

## Information Hand Book On RTI ACT-2005



**NATIONAL INSTITUTE OF SECONDARY  
STEEL TECHNOLOGY**

*(Estd. By Ministry of Steel, Government of India)*

## *OUR VISION*

“NISST will be the premier institute in the country channelizing state of art knowledge and expertise catering to the various needs of the industries of Mini steel sector and helping the country to achieve the desired fast and healthy growth of this core industrial sector, resulting in big economic, environmental and societal gains in the long run of the country”.



**ASSURING YOU PROMPT & ACCURATE TESTING  
SERVICES USING TECHNICALLY ACCEPTED METHODS  
THROUGH BIS APPROVED & NABL ACCREDITED  
LABORATORIES**

**NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY  
POST BOX NO.92, G.T.ROAD, SIRHINDSIDE,  
MANDI GOBINDGARH PUNJAB-147301  
TEL NO.01765-510141,511142  
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## Introduction

Last updated on 21.04.2025

Background of this Hand Book: The Right to Information Act, 2005 (22 of 2005) received the assent of the Hon'ble President of India on June 15, 2005 and came into force. This is 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 there with or incidental there to.

Objective/purpose of this handbook: To provide basic information to public.

Intended users of this handbook: Citizens of India.

Organization of the information in this hand book: The handbook contains 17 Manuals providing basic information on the various aspects of the organization.

Contact person for obtaining hard copy of the Information Manual and in case of somebody wants to get more information on topics covered in the handbook as well as other information also:

**Shri Ved Prakash Tewari**  
**Sr. Dy. Director (P&A)&CPIO**  
**National Institute of Secondary Steel**  
**Technology, Mandi Gobindgarh,**  
**Punjab –147301.**  
**Email Id: [admin@nisst.org](mailto:admin@nisst.org)**  
**Tel No-01765-510141, 511142**  
**M-8283823312**  
**Working hours: 9.30am to 5.30pm (Monday to Friday) except Central Government holidays.**

## **MANUA1: PARTICULARS OF NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY (NISST), FUNCTIONS AND DUTIES**

### **BACKGROUND**

The need for Human Resource Development and Technology Up-gradation in the secondary steel sector comprising mainly the steel melting units with EAF or IF, and the Re-rolling units had been felt since long. A similar opinion was expressed by the Advisory Committee on Steel Rolling Industries, set up by Ministry of Steel, Government of India in 1984. It was primarily based on these needs and also the demand from the industry that the National Institute of Secondary Steel Technology was set up as a registered society on 18<sup>th</sup> August, 1987 under the Chairmanship of the then Development Commissioner for Iron & Steel. Presently Mr. Daya Nidhan Pandey, Joint Secretary to the Government of India, Ministry of Steel is the Chairman of the Institute.

The following areas of secondary steel sector are under the purview of the Institute:

- Electric Arc and Induction Furnace
- Ladle Refining
- Rolling Mills(Hot & Cold)
- Direct Reduced Iron units

### **OUR VISION**

“NISST will be the premier institute in the country channelizing state of art knowledge and expertise catering to the various needs of the industries of secondary steel sector and helping the country to achieve the desired fast and healthy growth of this core industrial sector, resulting in big economic, environmental and societal gains in the long run of the country.”

### **AIMS AND OBJECTIVES**

- ❖ To provide trained technical manpower to the secondary steel sector through short-term and long-term courses and to update their knowledge base.
- ❖ To bring awareness about the State of Art Technology by holding Seminars, Workshops, Symposia etc.
- ❖ To provide various industrial services and testing facilities.
- ❖ To extend consultancy services to industries in term of solving technological problems, improving efficiency and reducing pollution levels.
- ❖ To conduct research, Development and Design work in frontier areas for providing update technology to this sector.
- ❖ To organize for documentation and information retrieval services to the industry.
- ❖ To provide the plat form for interaction between industry and educational as well as research institutions....

The Institute is engaged in various technical activities such as Industrial Consultancy, Training, Energy & M&V Audits, Safety Inspection & Audit testing and Research Development.

## **MANAGEMENT**

NISST is headed by Joint Secretary/Addl. Secretary, Govt.of India, Ministry of Steel as a Chairman and managed by a Board of Governors consisting of members from Industry, Educational Testing & R&D Institutions, Industrial Associations & Ministry of steel ([Annexure-A](#)).

