



# INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

Dr V.K.R.V Rao Road, Nagarabhavi, Bangalore-560 072

## Information under Section 4 (1) (b) of Chapter II of the Right to Information Act (Right to Information and obligations of Public Authorities)

(i)	<b>The particulars of its organization, function and duties;</b>	<p>Institute for Social and Economic Change (ISEC) Dr V K R V Rao Road, Nagarabhavi, Bangalore - 560 072.</p> <p>Tel: 080-23215468 Director : 080-23217010 Registrar : 080-23217011</p> <p>For Functions, objectives etc., please refer to Memorandum of Association (pp1-2) on <a href="http://www.isec.ac.in">www.isec.ac.in</a></p>
(ii)	<b>The powers and duties of its officers and employees:</b>	Refer Bye-Laws, Rules and Regulations of the Institute hosted on website <a href="http://www.isec.ac.in">www.isec.ac.in</a>
(iii)	<b>The procedure followed in the decision making process, including channels of supervision and accountability;</b>	Refer Bye-Laws, Rules and Regulations on <a href="http://www.isec.ac.in">www.isec.ac.in</a>
(iv)	<b>The norms set by it for the discharge of its functions;</b>	Refer Bye-Laws, Rules and Regulations of the Institute hosted on website <a href="http://www.isec.ac.in">www.isec.ac.in</a>
(v)	<b>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:</b>	Refer Bye-Laws, Rules and Regulations of the Institute hosted on ISEC website <a href="http://www.isec.ac.in">www.isec.ac.in</a>
(vi)	<b>A statement of the categories of documents that are held by it or under its control:</b>	<p>1. Accounts related correspondence, documents, Vouchers, Journals, Subsidiary Books, Ledgers, Cash Books, Centrewise Budget files, Annual Reports and Financial Statements, PF and Gratuity Files, Files related to various projects, Files related to grants from GoK and ICSSR and other organizations and sponsors, Files related to GoK orders on implementation of pay scales and other benefits to staff, Files related to advances to officers and other employees, etc.</p> <p>2. Administrative correspondence, Appointments, Official Correspondence to Govt. Departments and other organizations, Lectures, Seminars, Conferences and workshops, Service Records and</p>

		<p>personal files of employees, Files related to various committees, files related to day-to-day correspondence, Files on construction/repair works in the campus, Memoranda of Understanding, files related to various lectures, seminars, workshops, prizes/awards etc.</p> <p>3. Documents related to research studies, seminars etc.</p> <p>4. Documents and correspondence related to Ph.D programme, various studies, Academic and Research Programme committees, courses offered etc.</p> <p>5. Documents relating to publications, Newsletter, Monographs, Journals, etc.</p>
(vii)	<b>the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relations to the formulation of its policy or implementation thereof;</b>	NOT APPLICABLE
(viii)	<b>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 board, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public;</b>	Please refer to Bye-laws for various committees and their details.
(ix)	<b>A directory of its officers and employees;</b>	Refer ANNEXURE – A below
(x)	<b>the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;</b>	Refer ANNEXURE – B below, for pay scales of various categories of staff.
(xi)	<b>the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;</b>	NOT APPLICABLE
(xii)	<b>the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such</b>	NOT APPLICABLE

	<b>programmes;</b>	
<b>(xiii)</b>	<b>particulars of recipients of concessions, permits or authorizations granted by it;</b>	NOT APPLICABLE
<b>(xiv)</b>	<b>details in respect of the information, available to or held by it, reduce in an electronic form;</b>	Available on <a href="http://www.isec.ac.in">www.isec.ac.in</a>
<b>(xv)</b>	<b>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;</b>	See website above. Library facility may be availed by the public with permission.
<b>(xvi)</b>	<b>the names, designation and other particulars of the public information officers;</b>	Dr. Thomas Felix Public Information Officer Tel : 080-23215468, Ext 252 email : <a href="mailto:pio(at)isec(dot)ac(dot)in">pio(at)isec(dot)ac(dot)in</a>
<b>(xvii)</b>	<b>such other information as may be prescribed; and thereafter update these publications every year</b>	Being hosted on the website from time to time

PUBLIC INFORMATION OFFICER

## ANNEXURE – A

### INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

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## **ANNEXURE – B**

### **Pay Scales of Various categories of Staff of ISEC**

<b>Sl. No</b>	<b>Category and Designation</b>	<b>Pay Scales</b>
1.	Director	<b>75,000/- (Fixed) + 5,000/- allowances</b>
	<b>ACADEMIC STAFF</b>	
1.	Professor	<b>37,400-67000 + 10000AGP</b>
2.	Associate Professor	<b>37,400-67000 + 9000AGP</b>
3.	Assistant Professor	<b>15600 – 39100 + 6000AGP</b>
1.	Data Bank Manager	30400-800-33600-900-39000-1050-45300-1200-51300
2.	Technical Assistant/ Information Technology Officer	20000-500-21000-600-24600-700-28800-800-33600-900- 36300
3.	Research Analyst	21600-600-24600-700-28800-800-33600-900-39000-1050-40050
	<b>Library</b>	
1.	Deputy Librarian	<b>15600-39100 +AGP 8000</b>
2.	Assistant Librarian (Sr Scale)	<b>15,600-39,100 + AGP 7,000</b>
3.	Assistant Librarian (procurement)	<b>15,600-39,100 + AGP 6,000</b>
3.	Documentalist/ Professional Assistant	<b>28100-700-28800-800-33600-900-39000-1050-45300-1200-50100</b>
4.	Technical Assistant (Lib)	<b>20000-500-21000-600-24600-700-28800-800-33600-900- 36300</b>
5.	Library Assistant	<b>16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600</b>
6.	Library Clerk	<b>14550-350-15600-40017200-450-19000-500-21000-600-24600-700- 26700</b>
	<b>Administrative Staff</b>	
1.	Registrar	<b>37,400-67000 + 9000AGP</b>
2.	Accounts Officer	<b>15600 – 39100 + 5400AGP</b>
3.	Associate Editor	<b>37,400-67,000 + AGP9000</b>
4.	Assistant Registrar	<b>28100-700-28800-800-33600-900-39000-1050-45300-1200-50100</b>
5.	Sel. Grade Assistants	<b>20000-500-21000-600-24600-700-28800-800-33600-900- 36300</b>
6.	System Analyst	<b>28100-700-28800-800-33600-900-39000-1050-45300-1200-50100</b>
6.	Sr. Personal Assistants	<b>20000-500-21000-600-24600-700-28800-800-33600-900- 36300</b>
7.	Sr. Assistants	<b>16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600</b>
8.	Sr. Assistants/ Receptionist	<b>16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600</b>
9.	Personal Assistants	<b>16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600</b>
10.	Assistant Grade - I	<b>14550-350-15600-40017200-450-19000-500-21000-600-24600-700- 26700</b>
11.	DTP Operator	<b>14550-350-15600-40017200-450-19000-500-21000-600-24600-700- 26700</b>
12.	Despatch Clerk	<b>14550-350-15600-40017200-450-19000-500-21000-600-24600-700- 26700</b>
13.	Electrician	<b>10400-200-12000-250-13000-300-14200-350-15600-400-16400</b>
14.	Drivers	<b>11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500- 21000</b>
15.	Attenders	<b>10400-200-12000-250-13000-300-14200-350-15600-400-16400</b>
16.	Messengers/Mali/Sweepers/ Helper/ Cooks/ Carpenter/watchman etc	<b>9600-200-12000-250-13000-300-14200-350-14550</b>