Government of India

Department of Atomic Energy

Raja Ramanna Centre for Advanced Technology

Organisation Manual

RRCAT

August 2018
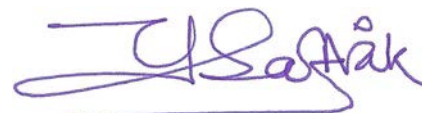
Revision History

S. No.	Version	Release date	Author	Reviewer	Approver
1	V 1.0	Aug.1, 2018	Shri Abhay Kumar	Dr. Rama Chari	Dr. P.A. Naik

PREFACE

Raja Ramanna Centre for Advanced Technology (RRCAT) is a research and development organisation under the *Department of Atomic Energy* of Government of India. Its main mandate is to carry out research and development in the areas of lasers, particle accelerators, and their applications. It houses two indigenously built national facilities: Indus-1 and Indus-2, for providing synchrotron radiation to researchers from all over the country for conducting advanced investigations in materials science.

This document gives brief details of the internal functioning mechanism of the Centre for the citizens of the country and employees of RRCAT. It also provides a glimpse of the organisation of RRCAT in a consolidated format.

Suggestions for improvement in this manual are welcome and they may be sent to pcc@rrcat.gov.in with a subject line "Suggestion for Improvement in RRCAT Organisation Manual".

(P. A. Naik)
Director, RRCAT

Aug. 1, 2018

Table of Content

1. About RRCAT

Raja Ramanna Centre for Advanced Technology (RRCAT) is an R&D unit of the Department of Atomic Energy (DAE), Government of India. It is engaged in R&D in non-nuclear front-line research areas of lasers & particle accelerators, their applications, and related technologies like plasma, ultra-high vacuum, magnetics, radio-frequency engineering, manufacturing, and cryogenics. The Centre has indigenously designed and built two synchrotron radiation sources: Indus-1 and Indus-2, which serve as a national facility for researchers from all over the country.

The foundation stone of the Centre was laid on 19th February 1984 by the then Honourable President Gyani Zail Singh. At the time, the name was *Centre for Advanced Technology (CAT)*. On December 17, 2005, the Centre was renamed as *Raja Ramanna Centre for Advanced Technology (RRCAT)* by the then Prime Minister Dr. Manmohan Singh.

RRCAT is situated on a 680 hectare (~1680 acres) site on the outskirts of Indore city in the state of Madhya Pradesh. At present, the campus occupies about 255 hectares including the picturesque Sukhniwas lake (about 40 hectares). This campus encompasses laboratories, offices, and a staff housing colony with basic amenities like school (Kinder Garten to 12th standard), sports facilities (cricket, football, volleyball, basketball, lawn tennis, table tennis, badminton, ball badminton, kho-kho etc.) shopping complex, medical dispensary, bank, post office, gymnasium, convention centre, two community centres, three hostels, two guesthouses, and several lush green gardens.

Dr. Dilip Devidas Bhawalkar was appointed as the first Director of this Centre in 1987. In On 31st Oct. 2003, Dr. Vinod Chandra Sahni took over as the second Director of the Centre. On July 31, 2009, Dr. Parshotam Dass Gupta took over as the third Director of the Centre. From July 31, 2016 to Aug, 31, 2016, for one month, Dr. Pradeep Kumar Gupta was the Acting Director, till Dr. Prasad Anant Naik took over as the fourth Director on Aug, 31, 2016.

The Centre website is http://www.rrcat.gov.in. The R&D activities of the various groups are described in brief on their respective webpages.

2. Mandate

The mandate of the Centre, on which its programmes are based, covers:

2.1.   Developing various types of particle accelerators and lasers, including their components, sub-systems and related technologies, for increasing self-sufficiency in these advanced technology areas;

2.2.   Building, upgradation, operation and maintenance of national R&D facilities like Synchrotron Radiation Sources (Indus-1 and Indus-2) for use by researchers, students and industry across the country;

2.3.   Developing systems based on accelerators and lasers, for strategic, industrial, medical, and societal applications;

2.4.   Developing advanced materials and instrumentation, and encouraging transfer of technology to industry;

2.5.   Training human resources within the country in advanced technologies; and

2.6.   Providing support to DAE's national and international programmes (like CERN, FAIR, TMT, LIGO etc.)

3. Mission Statement

Develop particle accelerators, lasers and related technologies for nation's prosperity. As the current activities of this Centre are photon based (synchrotron radiation and laser light), the motto of our Centre is: "_Photons serving the mankind through science and technology_".

4. Organisational Structure

The Centre is headed by Director, RRCAT. The research and developmental activities of the Centre are organized into five groups:

4.1.   **Laser Group (LG)**: The mandate of the Laser Group is to design, develop, operate, and maintain lasers and laser based systems for applications in biological, biomedical, industrial, diagnostics, measurement, instrumentation, joining, cutting,

material processing, and exploring new areas where lasers can be used advantageously.

4.2. **Electron Accelerator Group (EAG)**: The mandate of the Electron Accelerator Group is to design, develop, operate and maintain circular and linear electron accelerators like Indus-1 and Indus-2 synchrotron sources, microtrons, linear accelerators (Linacs) for radiation processing and other applications. EAG also designs and develops components, sub-systems, systems, processes and technologies for futuristic electron accelerators.

4.3. **Proton Accelerator Group (PAG)**: The mandate of the Proton Accelerator Group is to design and develop components, sub-systems, systems, processes and advanced technologies for building circular and linear proton accelerators like proton synchrotron, proton accumulator ring, and spallation neutron source.

4.4. **Materials Science Group (MSG)**: The mandate of the Materials Science Group is to carry out basic and applied research in materials science and engineering, using theoretical and experimental techniques and the utilisation of the Indus-1/Indus-2 beamlines and the Infra-red free electron laser. Design, development, operation and maintenance of the Indus-1 and Indus-2 beamlines and experimental stations allocated to RRCAT and the smooth running of the beamlines built by other institutes is also a part of the mandate of the MSG. The allocation of beam time to external users for carrying out experiments at the beamlines of Indus-1 and Indus-2 is also the responsibility of this Group.

