Particulars of all its plans, proposed Expenditures and Reports on Disbursements made

IDSA is draws its budget allocation in lump sum as grant-in aid from the Ministry of Defence out of there civil budgets.

The budgetary allocation is amplified in the Annual Audited Accounts 2011-2012.

(xii) The Manner of Execution of Subsidy Programmes, including the amounts allocated and the Details of Beneficiaries of such Programmes

No such subsidy Programme is in vogue at IDSA, New Delhi.

(xiii) Particulars of Recipients of Concessions, Permits or Authorizations granted by it

None.

(xiv) Details in respect of the Information available to or held by it, reduced in an Electronic form

As of now, the following records are available in electronic form:

- Memorandum of Association of the Institute for Defence Studies and Analyses, New Delhi
- Fellowship Awards (Terms and Conditions) Rules 2011
- Institute for Defence Studies and Analyses, New Delhi Recruitment Rules and Promotion Rules, 1984; Classification, Control and Appeal Rules-1984; Conduct Rules-1984.
- Regulations and/or Schemes as approved by the Competent Authorities from time to time for the employees and/or Scholars.
- Annual Reports along with Audited Accounts/Audit Certificate (latest).
- Revised Estimates/Budgetary Estimates approved by the Competent Authorities (latest)
- Job opportunities along with application forms, whenever issued by the Institute. The Institute proposes to make as much as possible information available on the website (www.idsa.in) for information of general public in the future to come.

(xv) The Particulars of Facilities available to citizens for obtaining Information including the working hours of a Library or Reading room, if maintained for Public use

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 Saturday. The library link is <http://www.idsa.in/library> .

All the information pertaining to the research work being conducted at IDSA is available to the public on its website. (www.idsa.in)

(xvi) The Names, Designations and Other Particulars of the Public Information Officers

- **Public Information Officer (PIO) - IDSA**

Dr. Arvind Gupta
Director General
Institute for Defence Studies and Analyses
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Email: dg.idsa@nic.in

➤ **Central Public Information Officer (CPIO) – IDSA**

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E-mail: ddg.idsa@nic.in

(xvii) Such Other Information as may be prescribed; and thereafter update these publications every year

As updated on 06.01.2014