## **CAMPUS**

The Institute has its own campus constructed on six acres of land located on G.T.Road, (National Highway No.44), Mandi Gobindgarh (Punjab) having a covered area of 7000 sq. meters. Which consists of Administrative Block, Technical Block having different laboratories/lecture halls, hostel and residential block?

## **MAIN OFFICE**

POST BOX NO.92,G.T.ROAD, SIRHINDSIDE, MANDI GOBINDGARH

DISTT. FATEHGARH SAHIB, PUNJAB-147301.

TEL: 01765-510141, 511142

E-MAIL:[info@nisst.org](mailto:info@nisst.org), WEBSITE:[www.nisst.org](http://www.nisst.org)

**AS ON 31.03.2025 total employee strength of NISST is 13\* comprising of 05 executives and 08 non-executives.**

## **MANUAL-II: POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

Shri Parmjeet Singh, Director, NISST is also Secretary to the Board of National Institute of Secondary Steel Technology. Director is responsible for the overall functioning of the organization. He reports to Chairman NISST. Board of the Institute has delegated powers to the Director in order to carry out the functions of the organization. He is assisted by respective In-charge of different Technical/Laboratories, Course Department, Personnel & Administration and Finance & Accounts Departments who carry out their respective functions.

### **DELEGATION OF POWER TO THE DIRECTOR**

1. The Director is being authorized by the Board of Governors to exercise the powers vested with the Board of Governors in accordance with the broad policy and guidelines approved by the Board except those listed in the Appendix which will require prior approval of the Board of Governors. The exercise of these powers by the Director will be subject to the provisions of the Memorandum of Associations and Rules & Regulations of the Society and the policies laid down by the Board of Governors from time to time.
2. The Director may sub-delegate powers conferred on him to the Deputy Director, Heads of Department and other officers under him.
3. Director will have full powers to Institute, defend, abandon legal proceedings or refer claims to arbitration and execute powers of attorney and sign vakalatnamas. Mukhtarnamas, complaints, written statements and all other documents and papers in connection with cases in Law Courts, etc., for and on behalf of the Society.
4. In regard to matter involving financial implications, the delegated powers will be exercised in consultation with Finance.
5. Director may within the ambit of operational necessity and efficiency or to meet an emergency, take such action as may be necessary or appropriate, provided however, that a report is made to Chairman within a reasonable period of time and ex-post-facto sanction or approval of Chairman/Board obtained wherever necessary.
6. All the powers delegated hereby shall be in addition to and not in derogation of Powers of the Director mentioned in Clause 14.2 of the Rules and Regulations.

## **MATTERS REQUIRING SANCTION OF CHAIRMAN/BOARD**

### **1.0 B U D G E T**

- 1.1 Budget for Capital and operational expenditure.
- 1.2 All long-term plans and programmes of the Institute.

### **20 PERSONNEL**

- 21 Framing of rules and regulations relating to conduct, recruitment, placement, promotion, deputation and other conditions of service and changes therein in respect of employees of the Institute other than those procedural in nature or involving expenditure or concession to the extent of Rs. One lakh in a year.
- 22 Formulation of wage structure and scales of pay of employees of the Institute and any changes therein
- 23 Policy matters relating to bonus, traveling, dearness and other allowances.
- 24 Policy matters relating to incentive scheme, reward schemes, annual bonus etc.
- 25 Creation of and appointment/promotion to posts in the rank of first Deputy to the Director.
- 26 Any increase in manpower over the approved strength or annual manpower budget.
- 27 Employment, re-employment or extension of service of persons having attained the age of superannuation.
- 28 Number and terms of appointment of foreign technicians/experts not included in provisions made in this regard in approved agreement.
- 29 Cases of foreign training not included in provisions made in this regard in approved agreements of foreign training.

### **3.0 CAPITAL EXPENDITURE**

- 3.1 Any capital expenditure costing more than Rs. One lakh in each case not included in annual programme of expenditure for the year subject to overall annual limit of Rs. 25 lakhs and subject to overall budgetary limit.
- 3.2 Excess over approved estimates of capital schemes where the excess over estimates is more than 10% for the total scheme.
- 3.3 In the case of an approved scheme, any estimate exceeding Rs. 1 lakh not forming part of a component indicated in the scheme, provided, however, that the limits of the sanctioned budget for the scheme are not exceeded.
- 3.4 Any deviation resulting in substantial modification in and/or the scope of the scheme for which sanction has already been given by Competent Authority.
- 3.5 A Project Report and Estimate as a whole for expansion of existing facilities and/or establishment of new units and facilities/additions/modifications costing over Rs.10 lakhs, in each case.