4.5. **Technology Development and Support Group (TDSG)**: The mandate of this Group is to serve the organisation by developing and providing key technologies in the areas of manufacturing, cryogenic engineering, information technology, computation, civil construction, electrical power and distribution, comfort engineering, clean-room engineering, and horticulture.

Each group consists of several Divisions / Independent Sections, and has an associated Group Board (GB) with senior scientists (in grades SO/H and above, i.e. in level 14 or higher) of the constituent Divisions / Independent sections as Group Board members and a few balancing members from other Group Boards. Each Group is headed by a *Group*

Director. The senior-most head of Division / Independent section in the Group is *Associate Director* of the Group. The Associate Director plays the role of Group Director in his / her absence.

The Groups are divided into Divisions and Independent Sections. Heads of Divisions (HoD) and Head of Independent Sections (HoIS), together abbreviated as HoDIS, report to the concerned Group Director. The Groups are not separated by hard boundaries; therefore the Divisions / Independent sections contribute seamlessly by offering their domain expertise to all the projects irrespective of their Group affiliation. The Divisions are further subdivided into Sections and Laboratories. The Independent Sections are subdivided into Laboratories. In general, inclusive of the Head, a Division must have a minimum of twenty members, a Section must have a minimum of ten members, and a Laboratory must have a minimum of four members. A Laboratory Head must be an officer in level 13A (SO/G) or higher. An officer below level 13 can be made 'In Charge' of certain "Activity" in exceptional cases, when the Activity is unique and its functions cannot be brought under the mandate of another Laboratory or a Section. A Section Head / Division Head / Associate Group Director must be an officer of level 14 (SO/H) or higher. A Group Director has to be an officer in level 15 (OS) or higher.

The *smallest officially designated unit* (SODU) in a Division can be a Section, Lab or Activity. There is no official hierarchy below the head of the SODU in a Division / Independent Section, which means everyone who is part of the SODU reports to the head of the SODU. However, head of the SODU may ask certain junior persons to report to an intermediate person, in consultation with head of respective Division / Independent Section, for improving the productivity and effectiveness of the SODU.

This structure integrates the knowledge and experience of a large number of scientists and engineers into the decision making process and presents a distributed model of leadership. The present structure of all the Groups in RRCAT is shown at our website http://www.rrcat.gov.in/organization/cat/orgchart.html . The Group Directors, Heads of Divisions / Independent Sections, Section Heads, and Laboratory Heads exercise administrative and financial powers as re-delegated by Director RRCAT from time to time. The Activity Heads have only administrative powers and no financial powers.

Following bodies constituted by Director, RRCAT ensure smooth running of the organisation:

- **Group Boards**: Every Group Board is chaired by the Director of the respective Group and in his/her absence, by the Associate Group Director of that Group. All officers in a Group in level 14 (SO/H) and above, are members of the Group Board. Some more members from other Group Boards are also nominated by Director, RRCAT to become members of a given Group Board, to maintain uniformity of decision making in various Group Boards. In case a Group does not have anyone in level 15 and above to become the Group Director, Director RRCAT will be the default Group Director, unless some other Group Director is given the concurrent responsibility of that Group. All proposals to go to the higher committees need the approval of the Group Board.

- **Scientific Committee of RRCAT (SCR):** This Committee is chaired by Director, RRCAT. Directors of all Groups and all Heads of Divisions and Independent Sections (HoDIS) are members of SCR. All scientific decisions related to the Centre are taken by this Committee. To increase transparency, the minutes of SCR meetings are conveyed to all Group Boards.

- **Director's Advisory Committee (DAC):** This Committee is chaired by Director, RRCAT. Directors and Associate Directors of all Groups, Regional Director (Indore Regional Purchase and Stores Unit), Chief Administrative Officer, Joint Controller (Finance & Accounts)/ Deputy Controller of Accounts, and Chief Engineer, are members of DAC. All major administrative decisions related to the Centre are taken by this Committee. To increase transparency, the minutes of DAC meetings are conveyed to SCR.

- **Council for RRCAT:** This committee is also chaired by Director, RRCAT. The *Council for RRCAT* consists of senior most officers of RRCAT and senior officials from other DAE and non-DAE organisations. All major policy decisions related to the Centre like scrutiny of new projects to be taken up, and decisions related to high value purchase / construction are taken by this Committee. The Council for RRCAT is appointed by the Secretary, DAE.

The mandates of all these four entities are given in Annexure -1.

The administration, security, accounts, works, purchase and stores related activities at RRCAT are organised as following:

- The *Administration Section* looks after the administrative, personnel, legal, and security matters and is headed by the *Chief Administrative Officer (CAO)*.

- The *Accounts Section* takes care of all financial transactions and budget related matters and is headed by the *Joint Controller, Finance & Accounts (JCFA)* or the *Deputy Controller of Accounts (DCA)*.

- The *Indore Regional Purchase and Stores Unit (IRPSU)* of the Directorate of Purchase and Stores (DPS), DAE takes care of all the procurements (purchase and stores) of the Centre. IRPSU is headed by *Regional Director, IRPSU*. Director RRCAT is the *ex officio* Director of Purchase & Stores, as far as IRPSU is concerned.

- Works procurements are done by *Construction and Services Div*ision in concurrence with Head of Accounts (JCFA/DCA). Higher value works need the approval of the Works Committee appointed by Secretary, DAE. Very high value items also need concurrence of DAE (Secretary DAE / Member Finance).

- *Planning and Coordination Section* coordinates the project expenditure, prepares the capital budget and prepares the required progress reports regarding financial and physical progress of the ongoing R&D projects.

- *Director's Office* coordinates the functioning of all the R&D Groups, Administration, Accounts, Purchase & Stores, and all other common activities which are beyond the purview of the individual Group Boards.

5. Funding

The Centre is fully funded by the Department of Atomic Energy, Govt. of India. Funding is provided in two categories: Capital and Revenue. Capital covers the expenditure on R&D activities as per approved projects. Revenue covers the regular running expenses like salaries, utility charges etc.

6. Rules applicable to staff and officers of the Centre

Central Civil Services Conduct Rules, 1964 of Govt. of India are applicable to all staff members (scientific / technical / auxiliary) of this Centre. For all personnel matters, the most recent fundamental and supplementary rules of department of personnel and training (DoPT) are followed, after endorsement by the Department of Atomic Energy.

