

Right to Information (RTI Act, 2005)

Public Information Officer of Department of Science and Technology :

Shri Prithvi Nath Prasad

Director

Department of Science and Technology
Room No.24, Administrative Block
Technology Bhavan, New Mehrauli Road
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Tel: 2652 4941 / 2659 0576 (O)
Fax: 2686 4570

Appellate Authority

Prof. G. U. Kulkarni

Director

Tel:91-80-2838 1347 / 2308 4211(Off - direct)
Fax: 91 80 2838 2044
Email: guk_AT_cens.res.in (Replace _AT_ by @)

Public Information Officer of CeNS

Dr. S. Angappane

Scientist

Centre for Nano and Soft Matter Sciences
P.B.No.1329, Prof. U.R.Rao Road
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Vigilance Officer of CeNS

Dr. D. S. Shankar Rao

Scientist

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CENTRE FOR NANO AND SOFT MATTER SCIENCES, JALAHALLI, BANGALORE

RIGHT TO INFORMATION ACT, 2005

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto. Parliament enacted the Right to Information Act on 15 June 2005.

Scope and Definition: In accordance with the provisions of the RTI, organization shall:

- An FAQ page on The Right to Information Act, 2005, maintained by the Government of India, accessible at <http://www.persmin.nic.in>, may be consulted
- Maintain catalogued and indexed records to ensure public accessibility to institutional information within a reasonable amount of time; and
- Provide information on its operations to citizens of India who apply for it.

Record includes any document, manuscript, file, microfilm, microfiche, facsimile copy of a document, reproduction of images, or any other material produced by a computer or any other device.

Information means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force but does not include "file notings."

Right to information includes the right to inspect works, documents, records; take notes, extracts or certified copies of documents or records; take certified samples of material; and obtain information in the form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode.

Objective and Purpose :

To provide information about the Centre and sources of information.

Information excluded from disclosure:

As per the provisions of the Act, there shall be no obligation to give any information to any citizen :

- information disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interest of the State, relation with foreign state or lead to incitement of an offence;
- information the disclosure of which would cause a breach of privilege of Parliament or State Legislature; or
- cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other Officers subject to the conditions given in proviso to clause of sub-section(1) of Section 8 of the Act.
- information which causes unnecessary invasion of the privacy of individuals of the Centre unless the competent authority is satisfied that the larger public interest justifies the disclosure of information.

RTI Act 2005 is applicable to whole of India except the State of Jammu and Kashmir .

Procedures and Fee for seeking Information

The procedure for requesting any information subject to the Provision of the Act is as below:

- A request for obtaining information shall be accompanied by an application – in a plain paper containing the salient information required to be provided under the Right to Information Act, or in the prescribed format as laid down by the Rules of the Act – along with a fee of Rs.10/- by way of a demand draft or bankers’ cheque drawn in favour of “Centre for Nano and Soft Matter Sciences” or an Indian Postal Order of RS.10/-. The applications shall be in English, or Hindi or Kannada.

- For providing the information the Fees shall be paid by way of cash against proper receipt or by demand draft or bankers cheque payable to the Centre at the following rates:
The fee chargeable for providing the required information under section 7 (1) and 7(5) of the Acts shall be:
 1. Rs.2/- per page for copying – for A4 size papers,
 2. Rs.5/- per page for beyond A4 size
 3. For inspection of records: No fee for the first hour, and Rs.5/- for every 15 minutes thereafter.
 4. For information provided in diskette or floppy or CDs, Rs. 50/- per diskette or floppy or CD,
 5. For information provided in printed form at a price fixed for such publication or Rs.2/- per A4 page of photocopy,
 6. Actual cost or price for other modes of copying, e.g. tapes – audio, or video, or other media
 7. Applicant belonging to BPL to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

- For obtaining information, the applicant should say whether he/she is an Indian and also furnish his/her full address.

