

RIGHT TO INFORMATION ACT

Information published as per the Section 4(I) (b) of the Act

1. The particulars of its organization, functions and duties

Organisation

S. N. Bose National Centre for Basic Sciences is an Autonomous Research Institute established under Department of Science and Technology, Government of India in 1986 as a Registered Society. The Centre was established to honour the life and work of Professor S. N. Bose who was a colossal in theoretical physics and has made some of the most fundamental conceptual contributions in the development of Quantum Mechanics and Quantum Statistics.

In the last 37 years, the Centre has emerged as a major institution for research and development in Basic Sciences, specifically in the area of physical sciences and related disciplines. The Centre, while focusing on basic research also made a new move to contribute in application driven basic research, in particular, in areas of national needs.

Major Research Areas :-

1) Astrophysics & High Energy Physics

Theoretical, observational and experimental research on Astrophysics, Cosmology, High Energy Physics and Quantum Information

2) Chemical and Biological Sciences

Kinetics, structure and dynamics of biologically important molecules and properties of artificial macro molecules

3) Condensed Matter and Materials Physics

Behaviour of materials at various lengthscales as a function of various parameters

4) Physics of Complex Systems

Biomolecular and active matter, mass aggregation, frustrated magnets, topological phases, entanglement, superposition principle, nonlocality, mesoscopic system

Objectives :-

The objectives for which the S. N. Bose national Centre was established, are :- (i) To foster, encourage and promote the growth of advanced studies in selected branches of basic sciences; (ii) To conduct original research in theoretical and mathematical sciences and other basic sciences in frontier areas, including challenging theoretical studies of future applications; (iii) To provide a forum of personal contacts and intellectual interaction among scientists within the country and also between them and scientists abroad; (iv) To train young scientists for research in basic sciences.

2. The powers and duties of its officers and employees

2.1 Chairman, Governing Body

The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Governing Body. The Chairman may, in writing, delegate such of his powers as he may think necessary to the Director.

2.2 Director

The Director is the Chief Executive and Academic Officer of the Centre and is responsible for the administration and management of the Centre in accordance with the Rules, Bye-Laws and directives of the Governing Body. He will exercise general supervision over the programme of work and the research projects of the Centre. All members of staff of the Centre will be under the general control of the Director.

In case of an emergency, he may take such action as may be necessary and report it to the Governing Body in its subsequent meeting.

All expenditure for which budget provision has been made will be approved and sanctioned by the Director or by a member of the staff to the extent power has been delegated to him, as per rules, by the Director in writing.

The Director will have power to make re-appropriations subject to the following conditions :-

- i) Provisions under the head “Salaries, Allowances and Provident Fund Contributions” will not be augmented without the prior approval of the Governing Body.
- ii) No re-appropriations will be made from the head “Capital Expenditure” to the head “Revenue Expenditure”.
- iii) Re-appropriations within the heads of Capital Expenditure for a new project not included in the Budget will require prior approval of the Governing Body.

The Director will have the power to write off irrecoverable losses and write off irrecoverable value of stores lost or rendered unserviceable due to fair wear and tear in any single case as per the Government of India rules.

The Director is his own Controlling Officer for TA/DA purposes.

The Director will have the power to send members of the staff for training or for a course of instruction within the country on such terms and conditions as may be laid down by the Governing Body.

The Director will have the power of making officiating arrangements in selective cases in the absence of a permanent incumbent or when a permanent incumbent proceeds on leave/lien.

The Director may delegate in writing his powers as are so permitted under Rules, to one or more members of the academic or administrative staff of the Centre.

2.3 Administrative Officer / Registrar

The Governing Body will appoint a full-time officer designated as the Administrative Officer on the recommendation of the Selection Committee set up by the Governing Body for this purpose.

The Administrative Officer will be the ex-officio Secretary of the Governing Body, the Finance Committee, the Building Committee, the Purchase Committee and such other committees as may be constituted from time to time.

The Administrative Officer will be the custodian of the seal of the Centre.

The Administrative Officer will assist the Director and act under the general control and directions of the Director.

The Administrative Officer will be responsible for the work of the office of the Centre, and will conduct correspondence relating to the business of the Governing Body and other Committees.

The Administrative Officer will be responsible for the proper maintenance of the accounts of the Centre and will act as the Drawing and Disbursing Officer of the Centre.

The Administrative Officer will be responsible for preparing the Draft Budget Estimates under instruction of the Director to be placed before the Finance Committee and the Governing Body for approval.