#### **4.0 CONTRACTS**

4.1 The placing of orders leading to any commitment if:

4.1.1 the capital scheme has not been sanctioned.

4.1.2 A basic component of a sanctioned capital scheme has not been approved.

4.2 Any contract and/or commitment involving a period longer than three years and of value exceeding 10 lakh rupees in each individual case except for items for which statutory price controls are in existence. 4.3 Acceptance of disputed claims for the value above Rs. 1.0 lakh.

#### **5.0 WRITE OFF**

5.1 Write off of any liability on the part of any person, firm or body corporate or irrecoverable value of stores, equipment, tools, plant and materials, Sundry Debtors, etc. above Rs. 0.5 lakhs in each case subject to a maximum of Rs. 5 lakhs in a years.

5.2 Write off of shortages of cash exceeding Rs. 2000/- in each case.

**6.0** Acquiring of any shares, stock or securities in or of any company or undertaking.

#### **7.0 GENERAL**

Sale or alienation in any form of any immovable property vested in the Institute/Society.

Any expenditure on an object which has not been recognized as a fit object for expenditure by the Institute/Society.

### **TECHNICAL DEPARTMENT**

#### **1. Shri Parmjeet Singh, Director,**

- A. Ferrous Metallurgy, Steelmaking, Refractories Heat Treatment, Foundry,
- B. Overall management of the Institute
- C. Head of Technical Department
- D. Industrial Liaisoning, R&D
- E. Secretary to the Board of Governors of NISST

#### **2. Shri A Mohindru, Sr. Dy. Director (Technical)**

- A. In-charge-Electrical & Computer Lab
- B. Energy Audits, Mandatory Energy Audits & M&V Audits of BEE Designated consumers
- C. Safety Audit & Safety inspection
- D. R&D/Melting trials in Lab scale induction furnace
- E. Training & Skill Development, Consultancy
- F. Quality Manager for NABL Accreditation & BIS recognition

#### **3. Shri S P Singh, Sr. Dy. Director (Technical)**

- A. Rolling Mills and Reheating Furnaces.
- B. Incharge - Chemical, Mechanical & Metallography Lab.

- C. Energy Audits, Mandatory Energy Audits & M&V Audits of BEE Designated consumers
- D. Safety Audit & Safety Inspection, R&D
- E. Training & Skill Development
- F. Consultancy
- G. Testing

The technical department is assisted by Section Officer (E&PC lab), one Section Officer (E) and three other staff members.

### **PERSONNEL & ADMINISTRATION DEPARTMENT**

The entire personnel & administrative matters of the Institute are taken care by this department. **Shri V P Tewari, Sr. Dy. Director (P&A)** is the overall in-charge of the department. He is assisted by one office Superintendent & Sr. Assistant. He is also looking after the work of Dy. Quality Manager and looking after the sample collection cell for testing of different laboratories and Central Public Information Officer (CPIO).

### **FINANCE & ACCOUNTS DEPARTMENT**

The entire financial & accounting matters of the Institute are taken care by this department. **Shri B K Bansal, Sr. Dy. Director (F&A)** is the overall in-charge of the department. He is assisted by one Section Officers.

**The organization chart is given at** [\(Annexure-B\)](#)

#### **No. of employees against whom Disciplinary action has been proposed/taken**

**(Section 4 (2) No. of employees against whom Disciplinary action has been:-**

- (i) **Pending for Minor penalty or major penalty proceedings.** No disciplinary action was initiated against any employee during the year 2022- 23, 2023-24 & 2024-25.

**Finalized for Minor penalty or major penalty proceedings. NIL**

### **MANUAL-III: THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

Overall Management of the National Institute of Secondary Steel Technology (NISST) is vested with the Board of Governors of NISST headed by Chairman while the day to day management of the organization is entrusted with the Director which is performed in association with the Heads of Departments (HODs). The Director reports to the Chairman NISST.