APPLICATION FORM FOR SEEKING INFORMATION UNDER RTI – 2005

1.	Name in full	
2.	Profession	
3.	Complete postal address (with Pin Code)	
(a)	Telephone No. (with STD Code)	
(b)	Fax No. (with STD Code)	
(c)	Email ID(s)	
4.	Nationality/ Citizenship	
5.	Fee particulars	
6.	Query (May be attached in a separate sheet)	

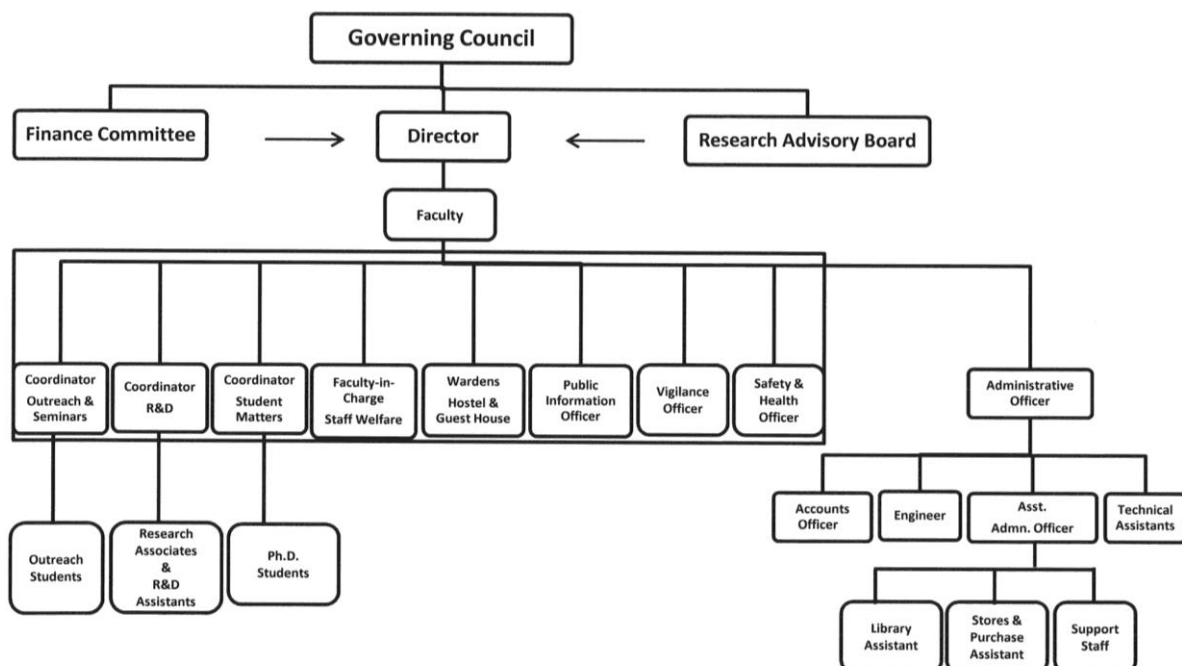
Date :
Place:

SIGNATURE OF THE APPLICANT

CENTRE FOR NANO AND SOFT MATTER SCIENCES

i)	Brief particulars of CeNS and its objective	<p>The Centre, formerly known as ‘Centre for Liquid Crystal Research’, was registered as a Scientific Research Society in April 1991 under the Karnataka Societies Registration Act, 1960. The Centre is presently functioning as an autonomous body, wholly funded by the Department of Science and Technology, Govt. of India.</p> <p>The Centre was renamed as 'Centre for Soft Matter Research' from 01.09.2010, keeping in pace with the advancement of research from the field of Liquid Crystals to research in materials such as gels, polymers, etc., broadly classified as Soft Matter. It was further renamed as Centre for Nano and Soft Matter Sciences (CeNS) w.e.f. 1.4.2014.</p> <p>The main objectives of the Centre are:</p> <ol style="list-style-type: none"> 1. To focus on basic science, and to develop a bias towards technology, in line with the international trends on liquid crystal materials, nano and other soft matter. 2. To undertake, carry on, develop and/or promote in every possible and conceivable manner advanced research in the field and to contribute to the advancement of scientific knowledge in these subjects. 3. To undertake and develop techniques for inventing or discovering new products, processes in the field for the benefit of mankind in general and India in particular.
ii)	Brief of activities being taken up by the unit	<p>Centre for Nano and Soft Matter Sciences (CeNS), an autonomous research institute under the Department of Science and Technology (DST), Government of India, is supported by DST, with a Grant-in-aid for all its recurring expenditure and research infrastructure activities. The Centre is engaged in materials research at all relevant length scales. Specifically, the activities are focussed on a variety of metal and semiconductor nanostructures, liquid crystals, gels, membranes and hybrid materials. The Centre’s main objective is to undertake projects relevant to National Missions with focus on energy and health care devices and also to collaborate with industries, especially of Indian origin, and generate intellectual property leading technology transfer and product development. Nanotechnology activities will be taken up in the context of local needs, focusing on flexible, wearable, affordable devices.</p>
iii)	Powers and duties of officers and employees of CeNS	<p>Director</p> <p>The Director functions as the Chief Executive of the Centre and is empowered by the Council to take decisions on all academic activities as well as administrative matters for the smooth functioning of the Centre. The Director authorises proposals for undertaking various scientific projects, procurement of scientific equipment, and also has full powers to sanction expenditure on any approved scheme or head included in the budget.</p> <p>Scientific and Technical staff</p> <p>The Scientific staff members carry out research with the support of Technical staff and impart guidance to research scholars pursuing PhD. Programmes of the Centre. They participate in various scientific conferences of national and international importance and publish research papers in reputed scientific journals.</p>