The Administrative Officer will exercise such powers and will perform such duties as may be prescribed by the Rules and Bye Laws.

The Administrative Officer shall represent the Centre in all contracts and legal proceedings. All contracts on behalf of the Centre, when authorized by the Governing Body, shall be made in the name of the Centre and signed by the Administrative Officer. However, (a) when a contract is entered between the Centre and the Director, it shall be signed by the Chairman of the Governing Body on behalf of the Centre; (b) when the Administrative Officer is a party personally to a contract with the Centre, it shall be signed by the Director on behalf of the Centre.

3. The procedure followed in the decision making process, including channels of supervision and accountability

The Director is the executive head and the chief functionary of the Centre. For research and academic activities, the channels of reporting are as follows :-

Scientists/Faculty Members → Director
Registrar → Director

For non-academic activities, the channels of reporting are as under :-

Registrar → Director

4. The norms set by it for the discharge of its functions

In regard to all matters concerning service conditions of all employees of Satyendra Nath Bose National Centre for Basic Sciences (SNBNCBS) are governed by the Rules and Bye Laws of the Centre and other service rules as may be adopted as per orders issued by the Govt. of India from time to time.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Apart from the Rules and Bye Laws, the management of SN Bose National Centre for Basic Sciences issues Departmental Orders, Notices, Circulars etc. for the smooth and efficient functioning of the Centre. The Establishment Cycle of the Establishment Department looks after the affairs related to personnel.

6. A statement of the categories of documents that are held by it or under its control

The following documents are held by SN Bose National Centre for Basic Sciences :-

- Agreements between SNBNCBS and various Universities for exchange/sharing of information and other research collaborations/MoUs.
- Annual Reports and Audited Annual Accounts of SNBNCBS.
- Files and documents pertaining to budgetary allocations and grants of SNBNCBS.
- Files and documents pertaining to externally funded projects.
- Documents related to patents.
- Personnel records, leave records etc.
- Pay details of employees and other visiting faculty.
- Documents related to buildings, including drawings inventory of items in stores.
- Various committee meeting records, including minutes of meetings.
- Files and documents related to procurement and distributions of materials / capital assets.

7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Not applicable.

8. 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

Following are the constituent bodies of SN Bose National Centre for Basic Sciences and their membership structure :

GOVERNING BODY

01.	Prof. B.N. Jagatap Professor Department of Physics, IIT Bombay, Powai, Mumbai – 400 076	Chairman
02	Prof. Abhay Karandikar or his Nominee Secretary to the Govt. of India, Department of Science & Technology (DST), Technology Bhavan, New Mehrauli Road, New Delhi – 110 016	Member
03	Prof. Prasanta K Panigrahi Professor Department of Physical Sciences (DPS) Indian Institute of Science Education and Research (IISER) Mohanpur, Nadia – 741 246 West Bengal	Member
04	Prof. Pallab Banerjee Professor Materials Science Centre, IIT Kharagpur, Kharagpur – 721302, West Bengal	Member
05	Dr. D.S. Ramesh Former Director, Indian Institute of Geomagnetism (IIG), Navi Mumbai – 410218	Member

06	Prof. Manoj Kumar Harbola Professor Department of Physics, IIT Kanpur, Kalyanpur, Kanpur – 208 016	Member
07	Shri Vishvajit Sahay Additional Secretary & Financial Adviser Department of Science and Technology, New Mehrauli Road, New Delhi – 110 016	Member
08	Shri H.K. Dwivedi, IAS The Chief Secretary Govt. of West Bengal Nabanna, Howrah – 711 102, West Bengal	Member
09	Prof. Tanusri Saha-Dasgupta Director S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Member
10	Prof. (Dr.) Uday Bandopadhyay Director Bose Institute, Sector-V, Bidhan Nagar, Kolkata – 700 091, West Bengal	Member
11	Prof. Ranjan Sen Director Indian Association for Cultivation of Sciences (IACS), 2A&B Raja S.C. Mullick Road, Kolkata – 700032 West Bengal	Member
12	Ms. Shohini Majumder Registrar, S.N. Bose National Centre for Basic Sciences, Block JD, Salt Lake, Sector – III, Kolkata – 700 106	Non-Member Secretary