The Heads/In- Charges of Departments/Laboratories are responsible for the tasks assigned to respective departments/laboratories. They examine and co-ordinate the various proposals and submit their recommendations to the Director for his approval. On getting approval from the Director or the Chairman (as is the case) the orders are implemented by the respective departments. Certain matters related to policy formulation are placed as agenda items from time to time in the NISST Board meetings and decisions obtained. Expenditures are monitored closely through statutory audits. The accounts are placed before the NISST Board for approval.

## **MANUAL IV: THE NORMS SET BY IT FOR DISCHARGE OF FUNCTIONS**

### **Major Activitie**

The major activities of the Institute include Human Resources Development, Industrial Consultancy, Industrial Research & development, Energy Audits, Safety Inspection of Factories, Testing Facilities, CAD/CAM/CAE, E-Commerce etc. These functions are discharged at the guidelines prescribed under certain standards/norms as defined from time to time.

### **Fund Management**

The Institute has a corpus fund of its own. Deficit budgetary support is received from JPC. The Institute is also getting grant from Ferrous Scrap Development Fund (FSDF), Ministry of Shipping, Govt. of India. The investments are made by the Institute with nationalized banks. For such investments tender notices are issued and investments are done with the approval of Director.

### **Revenue and Capital Expenditure**

The annual budget of the Institute is approved by the NISST Board. Necessary expenditure as per requirement is made through Administration Department in consultation with Finance department with the approval of Director/Chairman as the case may be.

### **Nature of functions/ services offered, Norms/ standards for functions/ service delivery, Process by which these services can be accessed, Time-limit for achieving the targets**

For details please click [Citizens Charter](#)

### **Process of redress of grievances**

Grievances on any matter are required to be addressed to the Director, NISST in writing and are dealt with on a case to case basis by the consulting officer under the supervision of the concerned HoD.

**MANUAL – V: RULES / REGULATIONS / INSTRUCTIONS / MANUALS & RECORDS  
HELD IT OR UNDER ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

Following rules have been approved by the Board of Governors of NISST and are available with the Personnel & Administration department

- 1.Manpower Planning – Human Resource Planning-Guidelines
- 2.Recruitment policy
3.
  - (i) Executive performance appraisal system ( policy )
  - (ii) (ii) executive performance appraisal system (guidelines)
4. promotion policy for executives
- 5.Rules for promotion framed under the promotion policy for executives
- 6.Policy for promotion from non-executive to executive cadre
- 7.System of probation& confirmation of executives
- 8.Policy on tenure posting within nisst
- 9.Standard terms of deputation
10. Transfer benefits on movement from nisst to other psus
11. Executive salary structure
12. Non – executive wage structure
13. Pay fixation rules
14. Nisst annual increment rules
15. Reimbursement of local travelling expenses and guidelines for regulating reimbursement of transport expenses
16. Advance for medical treatment
17. Festival advance
18. Leave rules for executives and those not governed by standing orders and / other rules
19. Casual leave rules
20. Encashment of leave
21. Leave travel concession
22. Scheme for farewell to retiring employees
23. Assistance for funeral expenses
24. Nisst conduct, discipline & appeal rules
25. Change of surname

26. Determination of date of birth
27. Travelling allowance rules
28. Long service award scheme

Apart from the above in order to discharge all functions relating to personnel & administrative matters NISST follows those rules of JPC as considered applicable in case of NISST by the competent authority. Besides NISST Secretariat maintains the following documents that serves as guidelines.

1. Rules & Regulations ([Annexure – C](#))
2. Memorandum of Association ([Annexure – D](#))
3. Aims & Objectives ([Annexure – E](#))
4. Agenda & Minutes of the meeting of the board of Governors of NISST
5. Specific instructions in the form of letters, if any

### **Transfer Policy and Transfer Orders**

In NISST transfer of officers/employees is affected on and as – and – where basis depending upon organizational requirements. Transfer orders are issue in all such cases. ([ANNEXURE-F](#))

## **MANUAL–VI: CATEGORIES OF DOCUMENTS MAINTAINED**

### **A. Director's Secretariat**

1. Agenda and minutes of the Board of governors of NISST
2. Various policy matters
3. Confidential matters
4. R&D Projects
5. Reports
6. Misc.

### **B. Technical Departments**

- **Electrical Lab-** Audit & Testing Reports
- **Mechanical Lab-** Audit & Testing Reports

### **C. Laboratories**

Laboratories maintain records of various tests and studies conduct by them.

