

MINUTES OF MEETING HELD ON 23.03.2018 AT 4:30 PM IN THE OFFICE OF
TRANSPARENCY OFFICER TO REVIEW THE ACTION TAKEN REPORT OF
LAST MEETING AND TO DISCUSS TRANSPARENCY PROGRESS IN THE
INSTITUTE

A meeting was called by the Transparency Officer, NIPER, Mohali to review the action taken report of the last meeting and to discuss the progress of transparency action.

Present:

1. Prof. Saranjit Singh, HoD and Transparency Officer
2. Wing Cdr, PJP Singh Waraich (Retd.), Registrar and FAA
3. Shri Rajwinder Singh, Head, CC and Nodal Officer, RTI
4. Shri Manoj Tiwari, Astd. Registrar (Estt) and CPIO

Leave of Absence: Prof. K. B. Tikoo, CPIO (Scientific & Technical issues)

CPIO apprised that Prof. Tikoo, was invited for the meeting, but due to his official engagement elsewhere, he could not attend it today. His leave of absence was recorded.

At the outset, Chairman and Transparency Officer welcomed all the members of the Committee. Chairman advised that Dr. Vikram Singh, Section Officer (Admn), who is currently looking the Legal matters of the Institute be a part of this Committee as Shri Hari Mohan has left the Institute consequent upon his completion of tenure as Consultant (Administration). All members unanimously agreed and proposed that Director's approval be taken for revamping the Committee to include the name of Dr. Vikram Singh as member.

Committee reviewed the action taken report of last meeting dated 30.05.2017 submitted by the CPIO, which is annexed as Annexure -1. The points were deliberated one-by-one as detailed below:

1. A database of RTI applications received in the past was perused by the Committee. CPIO apprised that now-a-days most of the RTIs (approx. 95%) are being filed online through RTI Portal. And these are also disposed of through on-line mode on the portal. In view of this, it was decided that a quarterly report, which is uploaded on the RTI portal, may also be uploaded on the Institute's website. A link of RTI portal be also provided on NIPER website if someone was interested to look into previous RTIs.
2. CPIO apprised that the following have been uploaded on Institute's website:
 - i. Purchase procedures
 - ii. House allotment rules and subsequent amendments
 - iii. Recruitment rules and subsequent amendments
 - iv. Policy of hiring consultant
 - v. List of holidays

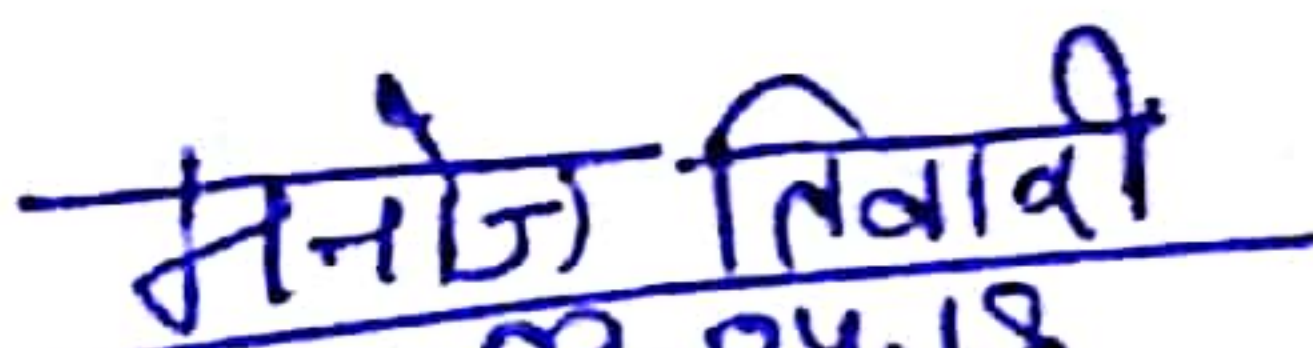
As far as uploading of current telephone/e-mail directory of staff was concerned, CPIO apprised that the updating of the same is under process by the PR section, and as soon as it is finalized, it will be uploaded on the website. Beside this, it was apprised that minutes of various committee meetings are also being uploaded regularly on the website.


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09.04.18


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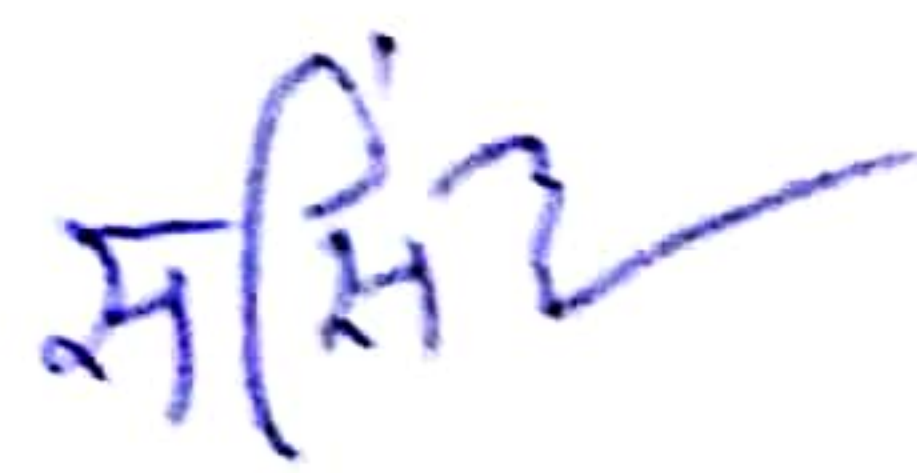
3. Transparency Officer observed that the meeting is not being conducted on monthly basis as decided in the last meeting. CPIO apprised that it is not possible to hold the meeting every month due to other workload in Administration. However, the meeting could be convened on quarterly basis after filing the quarterly return on the RTI Portal. All members unanimously decided to hold the meeting on quarterly basis or whenever called by the Transparency Officer.
4. With regards to uploading of details of monthly remuneration received by each staff, it was unanimously recommended that the details of salary of every staff will be uploaded on half-yearly basis, i.e., in the month of April and October every year after declaration of the Dearness Allowance (DA).
5. It was unanimously recommended that a list of Standing Committees and other Institutional Committees along with their constitution may also be uploaded on the Institute's website.
6. Transparency Officer advised that for sensitization of staff towards RTI, lectures for the staff from renowned personalities in the field of RTI may be organized. All members welcomed the advice.
7. Wing Cdr, PJP Singh Waraich (Retd.), Registrar and FAA discussed the recent RTI, wherein an applicant asked for the question paper and answer keys, along with her answer sheet of JEE 2017. Earlier question paper and answer keys were not disclosed by the Institute under RTI as a policy decision. CPIO apprised various CIC decisions where it has been ordered to disclose the question paper and answer keys of the competitive examinations. Shri Rajwinder Singh, Head, CC and Nodal Officer, RTI apprised that a meeting of JEE Committee in this matter was also held, which he attended as a member. Recommendations of JEE Committee has been sent to the Director for approval. Transparency Officer suggested that if during any meeting, RTI matter is discussed, either Transparency Officer should be invited and/or a copy of minutes to be forwarded to the Transparency Officer. All members agreed towards the suggestion of the Transparency Officer.

The meeting ended with a vote of thanks to chair.


09.04.18
(Manoj Tiwari)
CPIO


(Rajwinder Singh)
Nodal Officer, RTI


[Wing Cdr, PJP Singh Waraich (Retd.)]
Registrar and FAA


(Prof. Saranjit Singh)
Transparency Officer