7. Citizen's charter

7.1. Our Vision

The vision of the Raja Ramanna Centre for Advanced Technology is to empower India through indigenous development of advanced technology, provide state-of-art national research facilities for the Indian scientific community, and develop cost effective technological solutions for common man.

7.2. Beneficiaries

7.2.1. R&D units of Department of Atomic Energy, NPCIL, ISRO, DRDO and other Government funded R&D institutes.

7.2.2. Researchers and students from universities, science and engineering colleges, research institutions, and industry.

7.3. Our Activities

The Centre is engaged in developing indigenous technologies related to lasers, particle accelerators and allied fields like plasma, cryogenics, ultra-high vacuum, electronics and instrumentation, magnetics, optics, specialized materials, radio-frequency engineering and state of the art manufacturing. It is also developing applications and prototype systems for DAE's three-stage nuclear power programme, as well as for societal applications. The human resource developed by the Centre has greatly helped academia and industry within the country.

The Centre is providing access to advanced R&D facilities to the researchers and students in the country including the Indus Synchrotron Radiation source national facility. It is also developing cost-effective and field-deployable solutions for medical diagnostics as well as preservation of agricultural and medical products.

7.4. Public Notice

We, the public servants of India, working at RRCAT, Indore, hereby solemnly pledge that we shall continuously strive to bring about integrity and transparency in all spheres of our activities. We also pledge that we shall work untiringly for the eradication of corruption in all spheres of life. We shall remain vigilant and work towards the growth and reputation of our organisation. Through our collective efforts, we shall bring pride to our organisation and provide value based service to our countrymen. We shall do our duty conscientiously and act without fear or favour.

This Centre is committed to maintaining the highest level of ethics in its working towards achieving the above objective. We are proud of this clean tradition set up by our DAE founder Dr. Homi Jahangir Bhabha, and have zero tolerance for financial corruption by our staff. If anybody working in this organisation happens to ask for bribe or if you have any information on corruption (however low), or if you are a victim of corruption in any of our offices; you may please register your complaint with:

Chief Administrative Officer

Email: **cao@rrcat.gov.in**

Tel: +91-731-248 8817

Fax: +91-731-2321344

with a copy marked to Director, RRCAT (**director@rrcat.gov.in**).

7.5. Right to Information

The "Right to Information Act 2005" mandates a timely response to citizen requests for information. The basic object of the Act is to empower the citizens, promote transparency and accountability in the working, contain corruption, and make our democracy work for the people in real sense.

The Centre has a *Transparency Officer* to provide as much information as possible to public *suo moto* at regular intervals through various means of communication channels, so that public has minimum need to use RTI to get information.

Transparency Officer	Shri Pravin Fatnani Head, Accelerator Control Systems Division Phone: +91-731-248 8044 Email: **fatnani@ rrcat.gov.in**

Following officers of the Centre can be approached for requesting information admissible under RTI Act:

Central Assistant Public Information Officer	Administrative Officer -III Phone: +91-731-248 8818 Email: **ao3@rrcat.gov.in**
Central Public Information Officer	Chief Administrative Officer Phone: +91-731-248 8817 Email: **cao@rrcat.gov.in**

The Centre has also appointed an *Appellate Authority*. The mandate of the Appellate Authority is to ensure that due process of law is followed and the information which is rightfully to be disclosed is not denied.

Appellate Authority	Shri Shankar V. Nakhe Director, Laser Group Phone: +91-731-244 2403 Email: **nakhe@rrcat.gov.in**

7.6. Vigilance

The vigilance officer is responsible for preventive and punitive actions in matters related to vigilance. A Vigilance Officer has been appointed to help the organisation in all vigilance matters:

Vigilance Officer	Smt. Shailaja Prakasam Chief Administrative Officer Phone: +91-731-248 8817 Email: **cao@rrcat.gov.in**

A nodal officer has been appointed to coordinate replies to parliamentary queries:

Nodal Officer for handling Parliament Matters	Shri Shankar V. Nakhe Director, Laser Group Phone: +91-731-244 2403 Email: **nakhe@rrcat.gov.in**

7.6.1. Right to equality to SC/ST/OBC/PWD employees

Following senior officers have been appointed by the Centre to ensure the right to equality to SC/ST/OBC/PWD employees:

Liaison Officer for work relating to Scheduled Casts / Scheduled Tribes (SCs/STs)	Shri Nalli S. Benerji Head, High Energy Laser Development Laboratory, Advanced Lasers and Optics Division Phone: +91-731-248 8463 Email: **nsb@rrcat.gov.in**

Liaison Officer for work relating to Other Backward Casts (OBCs)	Shri Sanjay Chouksey Head, Planning & Machining Section Design & Manufacturing Technology Division Phone: +91-731-248 8720 Email: **chouksey@rrcat.gov.in**
Liaison Officer for matters relating to Persons with Disabilities (PWDs)	Shri Nalli S. Benerji Head, High Energy Laser Development Laboratory Advanced Lasers and Optics Division Phone: +91-731-248 8463 Email: **nsb@rrcat.gov.in**

7.7.   Grievance redressal

The Centre has a mechanism for grievance redressal to address public and staff grievances. The grievance officer tries to provide a solution with an objective of creating a win-win situation by coordinating with various internal organs of the organisation.

Grievance Officer	Smt. Shailaja Prakasam Chief Administrative Officer Phone: +91-731-248 8817 Email: **cao@rrcat.gov.in**

7.8.   Internal Complaints Committee

At RRCAT, there is zero tolerance for any action detrimental to dignity of women. Government of India has enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 to provide a safe and secure workplace for

women. Following the provisions of this act, an *Internal Complaints Committee* has been constituted at RRCAT.

The chairperson of the Internal Complaints Committee can be contacted for registering complaints regarding any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- Physical contact or advances;

- A demand or request for sexual favours;

- Making sexually coloured remarks;

- Showing pornography; and

- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The contact details of the chairperson are:

	Dr. (Ms.) Rama Chari
Chairperson	Associate Director, Materials Group
Internal Complaints Committee	Phone: +91-731-248 8375
	Email: **chari@rrcat.gov.in**

8. Financial and Administrative Powers

8.1. Financial Policy of Government of India – A Preamble

The principal financial objective of Government of India is to ensure rapid economic growth and development. In order to attain its objective, it mobilizes its financial resources through various sources viz., Direct and Indirect Taxes, Public/Private Savings and Borrowings.