### **D. Personnel & Administration Department**

1. Personal files of the employees
2. Rules & regulations
3. Parliament and MOS queries
4. Contracts entered by P&A department
5. Dispatch & receipt register
6. Confidential matters
7. Legal matters
8. Minutes of Group Gratuity Trust
9. Provident fund related matters and correspondence
10. Personnel and Administration records
11. Miscellaneous

### **E. Finance & Accounts Department**

1. Books of accounts
2. Finance& Budget related matters
3. Investments
4. Provident Fund related matters and correspondence
5. Pay
6. Taxation
7. Reports & returns
8. Financial Records
9. Miscellaneous

**MANUAL – VII : THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

Relevant information will be provided as and when available.



**Manual. VIII :** A Statements of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meeting s of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

- Board of Governors of NISST at [Annexure – A](#)
- Composition as per Rules & Regulation at [Annexure – C](#)
- Dates from which constituted 18<sup>th</sup> August, 1987 Terms/Tenure
- Three Years as per Rules & Regulations at [Annexure – C](#)
- Power and Functions as per Rules & Regulations at [Annexure – C](#)
- Whether their meetings are open to the public? – **No**
- Whether the Minutes of Meetings are open to the public? – **No**
- Place where minutes are available at [Annexure - G](#)

**MANUAL-IX: A DIRECTORY OF THE OFFICERS AND EMPLOYEES****NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY**

(Established by Ministry of Steel, Govt. of India)

P.B No 92, G T Road, Mandi Gobindgarh (Punjab) 147301

TELEPHONE NO:01765-510141, 511142Email:-[info@nisst.org](mailto:info@nisst.org), Website:[www.nisst.org](http://www.nisst.org)

<b>.No.</b>	<b>NAME (S/Shri)</b>	<b>DESIGNATION</b>	<b>TELEPHONE OFFICE</b>	<b>MOBILE</b>	<b>TELEPHONE RESIDENCE</b>	<b>Email Id</b>
<b>1</b>	<b>Mr. Daya Nidhan Pandey, Joint Secretary (IAS)</b>	<b>Chairman</b>	<b>011-23063170</b>	<b>9470651887</b>	<b>NA</b>	<b>NA</b>
<b>2</b>	<b>Parmjeet Singh</b>	<b>Director</b>	<b>01765- 510141 &amp; 511142</b>	<b>7709959818</b>	<b>NA</b>	<b><a href="mailto:pjsd21@gmail.com">pjsd21@gmail.com</a>,</b>
<b>3</b>	<b>Anil Mohindru</b>	<b>Sr. Dy. Director(T)</b>		<b>9815904568</b>	<b>(0172)2564568</b>	<b><a href="mailto:anil_mohindru@rediffmail.com">anil_mohindru@rediffmail.com</a>, <a href="mailto:nil.mohindru@nisst.org">nil.mohindru@nisst.org</a>,</b>
<b>4</b>	<b>Sandeep Pal Singh</b>	<b>Sr. Dy. Director(T)</b>		<b>9815829399</b>	<b>(01762)221111</b>	<b><a href="mailto:spsinghweb@yahoo.co.uk">spsinghweb@yahoo.co.uk</a>, <a href="mailto:spsingh@nisst.org">spsingh@nisst.org</a>,</b>
<b>5</b>	<b>Bimal Kumar Bansal</b>	<b>Sr. Dy. Director(F&amp;A)</b>		<b>9814897414</b>	<b>(01765)256414</b>	<b><a href="mailto:bimalbansal91@rediffmail.com">bimalbansal91@rediffmail.com</a>, <a href="mailto:bimal.bansal@nisst.org">bimal.bansal@nisst.org</a>,</b>
<b>6</b>	<b>Ved Prakash Tewari</b>	<b>Sr. Dy. Director(P&amp;A)</b>		<b>8283823312</b>	<b>(01762)402650</b>	<b><a href="mailto:tewarivp2002@gmail.com">tewarivp2002@gmail.com</a>, <a href="mailto:ved.tewari@nisst.org">ved.tewari@nisst.org</a>, <a href="mailto:admin@nisst.org">admin@nisst.org</a>,</b>

