

## RIGHT TO INFORMATION ACT, 2005

### Right to information & obligations of public information authorities under Section 4(1)(b)

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| 1.  | <b>About Act</b>  |   |
| 1.2 | Definition  | Right to information means the right to<br>1. inspection of work, documents, records;<br>2. taking notes, extracts or certified copies of documents or records;<br>3. taking certified sample of materials;<br>4. obtaining information in the form of diskettes, floppies, video cassettes or in any other electronic mode or through print outs where such information is stored in a computer or any other device subject to relevant provisions in this regard. |
| 1.3 | Objective/ Purpose of the Act   | To provide available information of the institute as enshrined in the RTI Act, 2005 to the citizen of India on payment of prescribed fees.  |
| 1.4 | Users   | Citizen of India  |
| 2   | <b>About Organisation</b>   |   |
| 2.1 | Name  | National Institute of Pharmaceutical Education & Research, Hajipur (NIPER, Hajipur)   |
| 2.2 | Functions & Duties  | As per NIPER Amendment Act 2007 and Statutes of the Institute, subject to supervision and guidance of RMRIMS, Patna (Mentor Institute)  |
| 2.3 | Powers and duties of its officers and employees   | As per <b>NIPER Amendment Act</b> 2007 and <b>Statutes</b> of the Institute, subject to supervision and guidance of RMRIMS, Patna (Mentor Institute)  |
| 2.4 | The procedure followed in the decision making process, including channels of supervision and accountability.                                      | DO  |
| 2.5 | The norms set by it for the discharge of its functions  | DO  |
| 2.6 | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions | DO  |
| 2.7 | A statement of the categories of documents that are held by it or under its control   | Administrative office orders of Department of Pharmaceuticals, Rajendra Memorial Research Institute of Medical Sciences, Agamkuan, Patna (Mentor Institute)/ Decisions and guidelines of  |

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|     |  | Steering committee and management committee etc  |
| 2.8 | The particulars of any arrangement that exists for consultation with, or representation by the member so of the public in relation to the formulation of its policy or implementation thereof  | Interested persons may write to the Central Public Information Officer of the Institute  |
| 2.9 | 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 those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public | For the time being till a regular Director is appointed and constitution of Board of Governors and other committees, the Institute is mentored by the Rajendra Memorial Research Institute of Medical Sciences, an Institute of ICMR, as per the MOU entered between Dept. of Pharmaceuticals and ICMR. The Director of the RMRIMS, Patna is holding the concurrent charge of Director NIPER Hajipur. The activities of institute is open for public |
| 3.0 | A directory of its officers and employees  |  |
| 3.1 | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations   | At Present all the faculty and staff are on contract basis with consolidated emoluments.   |
| 3.2 | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made   | <u>Plan and Non plan</u>   |
| 3.3 | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes   | No Subsidy is given  |
| 3.4 | Particulars of recipients of concessions, permits or authorizations granted by it  | None   |
| 3.5 | Details in respect of the information available to or held by it reduced in an electronic form   | Please see Institute Website   |
| 3.6 | The particulars of facilities  | All the information is available on the institute  |

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|     | available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use | website.  |
| 3.7 | The names, designations and other particulars of the Central Public Information Officers  | Dr. Niyamat Ali Siddiqui, Scientist – ‘C’, Department of Biostatistics, RMRIMS, Agamkuan, Patna – 800 007 (Mentor institute of NIPER, Hajipur) Email Address: <a href="mailto:niyamatalisiddiqui@yahoo.com">niyamatalisiddiqui@yahoo.com</a> Phone No.: 07739813452 Fax No. 0612/2634379 Website: <a href="http://www.niperhajipur.ac.in">www.niperhajipur.ac.in</a> Webpage link of RTI: <a href="http://niperrhajipur.ac.in/rli.html">http://niperrhajipur.ac.in/rli.html</a> |
| 3.8 | Such other information as may be prescribed   |   |
|     | Fee and procedure of application  | Application on blank paper asking for desired information should be addressed to Central Public Information Officer. Rs. 10/- to be deposited by way of Indian Postal Order / demand draft in favour of Director, National Institute of Pharmaceutical Education and Research, Hajipur (NIPER, Hajipur). <span style="border: 1px solid black; padding: 2px;">Payable at Patna</span>   |