Public expenditure is of two types i.e., developmental and non-developmental expenditure. Developmental expenditure of the Government is mainly related to developmental activities viz., development of infrastructure, industry, health facilities, educational institutions etc., which are met out of internal borrowings (bonds, cash

certificates, raising treasury bills on RBI and commercial banks etc.) and external borrowings (loans from World Bank, IMF, IDA, IFC etc., and also from various developed countries of the world.

The non-developmental expenditure is mostly a maintenance type of expenditure which is related to maintenance of law and order, defence, administrative services etc., and such expenditure is mostly met from the revenue generated by Government through direct and indirect taxes.

Apart from spending on socio-economic activities, Government of India is also spending a considerable share of its mobilized financial resources for R&D activities of Science and Technology.

8.2. **Finance and Accounts of RRCAT**

Department of Atomic Energy (DAE) is under direct administrative control of the Prime Minister of India. DAE is engaged in the development of nuclear power technology, application of radiation technologies in the field of agriculture, medicine, industry and basic research. To meet its overall objective, DAE has in its control, five research centres, three industrial units, five public sector undertakings, and three service organisations. It also has many aided institutions under its belt for promotion of R&D in different fields of science.

RRCAT receives its budget from DAE / Government of India through Grant No.4 under MH – 3401 for Revenue Expenditure and MH – 5401 for Capital Expenditure.

The Accounts Division of RRCAT is headed either by a JC (F&A) or by a DCA. He / she is responsible for overall supervision of finance & accounts activities of the Centre, giving internal financial advice to Director and all Project Budget Coordinators, giving guidance to the Accounts Officers, Pay & Accounts Officer, Assistant Accounts Officers and all the staff of Accounts Section in all matters concerning Accounts for smooth discharge of their functions. He/she is supported by two Accounts Officers and three Assistant Accounts Officers. The entire gamut of accounts activities is divided into four segments which are as follows:

8.2.1. Salary, Travel Allowance, Provident Fund & Misc. Payment Section

This Section, headed by an Assistant Accounts Officer (AAO), is entrusted with the task of payment of salaries, drawal of arrears on promotion of all the employees working in RRCAT, and maintenance of its related records like PBR, Income Tax details etc., grant of Travel Allowance (TA) advances and their settlement, settlement of Contributory Health Service Scheme (CHSS)/ CSMA personal medical claims, Provident Fund (PF) advances/ withdrawals, final settlement, maintenance of relevant records etc. This section also deals with settlement of contingent bills, imprest and temporary advances granted for the purpose. AAO of this Section reports to one of the Accounts Officers who guides him in Salary, TA, PF, Leave Travel Concession (LTC) and miscellaneous matters and through whom the files are put up to JC (F&A)/DCA for clearance/ onward transmission to various authorities.

This section is also supported by Computer Division, RRCAT. The latter has developed various software packages related to drawal and disbursement of salaries, TA, LTC, broadsheets for provident fund and various long term advances viz., House Building Advance (HBA), Scooter/Motor Cycle Advance, Computer Advance etc.

8.2.2. Purchase Section

This Section, headed by an Assistant Accounts Officer, is entrusted with the task of extending support to Indore Regional Purchase Unit (IRPSU). Its duties include pre-audit of the purchase files, passing of bills for procurement of Materials & Supplies and Machinery & Equipment, passing of bills relating to Direct Purchase Orders (DPO) by RRCAT and minor fabrication works as per the DPS Purchase Procedure and DAE's Works Procedure. AAO of this Section reports to one of the Accounts Officers (AO) who guides him in Purchase and Minor Fabrication related matters and through whom the files are put up to the JC (F&A) / DCA for clearance/ onward transmission to various authorities. Computer Division of RRCAT has developed software packages which help in monitoring various stages of movement of purchase files.

8.2.3. Works, Pension & Audit Section

This Section, headed by an Assistant Accounts Officer, is entrusted with the tasks of scrutiny of work proposals/contracts, passing of bills for execution of works, annual

maintenance contracts, settlement of pension and retirement benefits for retired officials, maintenance of earnest money deposit/security deposit registers, submission of Tax Deduction at Source (TDS) returns etc. Apart from this, hospital bills too are cleared for payment after various checks carried out. Further, this section deals with work related to *Internal Inspection Wing and Statutory Audit* which includes smooth conducting of audit, supply of records sought for, forwarding of various preliminary memos/audit objections raised by the audit authorities to relevant sections for providing suitable reply which would facilitate closure of such memos/paras. AAO of this Section reports to Pay & Accounts Officer (PAO) who guides him/her in the above matters and through whom the files are put up to JC (F&A)/DCA for clearance/onward transmission to various authorities. Rules and regulations as prescribed under CPWD/DAE Works procedure and CCS (Pension) Rules are scrupulously followed in discharging the allocated work.
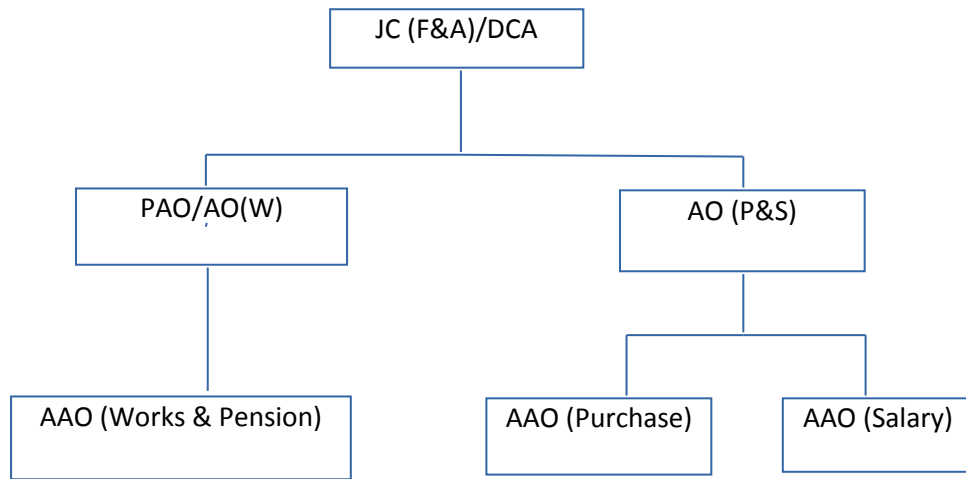
8.2.4. **Budget & Compilation Section**