<b>EXECUTIVES</b>			
<b>S.NO</b>	<b>NAME&amp; DESIGNATION S/SHRI</b>	<b>GRADE</b>	<b>PAYSCALE (IN RS)</b>
1.	Parmjeet Singh Director	E-8	120000-3%-280000
2.	Anil Mohindru Sr. Dy.Director(T)	E-6	120000-3%-280000
3.	Sandeep Pal Singh Sr. Dy. Director(Tech)	E-6	120000-3%-280000
4.	Bimal Kumar Bansal Sr. Dy. Director(F&A)	E-6	120000-3%-280000
5.	Ved Prakash Tewari Sr. Dy. Director(P&A)	E-6	120000-3%-280000

<b>NON-EXECUTIVES</b>			
<b>SL NO</b>	<b>NAME&amp; DESIGNATION S/SHRI</b>	<b>GRADE</b>	<b>PAYSCALE (IN RS)</b>
1.	Brijesh Kumar Batish Section Officer (E&PC)	S-11	28500-3%-107900
2.	Milind N Tupkar Section Officer (F&A)	S-11	28500-3%-107900
3.	Kuldeep Singh Section Officer (E)	S-11	28500-3%-107900
4.	Alok Kumar Jha Section Officer (Computer)	S-11	28500-3%-107900
5.	Vimal Kumar Office Superintendent (P&A)	S-8	27870-3%-60820
6.	Hari Bahadur Sr. Office-cum-Lab Attendant	S-7	27710-3%-53590
7.	Mrs. Renu Bala Roy Sr. Assistant	S-6	27390-3%-47640
8.	Vikas Kumar Lab Assistant	S-5	27080-3%-42900

**MANUAL–XI:THE BUDGET ALLOCATED TO EACH OF ITS AGENCY,  
INCLUDING THE PARTICULARS OF PLANTS, PROPOSED EXPENDITURES AND  
REPORTS ON DISBURSEMENTS MADE**

1. The expenditure of the Institute is controlled through the approved budget of the year.
2. Details of Budget and Actual Expenditure for last four years is given below:-

<b>YEAR</b>	<b>2024-25</b>	<b>2023-24</b>	<b>2022-23</b>	<b>2021-22</b>
<b>Budget (In Rs. Lakhs)</b>	957.80	637.25	547.50	501.50
<b>Actual Expenditure (In Rs. Lakhs)</b>	696.26	593.32	482.40	433.82

3. Proposed Expenditure

<b>Proposed Budget of NISST for F/Y 2024-25</b>	
<b>Budgetary Heads</b>	<b>Proposed Plan (In Rs.Lakhs)</b>
Total Expenditure of NISST	1291.83

4. In case of an over run under any budgetary head, the revised approval is obtained through the Revised Estimates of the Budget.

**MANUAL XII: THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,  
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF THE  
BENEFICIARIES OF SUCH PROGRAMMES**

Relevant information will be provided as and when available.

**MANUAL–XIII: THE PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS  
OF AUTHORIZATION GRANTED**

Relevant information will be provided as and when available.

**MANUAL —XIV-THE DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO  
OR HELD BY IT IN AN ELECTRONIC FORM**

- 1. RULE & REGULATIONS**
- 2. MEMORANDUM OF ASSOCIATIONS**
- 3. AIMS & OBJECTIVES**
- 4. NISST BROCHURE**
- 5. HAND BOOK ON RTI**
- 6. CITIZEN CHARTER**
- 7. SERVICES OFFERED TO THE INDUSTRY**
- 8. RATE LIST**
- 9. AUDITED ACCOUNTS**

**MANUAL –XV: 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.**

NISST is maintaining its own library at Mandi Gobindgarh. This library is accessible to the employees and students of the Institute only and not for public use.



**MANUAL –XVI****THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF APPELLATE AUTHORITY,  
PUBLIC INFORMATION OFFICERS****Name & Details of (a) Nodal Officer, Current CPIO -FAAs**