		<p>Administrative Officer</p> <p>Responsible for all matters concerning the day to day functioning of Centre, executing the administrative, financial and secretarial activities of the Centre through concerned staff. Overall charge of matters relating to purchases, accounts, maintenance, staff welfare and other routine matters of the Centre.</p> <p>Accounts Officer</p> <p>Accounts Officer is responsible for maintaining accounts, disbursement of salaries, Income Tax related tasks, statutory remittances such as Profession Tax, GST, if any, settlement of payments to vendors, settlement of staff claims, organizing statutory audit and finalisation of annual accounts. The maintenance of CPF Accounts and actions related to NPS Accounts also fall under the responsibility of Accounts Officer.</p> <p>Office Superintendent</p> <p>To assist the Director, Administrative Officer and the Accounts Officer in carrying out the day to day administrative and accounting tasks, correspondence, handling cash payments, procurements, etc.</p> <p>Librarian</p> <p>Custody of books and journals, issue of books, purchase of books, periodicals etc. for the Centre's Library, maintaining e-Library, maintenance of Website.</p> <p>Upper Division Clerk</p> <p>The Upper Division Clerk (UDC) carries our routine administrative tasks under the instructions of the Administrative Officer.</p> <p>Support staff All support functions as required for routine administrative duties such as record filing, postage, banking transactions, etc.</p>
iv)	Organizational Structure	



v)	Mission	To carry out and promote advanced research in Nano science and to technologically develop state-of-the-art innovative products which would be of help to the common public in their daily lives. The Centre also encourages young, bright and talented researchers to progress to a fruitful career in research and development and to contribute to the Nation's development. Our vision is: “in pursuit of Global excellence in Science and to nurture indigenous Technology for the betterment of Our Country.”
vi)	HoDs List	1995 – Prof. S. Chandrasekhar - Director 2004 – Dr. S.Krishna Prasad – Officer-in-Charge 2007 – Prof. K.A. Suresh – Director 2015 – Prof. G.U. Kulkarni - Director
vii)	The rules, regulations, instructions, manuals and records, held by the organization or under its control or used by its employees for discharging its functions	The functions of the Centre are governed by the rules laid down in the Memorandum of Association and Bye-laws registered under the Registrar of Societies, Karnataka. The Centre, being an aided institute under the administrative control of the Department of Science and Technology, Government of India, also follows all the rules and regulations applicable to Central Government organisations.
viii)	The particulars of any provision to seek consultation/participation of public or its representatives for formulation of policies	Policy formulation with regard to the functioning of the Centre is the prerogative of the General Body constituted by the Ministry of Science and Technology, Government of India. Public participation in the process of policy formulation is hence not applicable.
ix)	Information about the official documents and details of place where the documents are available e.g. at secretariat level, directorate level, others	The official documents of the Centre are maintained under the Directors charge at its office situated at PB No.1329, Prof. U.R. Rao Road, Jalahalli, Bangalore 560 013.
x)	Information on boards, councils, committees and other bodies	The Centre is a wholly aided research institute of the Department of Science and Technology, Government of India and is governed by: <ul style="list-style-type: none"> • General Body - the highest authority which approves/ratifies policies framed by the Governing Council and Finance Committee • Governing Council – authority which formulates policy decisions and recommends the same for approval of General Body • Finance Committee – authority which regulates and monitors the finances of the Centre
xi)	The names, designations and other particulars of the Public Information Officers	Dr. S. Angappane, Scientist D Centre for Nano and Soft Matter Sciences P.B.No.1329, Jalahalli, Bangalore – 560 013 Tel : +91-80-2308 4266 Fax : +91-80-2838 2044 Email : admin@cens.res.in
xii)	The procedure followed in the decision making process, including	The Governing Council shall have the Financial and Administrative powers as vested in the administrative authority of the Ministry concerned under the Central Government.