This section is under the direct control of Pay & Accounts Officer who takes care of work related to preparation of Capital and Revenue Budget of RRCAT, and submission of Appropriation Account. While Capital Budget is prepared in coordination with Project Coordination Section (PCS), the Revenue Budget is prepared based on the information received from various Divisions and Sections, and also based on the trend of expenditure during previous years. This section is also responsible for compilation of monthly account and submission of the same to DAE in time. It also submits various periodical reports and returns like TDS Returns, Goods & Services Tax (GST) Returns etc., and constantly monitors and reviews expenditure against budget allocated in Budgetary Estimate (BE), Revised Estimate (RE), and Final Revision (FR). Further, this Section is also responsible for preparation of budget for Receipt, Pension and Debt, Deposit and Remittances (DDR) Heads. Financial concurrence and certification of funds for various Purchase Files are carried out in this Section. All the above proposals/ works are routed through JC (F&A)/DCA to various authorities.

PAO is responsible for release of payments after prescribed pre-check of all the bills and also receipts and its accounting as per the rules prescribed under Civil Accounts Manual, Receipt & Payment Rules, and General Financial Rules (GFR).
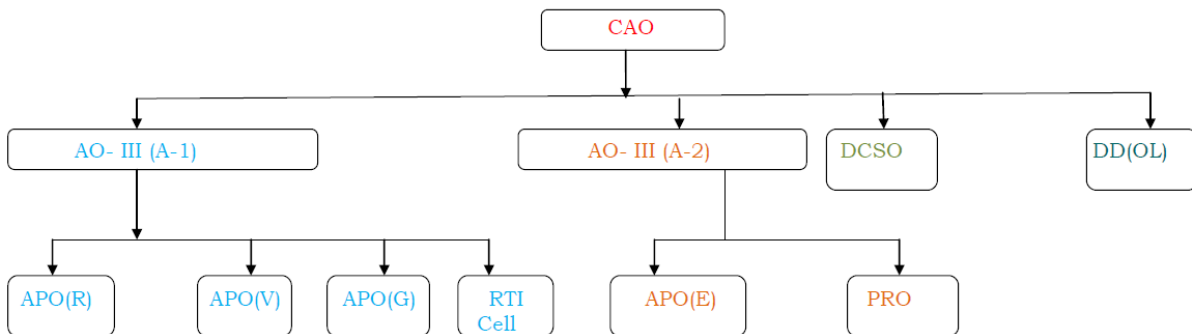
While clearing the proposals in Accounts, the powers vested / delegated to various authorities in the Unit from under various rules viz., DAE (EFP) Rules, 1978, GFRs, Receipt & Payment Rules, FR & SR are scrupulously followed at every stage.

Organizational Structure of Accounts is as follows:

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                          │ JC (F&A)/DCA │
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              ┌───────────┐             ┌───────────┐
              │ PAO/AO(W) │             │  AO (P&S) │
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         ┌──────────────────┐   ┌──────────────┐ ┌──────────────┐
         │ AAO (Works &     │   │ AAO          │ │ AAO (Salary) │
         │ Pension)         │   │ (Purchase)   │ │              │
         └──────────────────┘   └──────────────┘ └──────────────┘
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8.3 RRCAT Administration

RRCAT administration supports its scientific activities by provide invaluable services. Its structure is given as follows:

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                          │ CAO  │
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  ┌────────────┐  ┌────────────┐ ┌──────┐      ┌────────┐
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│APO(R)││APO(V)││APO(G)││ RTI  │ │APO(E)│ │ PRO  │
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Chief Administrative Officer (CAO) heads the Administrative Division. There are two Administrative Officer III (AO-III) under the CAO.

AO-III (A-1) looks after vigilance, recruitment, RTI queries, and general administration. Assistant Personnel Officer – Vigilance [APO (V)], Assistant Personnel Officer - Recruitment [APO (R)] and Assistant Personal Officer – General Section [APO

(G)] report to AO-III (A-1). APO-Vigilance [APO (V)] is entrusted with all matters related to preventive and punitive vigilance, court matters, and medical benefits under the Contributory Health Service Scheme (CHSS) for employees of RRCAT and their dependents. APO - Recruitment [APO (R)] deals with recruitment of all categories of staff and processing of promotion cases of RRCAT employees. APO (R) also coordinates with all agencies in RRCAT for answering RTI queries. APO - General Section [APO (G)] is entrusted with tasks of allotment of departmental accommodation, procurement of items required for administration, telephone and vehicle requirement, and association matters.

AO-III (A-1) is also the *Estate Officer* for RRCAT.

AO-III (A-2) looks after Establishment matters and Public Relations. Assistant Personnel Officer – Establishment [APO (E)] and Centre's Public Relations Officer (PRO), report to the AO-III (A-2). The APO (E) looks after establishment related work, mainly dealing with service matters like pay fixation, leave travel concession, pension, children education allowance etc. The PRO looks after the public relations and allotment of guest house.

Security inside the buildings in the Technical (Laboratory) Area and in the Residential area is looked after by RRCAT's security section. The security section is headed by Deputy Chief Security Officer (DCSO). Central Industrial Security Force (CISF) stationed at RRCAT looks after the Perimeter Security and Entry/Exit in the Technical Area of RRCAT.

There is a Hindi Cell in RRCAT administration headed by Deputy Director - Official Language [DD (OL)] to promote progressive use of Hindi in the official work through persuasion, incentive, and goodwill, in compliance with the Official Languages Policy of Government of India. Its objective is to implement Official Languages Policy in letter and spirit to achieve compliance with the provisions of Official Language Act, 1963 and Official Language Rules 1976 in RRCAT. To achieve this goal, Hindi cell organises various literary events and competitions amongst the employees. It also organises Hindi typing / stenography / language training / workshops to promote use of Hindi in official work. Hindi Cell also provides official translation of all notices / circulars / orders/ official correspondences / reports as and when required. It also publishes a yearly house magazine 'Pragati' in Hindi.

