

## CENTRE FOR SOFT MATTER RESEARCH, 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 Soft Matter Research” 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.

**Download RTI Application Form**

[http://www.csmr.res.in/sites/default/files/RTI\\_Application.pdf](http://www.csmr.res.in/sites/default/files/RTI_Application.pdf)

## CENTRE FOR SOFT MATTER RESEARCH

i)	Brief particulars of CSMR 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.</p> <p>The main objectives of the Centre are:</p> <ol style="list-style-type: none"> <li>1. To focus on basic science, and to develop a bias towards technology, in line with the international trends on liquid crystal materials and other soft matter.</li> <li>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.</li> <li>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.</li> </ol>
ii)	Powers and duties of officers and employees of CSMR	<p><b>Director:</b> 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><b>Scientific and Technical staff:</b> 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><b>Administrative Officer :</b> In all matters concerning the Centre, the Administrative Officer assists the Director and is in-charge of the administrative and Secretarial staff of the Centre. All matters relating to purchases, maintenance, welfare and other routine administrative matters of the Centre are carried out under the supervision of the Administrative Officer.</p> <p><b>Accounts Officer :</b> The Accounts Officer handles Finance and Accounts, which includes maintenance of accounts, banking and audit, preparation of budget and finalisation of annual accounts. The maintenance of CPF Accounts and NPS Accounts also fall under the purview of the Accounts Officer.</p> <p><b>Office Superintendent :</b></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><b>Librarian :</b> Custody of books and journals, issue of books, purchase of books, periodicals etc. for the Centre's Library. The Librarian reports to the Administrative Officer.</p> <p><b>Upper Division Clerk:</b> The Upper Division Clerk (UDC) carries our routine administrative tasks under the instructions of the Administrative Officer and Accounts Officer.</p> <p><b>Support staff:</b> All support functions as required for routine administrative duties such as record filing, postage, banking transactions, etc.</p>
iii)	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.
iv)	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.
v)	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 level at its office situated at PB No.1329, Prof. U.R. Rao Road, Jalahalli, Bangalore 560 013.
vi)	Information on boards, councils, committees and other bodies	<p>The Centre is a wholly aided research institute of the Ministry of Science and Technology, Government of India and is governed by:</p> <ul style="list-style-type: none"> <li>• General Body - the highest authority which approves/ratifies policies framed by the Governing Council and Finance Committee</li> <li>• Governing Council – authority which formulates policy decisions and recommends the same for approval of General Body</li> <li>• Finance Committee – authority which regulates and monitors the finances of the Centre</li> </ul>
vii)	The names, designations and other particulars of the Public Information Officers	<p><b>Dr. P. Viswanath</b>, Scientist C Centre for Soft Matter Research P.B.No.1329, Jalahalli, Bangalore – 560 013 Tel : +91-80-28381119 / 2838 1347 / 2838 2337 (Extn. 265) Fax : +91-80-28382044 Email : <a href="mailto:admin@csmr.res.in">admin@csmr.res.in</a></p>

viii)	The procedure followed in the decision making process, including channels of supervision and accountability	<p>The Governing Council shall have the Financial and Administrative powers as vested in the administrative authority of the Ministry concerned under the Central Government.</p> <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 &amp; Regulations and these Bye-laws, the provisions of Rules &amp; 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>
ix)	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.(viii) above
x)	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
xi)	Offices at various levels whose opinions are sought for the process of decision making.	As mentioned in Sl. No.(viii) above
xii)	Final authority that vets the decision.	General Body, Centre for Soft Matter Research
xiii)	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.
xiv)	A directory of officers and employees	The details of Centre's officers and employees are available in the 'Contacts Information' link in our website <a href="http://www.csmr.res.in">http://www.csmr.res.in</a>
xv)	Details of the budget for different activities under different schemes	Information available in 'Annual Reports' under the 'Reports & Events' link in our website <a href="http://www.csmr.res.in">http://www.csmr.res.in</a>
xvi)	The manner of execution of subsidy programmes	Not applicable

xvii)	Particulars of concessions, permits or authorizations granted by it	Nil
xviii)	Details of the norms/standards set by Department for execution of various activities/programmes	As in the bye-laws of the Centre
xix)	Details of the information related to various schemes which are available in an electronic form	Through website
xx)	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
xxi)	Information related to seeking information	Application may be submitted to the Public Information Officer, CSMR
xxii)	Information with relation to training imparted to public by public authority	No training programmes for public are arranged by the Centre