FINANCE COMMITTEE

01.	Prof. Tanusri Saha-Dasgupta Director S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Chairman
02	Shri Vishvajit Sahay Additional Secretary & Financial Adviser Department of Science and Technology, New Mehrauli Road, New Delhi – 110 016	Member
03	Prof. Somak Raychaudhury Vice-Chancellor, Ashoka University, (One Nominee of the Academic & Research, Programme Advisory Committee), Sonipat, Haryana-131 029	Member
04	Prof. Pallab Banerjee Professor Materials Science Centre, IIT Kharagpur, Kharagpur – 721302, West Bengal	Member
05	Ms. Shohini Majumder Registrar, S.N. Bose National Centre for Basic Sciences, Block JD, Salt Lake, Sector – III, Kolkata – 700 106	Member Secretary

ACADEMIC & RESEARCH PROGRAMME ADVISORY COMMITTEE (ARPAC)

External Constituents

01.	Dr. Praveen Chaddah Former Director, UGC-DAE Consortium for Scientific Research, University Campus, Khandwa Road, Indore – 452 017	Chairman
02	Prof. Somak Raychaudhury Vice-Chancellor, Ashoka University, (One Nominee of the Academic & Research, Programme Advisory Committee), Sonipat, Haryana-131 029	Member
03	Prof. Sanjay Puri School of Physical Science, Jawaharlal Nehru University (JNU),	Member

	New Mehrauli Road, New Delhi – 110 067	
04	Prof. Amitabha Raychaudhuri Professor Emeritus, Calcutta University, 92, Raja Rammohan Sarani, A.P.C. Road, Kolkata – 700 009	Member
05	Professor Satyajit Adhikari, Professor, Indian Association for Cultivation of Sciences (IACS), 2A&B Raja S.C. Mullick Road, Kolkata – 700032 West Bengal	Member
06	Prof. Gautam Basu, Former Senior Professor, Bose Institute, Kolkata	Member

Constituents from the S.N. Bose National Centre for Basic Sciences

07	Prof. Tanusri Saha-Dasgupta Director S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Member
08	Prof. Anjan Barman Senior Professor and Dean (Faculty), S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Member
09	Prof. Amitabha Lahiri, Senior Professor and Dean (Academic Programme), S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Member
10	Ms. Shohini Majumder Registrar S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Non-Member Secretary
11	Head, Department of Astrophysics and Cosmology, S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Permanent Invitee
12	Head, Department of Theoretical Sciences,	Permanent

	S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Invitee
13	Head, Department of Condensed Matter Physics, S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Permanent Invitee
14	Head, Department of Chemical and Biological and Macromolecular Sciences, S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Permanent Invitee

BUILDING COMMITTEE

01.	Prof. Tanusri Saha-Dasgupta Director S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Chairperson
02	Mr. Asim Sinha Chief Engineer (Retired), Electrical, CPWD, Kolkata	Member
03	Dr. R.K. Joshi Scientist 'F' Department of Science & Technology New Mehrauli Road, New Delhi – 110 016	Member
04	Dr. Tapash Kr. Roy Associate Professor, Deptt. of Civil Engineering, Indian Institute of Engineering Science & Technology Shibpur, West Bengal	Member
05	Ms. Shohini Majumder Registrar S.N. Bose National Centre for Basic Sciences, Salt Lake, Kolkata – 700 106, West Bengal	Member- Secretary

Other committees are constituted by the Centre for policy matters and decision making for the smooth functioning of the Centre. Minutes of such meetings are not being kept in the public domain, except on request under the RTI Act, 2005.

9. A directory of its officers and employees

Names of Officers/Faculty Members/staff with e-mail address and telephone numbers are available at S.N. Bose National Centre for Basic Science's website www.bose.res.in under respective headings.

Professor	Pay Level-13A (1,31,100-2,16,600)
Professor	Pay Level-13A (1,31,100-2,16,600)
Professor	Pay Level-13A (1,31,100-2,16,600)
Professor	Pay Level-13A (1,31,100-2,16,600)
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Professor	Pay Level-13A (1,31,100-2,16,600)
Professor	Pay Level-13A (1,31,100-2,16,600)
Associate Professor	Pay Level-13 (1,23,100-2,15,900)
Associate Professor	Pay Level-13 (1,23,100-2,15,900)
Associate Professor	Pay Level-13 (1,23,100-2,15,900)
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Associate Professor	Pay Level-13 (1,23,100-2,15,900)
Associate Professor	Pay Level-13 (1,23,100-2,15,900)
Associate Professor	Pay Level-13 (1,23,100-2,15,900)
Scientist 'E'	Pay Level-13 (1,23,100-2,15,900)
Assistant Professor	Pay Level-12 (78,800-2,09,200)
Assistant Professor	Pay Level-12 (78,800-2,09,200)
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Administrative Staff in Temporary Status under Casual Labourers (Grant of Temporary Status and Regularization) Scheme