8.3. Delegation of financial and administrative power by Director, RRCAT

Director, RRCAT is head of the organisation and all the financial and administrative powers are vested with him. In order to ensure smooth functioning of this organisation, Director, RRCAT has re-delegated some of these powers to various administrative heads in the Centre.

9. Career advancement opportunities

RRCAT follows the promotion policies decided by the Department of Atomic Energy. Some information is available on the DAE website **http://www.dae.gov.in**.

9.1. Administration, Security, Accounts and IRPSU

As per the promotional policy adopted by DAE, vacancies of LDC/UDCs are filled through Direct Recruitment process. Next stages in hierarchy for promotion are based on the vacancies available. Promotions and related transfers at officer level (Administration, Security, and Accounts) are taken care by the Central Cadre Office in DAE. Promotions and related transfers of purchase staff (IRPSU) is taken care by the Directorate of Purchase & Stores (DPS), Mumbai.

9.2. Scientific Staff

Department of Atomic Energy follows a *merit based promotion scheme* for scientific and technical staff members. There is a minimum prescribed residency period in each grade after which every case is scrutinized for meeting the norms for promotion to the next level by a screening committee. Departmental selection committees evaluate the merit of each shortlisted case based on pre-decided criteria before further shortlisting the candidates for awarding promotion to higher grade / level. With each promotion, a post is created in the promoted grade and a post is dissolved in the lower grade. After superannuation, the last post is dissolved and vacancy is created in the post the staff member was recruited in.

Any additional academic qualification obtained during the service by following the due process makes a person eligible for consideration for track change / promotion to the next higher grade. Departmental selection committees evaluate the merit of each case based

on merit before further shortlisting the candidates for track change / awarding promotion to the next higher grade.

10. Accountability and deliverables

10.1. Accountability towards external stakeholders

RRCAT is a public funded, not-for-profit, mission-oriented research and development organisation with a well-defined mandate. It is accountable to citizens of India in general, and to the Indian scientific community in particular. Scientific community members within and outside the organisation are our primary beneficiaries.

RRCAT works on three major areas:

➢ **Basic research**: Systematic studies directed towards gaining knowledge of the fundamental aspects of phenomena and facts, with possible eventual use in applications.

➢ **Applied research**: Systematic study directed toward greater knowledge necessary to meet a targeted application for the Department or society.

➢ **Development**: Application of knowledge towards making useful materials, processes, devices and systems to meet specific requirements.

RRCAT has built and operates a unique national user facility for materials science research, namely the Indus Synchrotron Radiation Sources (Indus-1 and Indus-2). These are extensively used by professional researchers and research students from all over the country for basic and applied research. A significant part of the laser activity is directed towards the requirements of the nuclear power programme of the country and development of bio-medical applications of lasers for the society. In addition, many indigenous and novel processes, technologies and products being developed at RRCAT are specific to the in-house laser and particle accelerator programmes. RRCAT also contributes its expertise to development of major international scientific projects (like CERN, FAIR, LIGO etc.), thus earning the country a name in the international community.

10.2. Human Resource Development

RRCAT makes a significant contribution in development of knowledgeable and skilled human resources for the nation by offering opportunities in research, internship, student projects and apprenticeship. These programmes also serve to build a pool of expertise within the country in the advanced technology areas such as lasers, particle accelerators, plasma physics, life sciences, ultra-high vacuum, magnetics, radio-frequency engineering, information technology, scientific and engineering computations, theoretical physics, superconductivity, materials science and engineering, manufacturing, and cryogenics. Faculty, trainers and guides are drawn from our pool of scientists and engineers. Access to scientific and engineering infrastructure of the centre is provided to facilitate research and project work.

➢ HBNI at RRCAT

Homi Bhabha National Institute (HBNI) is an aided institution of the Department of Atomic Energy and a deemed to be university under section 3 of the UGC Act 1956 with NAAC "A" grade. The central office of HBNI is located at Anushakti Nagar, Mumbai. RRCAT is a Constituent Institute (CI) of the HBNI. "HBNI at RRCAT" (HBNI-RRCAT) offers Ph.D., M. Tech. and P.G. Diploma under the aegis of HBNI. HBNI-RRCAT provides academic framework and convenient access to scientific and engineering infrastructure of the Centre for integrating basic research, applied research, and technology development, to foster research, development, and innovation. Fifty-nine highly qualified and accomplished scientists and engineers of RRCAT render their services as *faculty* members of HBNI-RRCAT. HBNI-RRCAT offers a unique opportunity for holistic development adhering to highest ethical standards. Currently, HBNI-RRCAT offers following academic programmes:

o Ph.D. Programme in Physical, Chemical, Life and Engineering Sciences,

o M.Tech. Programme in Engineering Physics, for BARC Training School graduates, and

o P.G. Diploma in Engineering Physics, for BARC Training School graduates.

HBNI-RRCAT activities are administered as per the rules, regulations and norms issued time to time by HBNI Central Office and Department of Atomic Energy. In order to

conduct the academic programmes and to carry out related administrative work, HBNI-RRCAT has following designated officials from RRCAT:

o Dean-Academic: Acts as a link between the Central Office in Mumbai and RRCAT and manages the overall academic programmes of RRCAT.

o Dean-Student's Affairs: Looks after student related issues like management of hostels, stipends, alumni affairs, placements, addressing grievances, etc.

o Nodal Officer: To provide relevant support to Dean-Academic, HBNI at RRCAT and to HBNI Central Office, Mumbai.

> **Projects at RRCAT for University Students (PARUS)**

RRCAT offers opportunities to the students pursuing M.Tech. / M.E./ M.Phil./ M.Sc. degree in Science and Engineering from recognized institutions in India for carrying out project work towards partial fulfilment of their post graduate degree. The project duration can be from six months to twelve months. Free hostel accommodation is normally given to the outstation students. Students are also eligible for financial assistance of Rs.1,000 per month (if they do not have financial assistance from any other source), and are paid II class (sleeper) train fare by the shortest route, from the place of their present institute of study / residence, to Indore and back, after completion of their project work.