<b>Nodal Officer (RTI)</b>	<p><b>Shri V P Tewari</b>  <b>Sr. Dy. Director (P&amp;A)</b>  National Institute of Secondary Steel Technology  Post Box No.92,G.T.Road,  Distt. Fatehgarh Sahib,  Mandi Gobindgarh-147301,Punjab  TEL:01765-510141,511142  E-MAIL : <a href="mailto:info@nisst.org">info@nisst.org</a>, admin@nisst.org  WEBSITE:<a href="http://www.nisst.org">www.nisst.org</a></p>
<b>Central Public Information Officers (CPIO)</b>	<p><b>Shri V P Tewari</b>  <b>Sr. Dy. Director (P&amp;A)</b>  National Institute of Secondary Steel Technology  Post Box No.92,G.T.Road,  Distt. Fatehgarh Sahib,  Mandi Gobindgarh-147301,Punjab  TEL:01765-510141,511142  E-MAIL : <a href="mailto:info@nisst.org">info@nisst.org</a>, admin@nisst.org  WEBSITE:<a href="http://www.nisst.org">www.nisst.org</a></p>
<b>APPELLATE AUTHORITY</b>	<p><b>Shri Parmjeet Singh</b>  <b>Director</b>  National Institute of Secondary Steel Technology  Post Box No.92,G.T.Road,  Distt.Fatehgarh Sahib,  Mandi Gobindgarh-147301 ,Punjab  Tel No:01765-510141,511142  E-MAIL: <a href="mailto:info@nisst.org">info@nisst.org</a>, pjsd21@gmail.com,  <a href="mailto:director@nisst.org">director@nisst.org</a>  WEBSITE:<a href="http://www.nisst.org">www.nisst.org</a></p>

**Name & Details of (b) Earlier CPIO & FAAs from 01.01.2015**

<b>CPIO &amp; APIOs</b>	<ol style="list-style-type: none"> <li>1. Shri V.P.Tewari, Deputy Director (P&amp;A) &amp; CPIO Tel No.01765-258079 &amp; Emailid-<a href="mailto:info@nisst.org">info@nisst.org</a></li> <li>2. Shri Vishva Bandhu, Sr.Deputy Director (IS)&amp; APIO Tel No.0712-2550685&amp; Email <a href="mailto:id-nisst_ngp@rediffmail.com">id-nisst_ngp@rediffmail.com</a></li> <li>3. Shri Debashish Chatterjee, Deputy Director(SM) &amp; APIO Tel No.033-26685303 &amp; Email id-debasishnisst@rediffmail.com</li> </ol>
<b>APPELLATE AUTHORITY</b>	<ol style="list-style-type: none"> <li>1. Shri R.K.Bagchi, Director, Tel No.01765-258080 Email-info@nisst.org</li> </ol>

**MANUAL –XVII: SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND  
THEREAFTER UPDATED THESE PUBLICATIONS EVERY YEAR**

**APPLICATION PROCEDURE FOR REQUESTING INFORMATION**

1. Written application for seeking information **in person** shall be accompanied by an application fee of Rs. 10/- in cash against proper receipt or Demand Draft/Banker's cheque payable to **National Institute of Secondary Steel Technology**.
2. Written Application seeking information by **post/courier** shall be accompanied by an application fee of Rs. 10/- **by way of demand draft/Banker's cheque only** payable to **National Institute of Secondary Steel Technology**. **No cash will be accepted through post/courier;**
3. Any citizen can submit their online application also at RTI portal- <https://rtionline.gov.in>
4. The fees or costs of the information requested for/to be provided are as under:
  - a. Rupees two for each page (in A-4 or A-3 size paper)
  - b. Actual charge or cost price of a copy in large size paper
  - c. Actual cost of or price for samples or models
  - d. For inspection of records, no fee for the first hour and a fee of rupees five for each subsequent hour (or fraction thereof)
  - e. For information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

**5. Particulars of facilities available to citizen for obtaining information**

National Institute of Secondary Steel Technology, Post Box No.92, Sirhind Side, Mandi Gobindgarh, Punjab-147301.

Timing 09:30 AM to 05:30 PM (Monday to Friday except Gazetted Holidays)

Contact Person - Shri V.P. Tewari, Sr. Deputy Director (P&A),

Landline No- 01765-510141 & 511142,

Mob- 8283823312

Email [id- info@nisst.org](mailto:info@nisst.org), [admin@nisst.org](mailto:admin@nisst.org), [tewarivp2002@gmail.com](mailto:tewarivp2002@gmail.com)

	<b>Annexures</b>	
	A	<b>List of Board Members</b>
	B	<b>Organization Chart (Existing Manpower)</b>
	C	<b>Rules and Regulations</b>
	D	<b>Memorandum of Association</b>
	E	<b>Aims and Objectives</b>
	F	<b>Transfer Orders</b>
	G	<b>Minutes Board Meetings</b>
	H	<b>RTI Queries and their Reply</b>
	I	<b>Information related to Procurement</b>
	J	<b>Appointment of Nodal Officer</b>
	K	<b>List of Publication Available Free of Cost</b>