	channels of supervision and accountability	<p>The Director of the Centre is vested with the Financial and Administrative powers as may be delegated by the Governing Council, which is not less than the corresponding powers vested in the Head of Department of a Central Government Department.</p> <p>Where a doubt arises as to the interpretation of any of the provisions of Centre's Bye-laws, the matter shall be referred to the Council for a decision. In the event of their being any inconsistency between Rules & Regulations and these Bye-laws, the provisions of Rules & Regulations shall prevail.</p> <p>If any question arises which is not covered by Centre's Bye-laws, the decision of the Council shall be the final. In regard to the regulation of any matter not covered hereinabove, recourse shall be taken to Central Government rules/orders etc. on the subject.</p> <p>Any alteration in the Bye-laws shall be carried out with the approval of the Governing Council and Central Government.</p>
xiii)	The documented procedures/laid down procedures/defined criteria/rules to arrive at a particular decision matters. Different levels through which a decision process moves	Same as details given in Sl. No.(vii) above
xiv)	Arrangements to communicate the decision to the public.	Communication is made only if there is a specific request or if the particular decision is to be announced under statutory requirements
xv)	Offices at various levels whose opinions are sought for the process of decision making.	As mentioned in Sl. No.(xii) above
xvi)	Final authority that vets the decision.	General Body, Centre for Nano and Soft Matter Sciences
xvii)	Information regarding important matters on which the decision is taken by the public authority	The Governing Council and the Finance Committee formulate administrative and financial policies and recommends the same to the General Body for approval. Routine decision making for the day to day functioning of the Centre is vested with the Director.
xviii)	A directory of officers and employees	The details of Centre's officers and employees are available in the 'People' under 'About Us' link in our website http://www.cens.res.in
xix)	Details of the budget for different activities under different schemes	Information available in 'Reports' under the 'Resources' link in our website http://www.cens.res.in
xx)	The manner of execution of subsidy programmes	Not applicable
xxi)	Particulars of concessions, permits or authorizations granted by it	Nil

xxii)	Details of the norms/standards set by Department for execution of various activities/programmes	As in the bye-laws of the Centre
xxiii)	Details of the information related to various schemes which are available in an electronic form	Through website
xxiv)	Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.	Information shall be provided on the basis of a written request through postal correspondence only and on remittance of fee applicable as per the Act
xxv)	Information related to seeking information	Application may be submitted to the Public Information Officer, CeNS
xxvi)	Information with relation to training imparted to public by public authority	No training programmes for public are arranged by the Centre

GOVERNING COUNCIL

	Name	Address
1.	Prof. V. Ramgopal Rao	Chairman, Governing Council / General Body, CeNS Director, Indian Institute of Technology Delhi Hauz Khas New Delhi - 110 016
2.	Prof. Ashutosh Sharma	Member, Governing Council & General Body, CeNS Secretary to the Government of India Department of Science and Technology Technology Bhavan, New Mehrauli Road NEW DELHI – 110 016
3.	Shri B. Anand IAS	Member, Governing Council & General Body, CeNS Joint Secretary & Financial Advisor Department of Science and Technology Technology Bhavan, New Mehrauli Road New Delhi – 110 016
4.	Prof. D.D. Sarma	Member, Governing Council & General Body, CeNS Fellow, American Physical Society Professor Solid State and Structural Chemistry Unit Indian Institute of Science Bengaluru – 560 012
5.	Prof. Amlan J. Pal	Member, Governing Council & General Body, CeNS Senior Professor Indian Association for the Cultivation of Science 2A & 2B Raja S C Mullick Road Kolkata 700032
6.	Mr. Mahesh V.	Member, Governing Council & General Body, CeNS Director (R & D) Bharat Electronics Limited Outer Ring Road, Nagawara BENGALURU – 560 045
7.	THREE MEMBERS TO BE ELECTED	
8.	Prof. G.U.Kulkarni	Member-Secretary, Governing Council & General Body, CeNS Director Centre for Nano and Soft Matter Sciences P.B.No.1329, Jalahalli BENGALURU – 560 013

GENERAL BODY

All Governing Council members are also members of General Body.