Students selected under INSPIRE fellowship programme also apply for doing project work after completion of 3rd year of B.Tech. or 1st year for M.Sc., in addition to opportunities offered for doing project work during M.Tech./ M.E./ M.Phil.

> **Orientation Course on Accelerators, Lasers and Related Science and Technologies (OCAL)**

RRCAT conducts an eight week duration certificate course titled "Orientation Course on Accelerators, Lasers and related Science and Technologies (OCAL)" every year during the months of May to July, for post-graduate students from all over India. The students (who have completed first year or M.Sc., M.E. or M.Tech.) selected for this Orientation Course are provided free lodging and boarding. In addition, they are given a monthly stipend of Rs.1,500. This course consists of class room lectures, hands-on experiments, laboratory visits, lectures by eminent scientists/technocrats etc. The students completing the Course are

awarded certificates and are eligible for the above financial support, based on their attendance and performance. Students are also paid II class (sleeper) train fare by the shortest route, from the place of their present institute of study / residence, to Indore and back.

> ➢ **Young Scientist Research Programme (YSRP)**

In order to expose young students to the frontiers in science and technology, the Centre runs a *Young Scientist Research Program* during the summer. Indian students, who are in the first year of M.Sc. (Physics) or in the fourth year of integrated M.Sc. (Physics) or in the third year of B.E./B.Tech. (Engineering Physics/ Mechanical Engineering/ Electrical Engineering/ Electronics Engineering/ Metallurgy/ Computer Science/ Information Technology) are eligible to apply for this eight week long programme.

The selected candidates are paid round-trip train fare by II class (sleeper) and a stipend of Rs. 2,500 per month. In addition, free hostel accommodation is provided at RRCAT. Selected students work on a project during their 8 weeks stay at the Centre from mid of May, under the guidance of a senior scientist / engineer. At the end of the research programme, the participating students are required to give a presentation on their project/ research work, and submit a project report.

> ➢ **Trade Apprenticeship Scheme at RRCAT (TASAR)**

RRCAT is participating in the National Apprenticeship Promotion Scheme (NAPS) under Skill India campaign by initiating Trade Apprenticeship Scheme at RRCAT (TASAR). This one year apprenticeship scheme is exclusively for ITI trained persons for enhancing their skills and improving their employability.

10.3. Key performance indices

The results of basic research and applied research are often new knowledge which is then applied to reach other goals. These goals are hard to anticipate and their results are difficult to predict. Major breakthroughs do not necessarily occur on a regular basis, although significantly high level of scientific endeavour might have taken place. Significant benefits of the research done by the scientific community cannot be quantified using straightforward measurement techniques. In spite of this difficulty, one can measure the performance in terms of following key performance indices (KPIs):

10.3.1. The total number of beam hours made available to the researchers at the Indus facilities (Indus-1 and Indus-2),

10.3.2. Number of targets achieved / Number of targets planned,

10.3.3. Number of import substitutes developed,

10.3.4. Number of new products/ processes/ technologies developed,

10.3.5. Number of patents applied,

10.3.6. Commercial gain through patents and technology transfer,

10.3.7. MoUs and collaborations with industry and other academic institutes (joint projects),

10.3.8. Number of papers published in reputed refereed journals,

10.3.9. Technical / scientific contributions in international projects,

10.3.10. Number of contact hours with scientific community outside the Department,

10.3.11. Number of contact hours with other units of the department (including non-scientific/ scientific administrative work),

10.3.12. Number of contact hours with public in outreach activities,

10.3.13. Number of contact hours with students in academic (HRD) activities,

10.3.14. Number of contact hours with government officials.

10.4. **Accountability within the organisation**

10.4.1. **Code of conduct**

All employees are government servants and therefore must follow the conduct and service rules prescribed by Govt. of India. The guidelines given by statuary bodies like CIC, CVC, MoF, DoPT etc. must be respected and adhered to.

10.4.2. **Distributed value based leadership**

RRCAT follows a model of decentralised power structure and distributed value based leadership at all levels in the entire organisation, to ensure accountability towards its beneficiaries. Teams as well as individuals set up their own goals within the purview of the

mandate of the organisation. These are in the form of long-term, yearly and quarterly physical and financial targets, which are approved after discussion at various levels. For R&D activities, these include the project objectives, yearly deliverables and quarterly milestones. Performance of the Centre is assessed on the basis of various reports / records compiled and sent to DAE and other authorities periodically (refer Annexure – 2 for the list). The performance of employees is assessed annually through Annual Performance Appraisal Report (APAR). Performance Related Incentive Scheme (PRIS) has been instituted by the government for Department of Atomic Energy to encourage and reward good performance of the Department (PRIS-O), organisations (PRIS-G) as well as individuals (PRIS-I).

10.4.3. **Goal Setting**

For best performance by teams as well as individuals, the following considerations must be kept in mind while setting goals/ targets:

10.4.3.1. While setting goals, please ensure that they are: Specific, Measurable, Acceptable, Realistic and Time-bound (**SMART**).

10.4.3.2. Set goals that are beyond what is readily obvious and incremental.

10.4.3.3. Timely and complete documentation is essential.

10.4.4. **Guidelines for individuals**

10.4.4.1. Assess your own performance, find mistakes and shortcomings, and commit to a better way of doing things in the future.

10.4.4.2. Focus on opportunities without getting shackled in procedures while taking decisions. Procedures are made to help us, not to shackle us. Solutions exist for every problem.

10.4.4.3. Success of the organisation depends upon individuals fulfilling their roles and responsibilities to achieve goals. Staff members are assets to reach the goals.

10.4.4.4. Respect the difference. People are different and they have their strength in those differences. Consider others' ideas and approach seriously.

10.4.4.5. People listen to their hearts more than their heads; so be considerate and respectful to your colleagues at all times; respect them as mature professionals, regardless of their rank.

10.4.4.6. Become technology savvy and thorough in your domain of work. This organisation cannot deliver unless we have excellent collective knowledge.

