

**NIPER-Guwahati**

**Right to Information and obligations of public authorities [under Section 4(1)(b)]**

1	<b>About Act</b>	
1.2	Definition	Right to Information means the right to <ol style="list-style-type: none"> <li>1. inspection of work, documents, records</li> <li>2. taking notes, extracts or, certified copies of documents or records;</li> <li>3. taking certified samples of material;</li> <li>4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device subject to relevant provisions in this regard</li> </ol>
1.3	Objective/purpose of the Act	To provide available information of the Institute as enshrined in RTI ACT to the Indian citizen on payment of prescribed fees.
1.4	Users	Citizens of India.
2	<b>About Organization</b>	
2.1	<b>Name</b>	<b>National Institute of Pharmaceutical Education and Research, Guwahati</b>
2.2	Functions and Duties	As per <a href="#">NIPER Act</a>
2.3	Powers and duties of its officers and employees	As per <a href="#">NIPER Act</a>
2.4	The procedure followed in the decision making process, including channels of supervision and accountability	As per <a href="#">NIPER Act</a>
2.5	The norms set by it for the discharge of its functions	As per <a href="#">NIPER Act</a>
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	As per <a href="#">NIPER Act</a>
2.7	A statement of the categories of documents that are held by it or under its control	Administrative Office Orders / Decisions and guidelines of <a href="#">Steering</a> Committee, Financial record of the Institute. Purchase records. Academic records related to students, examination 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 State 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	<p>Following are the Main Committees / Governing body of the Institute</p> <ul style="list-style-type: none"> <li>• Steering Committee</li> <li>• <a href="#">Management</a> Committee.</li> <li>• Purchase Committee</li> <li>• Academic Committee</li> <li>• Public Grievance Redressal Cell</li> <li>• Internal Complaint Committee for Sexual Harassment of Women at Workplace</li> </ul> <p>Meetings of these Committees/Board are not open to Public Minutes of the meetings are not accessible to public</p>
3.0	Contact Numbers	Telephone: 0361-2132751, Fax- 0361-2529457
3.1	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	No permanent employees at present. Employees of the Institute are on contractual basis and administrative staff members are from Mentor Institute.
3.2	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Grants-In-Aid received Financial Year 2012-2013 Grants-In-Aid General (Plan) – Rs. 2,00,00,000/- (Two Crores) only Grants for Capital Assets (Plan) – Rs. 1,00,00,000/- (One Crore) only.
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	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Facilities are meant for students only.
3.5	The names, designations and other particulars of the Public Information Officers	<p>Dr. A.K.Adhikari, Principal Cum-Chief Superintendent, Gauhati Medical College &amp; Hospital and Director In-Charge, NIPER-Guwahati. Appellate Authority of NIPER-Guwahati Tele. : 0361-2132751/2134538 Fax : 0361-2529457 E-mail: niper-guwahati@nic.in</p> <p>Dr. Nitul Sarmah, Deputy Registrar, NIPER-Guwahati, State Public Information Officer, NIPER-Guwahati Tele. : (0361) 2132610 , 098642-96343 E-mail: drnitulsarma@gmail.com</p>
3.6	Such other information as may be prescribed	-
	Fee and procedure of application	Application on blank paper asking for desired information should be addressed to Public Information Officer. Rs. 10/- to be deposited by way of demand draft in favour of Director, National Institute of Pharmaceutical Education and Research (NIPER) or through payment of cash in Accounts Section of the Institute to be deposited for each information.

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[Application Form for Information under RTI](#)