	Name	Address
1.	Prof. C.N.R.Rao, FRS	Member, General Body, CeNS National Research Professor and Honorary President & Linus Pauling Research Professor, Jawaharlal Nehru Centre for Advanced Scientific Research Jakkur P.O., BENGALURU- 560 064
2.	Prof. R.Narasimha, FRS	Member, General Body, CeNS DST Year-of-Science Professor Engineering Mechanics Unit Jawaharlal Nehru Centre for Advanced Scientific Research Jakkur P.O., Bengaluru - 560 064
3.	Prof. B.S.Sonde	Member, General Body, CeNS 274, Shree Ananthnagar, Electronics City P.O., Hosur Road, BENGALURU – 561 229
4.	Prof. T.V.Ramakrishnan, FRS	Member, General Body, CeNS Homi Bhabha Distinguished Professor Department of Physics

		Banaras Hindu University VARANASI – 221 005
5.	Prof S. S. Jha	Member, General Body, CeNS 402 Vigyanshila Juhu-Versova Link Road Seven Bungalows, Versova MUMBAI 400 061

CENTRE FOR NANO AND SOFT MATTER SCIENCES

Members working in CeNS

SI No.	Name	Designation	Basic Pay As on 01.04.2018	Contact No.	Email ID (append @cenm.res.in)
	FACULTY:				
1.	Prof. G.U. Kulkarni	Director	2,13,800	2308 4201/11	guk
2	Dr. S.Krishna Prasad	Scientist F	1,99,600	2308 4219	skprasad
3	Dr. Geetha G.Nair	Scientist D	1,30,600	2308 4217	ggnair
4	Dr. D.S.Shankar Rao	Scientist D	1,30,600	2308 4218	shankar
5	Dr. Veena Prasad	Scientist D	1,30,600	2308 4234	veena
6	Dr. C.V.Yelamaggad	Scientist D	1,30,600	2308 4233	yelamaggad
7	Dr. P.Viswanath	Scientist D	96,900	2308 4265	viswanath
8	Dr. S.Angappane	Scientist D	96,900	2308 4266	angappane
9	Dr. Neena Susan John	Scientist C	91,400	2308 4268	jsneena
10	Dr. Pralay K. Santra	Scientist D (Contract)	1,10,000 (consolidated)	2308 4267	pralay
11	Dr. H.S.S.Ramakrishna Matte	Scientist C (Contract)	1,00,000 (consolidated)	2308 4264	matte
	ADMINISTRATION:				
1	Mr. Subhod M.Gulvady	Administrative Officer	83,300	2308 4202	sgulvady
2	Mr. Vivek Dubey	Accounts Officer	63,100	2308 4208	vdubey
3	Ms. P.Nethravathi	Office Superintendent	52,000	2308 4209	nethra
4	Dr. Sanjay K. Varshney	Technical Assistant	52,000	2308 4246	skv
5	Ms. Sandhya D.Hombal	Technical Assistant	46,200	2308 4256	sandhya
6	Mr. M.Jayaram	Assistant	35,900	2308 4210	jayaram
7	Ms. Nayana J.	Library Assistant	27,900	2308 4244	nayana
8	Mr. V.Samuel Hebich	Peon	22,400	2308 4220	

9	Mr. V.K.Jayaprakash	Lab Helper	22,400	2308 4220	
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Compensation :

Government of India O.M. No.Misc.1/13/2018-CDN dated 5 June 2018, containing Guidelines for settlement of claims arising out of accidents resulting into loss of life or permanent disability for compensation are applicable with effect from 05.06.2018.

Current and previous CPIO

Present: Dr. S. Angappane

Previous: Dr. P. Viswanath

Services offered : Link for services to be provided by CeNS is https://www.cens.res.in/rnd_facility/