(1)	(2)
Name of Post	Pay Scale as per the 7 th CPC
Attendant	Pay Level 1 (18,000-56,900)
Attendant	Pay Level 1 (18,000-56,900)
Attendant	Pay Level 1 (18,000-56,900)
Gardener	Pay Level 1 (18,000-56,900)
Cleaner	Pay Level 1 (18,000-56,900)
Cleaner	Pay Level 1 (18,000-56,900)
Cleaner	Pay Level 1 (18,000-56,900)
Cleaner	Pay Level 1 (18,000-56,900)
Cleaner	Pay Level 1 (18,000-56,900)

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

SN Bose National Centre for Basic Sciences is an autonomous institute of the Department of Science & Technology, Ministry of Science & Technology, Govt. of India and is substantially funded by the Department of Science & Technology within the

administrative jurisdiction of the Ministry of Science & Technology. The summary of the budget estimates are placed in the Annual Reports of SN Bose National Centre for Basic Sciences which are available in the website www.bose.res.in .

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not applicable.

13. Particulars of recipients of concessions, permits or authorizations granted by it

Not applicable.

14. Details in respect of the information, available to or held by it, reduced in an electronic form

The Centre has a separate Computer Service Cell which is responsible for the day-to-day maintenance of Centre's computational networking, maintenance of computer clusters, maintenance of website and other online services.

Information available in electronic form are :-

- Information about academic programmes like, admission procedure for Integrated PhD, PhD in Physical Science, PhD in Chemical Science, Project Research Programmes (B.Tech/M.Tech/M.Sc Project Research), Mid Term Residential Admission Programmes, TWAS-Bose Fellowship Programme are available on website.
- Information about SNBNCBS campus, Centre contacts, constitution of various committees and Annual Report with Annual Accounts available on website.
- Information with regard to different Departments of the Centre and Faculties are also available on the website.
- Information on Examinations, Results, Advertisements, Tender and quotations are available on the Centre website.
- Prof. S.N. Bose archive, Research Publications, SNBNCBS Newsletters, Placement, Holiday List, Academic Calendar, seminar and colloquia programmes, conferences and workshops, news and advertisements and other information are also available on the website that are updated from time to time.

15. 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

SN Bose National Centre for Basic Sciences is a research organization. The library was developed to serve its readers engaged in higher studies and research in basic sciences. The library is enriched with an excellent collection in the fields of Theoretical Physics, Astrophysics, Quantum Mechanics, Solid State Physics, Optics, Particle Physics,

Mechanics, Electronics, Laser, Chemical Biology, Materials Science, Nanoscience and Technology, Computer Science, Mathematics etc. It is primarily intended for the faculty, staff members, consultants, scholars, students of S N Bose National Centre for Basic Sciences. However, outside users viz., professionals, bona fide research scholars, bona fide students etc can also make use of the library. The other details of SNBNCBS Library including the working hours etc are available on website www.bose.res.in .

16. The names, designations and other particulars of the Public Information Officers

Ms. Shohini Majumder

Registrar

S.N. Bose National Centre for Basic Sciences

Block JD, Sector – III

Salt Lake, Kolkata – 700 106

West Bengal

Ph: 033 – 2335 5706–8, 2335 3057/61, 2335 0312/1313

E-mail : registrar@bose.res.in

Appellate Authority

Prof. Gautam Gangopadhyay

Senior Professor

S.N. Bose National Centre for Basic Sciences

Block JD, Sector – III

Salt Lake, Kolkata – 700 106

West Bengal

Ph: 033 – 2335 5706–8, 2335 3057/61, 2335 0312/1313

E-mail : gautam@bose.res.in

Transparency Officer

Mr. Debashish Bhattacharjee

Deputy Registrar (Administration)

S.N. Bose National Centre for Basic Sciences

Block JD, Sector – III

Salt Lake, Kolkata – 700 106

West Bengal

Ph: 033 – 2335 5706–8, 2335 3057/61, 2335 0312/1313

E-mail : debashish@bose.res.in / dradmin@bose.res.in

Central Public Information Officer