1. Organisation and Function

1.1	Particulars of organisation, functions and duties	
	(i) Name and address of the Organization	**Institute for Defence Studies and Analyses (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 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*

	(iv) Function and duties	with books, periodicals, reviews magazines, newspapers and other publications. ***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.** **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
	(v) Organization Chart	**Organisation 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	**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, 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. 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 Finance Committee (HR & FC), Membership 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). 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	**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. 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 (17) of Memorandum of Association of the 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. **Following are the Powers of the Director General, Executive Council and President, IDSA.** **Duties of the employees are mentioned in their respective appointment letter as and when issued.**
1.3	Procedure followed in decision making process	**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.**
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 are mentioned in the appointment letters of the employees.** **Any grievances of employees are brought up to the notice of the Director General.**
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 Institute for Defence Studies and Analyses, New Delhi;** • **Fellowship Awards (Terms and Conditions) Rules 2011.** • **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 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 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 & FC & 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)** **Composition :** **Shri Rajnath Singh President** **Shri G K Pillai Member** **Lt Gen (Dr) Prakash Menon (Retd) Member** **Amb Swashpawan Singh Member** **Shri Gulshan Luthra Member** **Vice Adm Shekhar Sinha (Retd) Member** **Prof SD Muni Member** **Air Marshal VK Bhatia (Retd) Member** ***Ex-officio Members :*** **Dr Ajay Kumar Defence Secretary** **Shri Vijay Gokhale, Foreign Secretary** **Amb Sujan R Chinoy Director General IDSA** **Deputy Director General IDSA** ***Staff Representative :*** **Shri Vishal Chandra** **Term/ Tenure : Two Years** **(b) Human Resource & Finance Committee** **Composition :** **Prof SD Muni** **Lt Gen Prakash Menon (Retd)** **Vice Adm Shekhar Sinha (Retd)** **Shri G K Pillai** **DG, IDSA** **Special Invitee (to be invited as and when necessary)** **JS (PIC)** **DDG, IDSA and Staff Representative to EC**

		Term/ Tenure : Two Years **It carries out functions primarily related to Human Resource and Finances of the Institute.** **(c) Membership Committee.** **Composition :** **Vice Adm Shekhar Sinha (Retd)** **Air Marshal V K Bhatia (Retd)** **Amb Swashpawan Singh** **Shri Gulshan Luthra** **DG, IDSA** **Term/ Tenure : Two Years** **It carries out functions primarily related to grant of membership.** **The powers of Executive Committee (EC) are in accordance to MoA. The minutes of EC are circulated to the staff of IDSA electronically and also held in hard copies in 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 Adarsh Kumar Chugh (Retd),** ***Assistant Director (Admin)*** **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*** **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. IDSA staff is detailed on RTI related training as and when organised.**
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. 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 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	**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.**
3.2	Are the details of policies / decisions, which affect public, informed to them	**As above.**
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public	**Information is disseminated through Institute's Website 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?	**05th September 2019**
4.3	Information available in electronic form	**Annual Reports & Accounts, Rules and Regulations.** **Details of conferences / meetings, publications.** **Details of HR, About 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 IDSA 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	**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.**
	(ii) Details of applications received under RTI and information provided	**Received : 80** **Information provided : 80**
	List of completed schemes/ projects/ Programmes	**As per Annual Report.** **www.idsa.in**
	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 : 80** **Disposed : 80**

	Details of appeals received and orders issued	**Nil**
4.7	Replies to questions asked in the parliament Details of questions asked and replies given	**Nil (This year)**

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 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 Adarsh Kumar Chugh (Retd.)** Assistant Director (Administration) 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** **Gp Capt Ajey Lele (Retd)** Assistant Director (Administration) 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	**As given in Annual Report.** (www.idsa.in/RTI)
	(b) Report of the audit carried out	**As given in Annual Report.** (www.idsa.in/RTI)

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 have been given on the institutes website including Annual Reports www.idsa.in and through 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)	**Not Applicable.** **(Being a Registered Society).**

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