10.4.4.7. Try your best to get work reviewed by independent reviewers using your contacts and professional relationships. Welcome criticism as it gives an opportunity to improve.

10.4.5. **Guidelines for team leaders**

10.4.5.1. Create an environment of honesty, openness and trust in your team.

10.4.5.2. Fear, greed, ego, hatred, and envy impede progress of individuals, teams, and organisations. Do not allow these to germinate or flourish in your team.

10.4.5.3. Disrespectful, belligerent, dishonest, self-serving and escapist behaviour is poison for a team. Get rid of such team members.

10.4.5.4. Prioritize activities, assign responsibility for completing them and make sure that all team members understand the expectations.

10.4.5.5. Encourage your team members to speak their minds and listen to everybody around you.

10.4.5.6. Learn and teach to work in a team. Team work is crucial to achieving goals.

10.4.5.7. Become technology savvy and thorough in your domain of work. You have to keep yourself better informed than your team members, for them to accept you as their leader.

10.4.5.8. Spend time looking out at the future and prepare a long term vision for your team and your organisation. Keep working on this long term vision to make it progressively better and up to date.

10.4.5.9. Bring lateral thinking in your team by encouraging reading all the time on various subjects, not only on science and technology.

10.4.5.10. Empower people and teams through taking them on board with your decisions and share the concerns of the organisation and the team. Give them autonomy but set their boundaries to avoid conflicting situations. Self-managed people and teams bring laurels but remember that abject obedience is disastrous.

10.4.5.11. Infuse a sense of responsibility in your team members. People develop the sense of responsibility when they accomplish a new task successfully.

10.4.5.12. There could be situations where people were not rated properly before. The mistakes must be corrected as soon as they are known. Try your best with an open mind to identify such people and groom them by assigning new responsibilities.

10.4.5.13. Everybody likes attention and an opportunity to become a hero. Rejoice the success of your team members collectively. Do not snatch away the credit of your subordinates. People understand these tricks and will never accept you as a leader.

10.4.5.14. Most importantly, prepare your team for a future when you are not there. Create your replacement. The organisation must thrive even when you are not there.

RRCAT staff members are trying their best to infuse these practices through the ranks to get best out of our talented human resources.

11. Employee welfare

In order to provide a good quality of life to RRCAT staff and their families, several amenities have been provided in the RRCAT campus.

11.1. **Residential Colony** – There is a residential campus spread over 287 acres, next to the technical area of RRCAT. This is known as the RRCAT Colony. Presently, about 966 quarters in eight categories of residences are provided for employees as per their eligibility and availability of accommodation in that category. In addition to this, there are 64 quarters in 4 categories and 48 barrack accommodations for the CISF staff posted at RRCAT. The colony has basic amenities like school (Kinder Garten to 12th standard), sports facilities (cricket, football, volleyball, basketball, lawn tennis, table tennis, badminton, ball badminton, kho-kho etc.) shopping complex, medical dispensary, bank, post office, gymnasium, convention centre, two community centres, three hostels, two guesthouses, and several lush green gardens.

11.2. **RRCAT Medical Centre** – All employees of RRCAT and their dependents as well as pensioners and their dependents are covered under the Contributory Health Service Scheme (CHSS) of DAE. There is a dispensary (RRCAT Medical Centre) in the campus which provides outpatient care and pathological sample collection facilities. Along with resident medical and nursing staff, consultant specialists including those for alternative therapies (Ayurveda, homeopathy) are also available. Twenty four hour ambulance facility is available. A physiotherapy centre is also run under the RMC. Several hospitals are affiliated for medical cases that require hospital admission. Some of the cases are also referred to BARC hospital in Mumbai.

11.3. **RRCAT Staff Club** – RRCAT Staff Club is a nominated official body of the Centre, which runs several sports, cultural and other recreational activities to provide a wholesome and balanced social atmosphere to the staff members and their family members. The Staff Club also maintains two Community Centres, and an Open Air Theatre, where social functions (like festivals, birthday celebrations, marriages, receptions etc.) can be organized. It also runs a gymnasium for the staff members and their dependents. It also provides Cable TV facility to the whole

colony. It conducts regular Yoga classes for the employees and their dependents. It also organized Inter-DAE sports and cultural events regularly. It also looks after running and maintenance of three Lawn Tennis courts in the colony.

11.4. **Atomic Energy Central School** – There is a CBSE affiliated school in the residential campus of RRCAT for imparting education from preparatory classes to Class 12th to the wards of the employees. The school is run by the Atomic Energy Education Society, Mumbai. There is also a Local Management Committee headed by Director, RRCAT, which looks after the local management of the school. The school has several sports facilities like cricket/football ground, volleyball, badminton and basketball courts, table tennis facility, access to tennis courts, etc. There is also a multi-purpose hall attached to the school for co-curricular activities. It also has well equipped library and science laboratories (physics, chemistry, biology, and computer).

11.5. **Guest House and Hostels Complex**– For the benefit of the employees of other DAE units, visiting RRCAT on official or personal visits, we have two guest houses. The C.V. Raman Guest House has 12 double bedded AC rooms and 4 suites. The Diamond Jubilee Guest House (built in the Diamond Jubilee year of DAE) has 16 double bedded AC rooms, 16 single bed AC rooms, 8 double size single rooms, and 4 suites. The accommodation is provided as per the designation of the employee and availability. Accommodation is also provided to non-DAE academic persons coming to RRCAT on official visits, as per their designation.

In addition to the Guest Houses, RRCAT also has three hostels. The Satyendra Nath Bose Hostel is mostly for M.Tech. project trainees and DAE employees coming on tour. The Meghnad Saha Hostel is mostly for Trainee Scientific Officers and students from other institutes coming for use of Indus beamlines. The Ramanujam Hostel is mostly occupied by the HBNI Ph.D. scholars (JRF, SRF). The students have been provided with facilities like Common Mess, TV room, TT room, Pantry room, air conditioned Lecture Hall, Library, reading room, gymnasium, volleyball, badminton and basketball courts.

Annexure-1

Mandates of Group Boards,

Scientific Committee of RRCAT,

Director's Advisory Committee

and

Council for RRCAT

Mandate of *Group Boards*

➢ To recommend promotions of scientific and technical staff to the Level 8, 9, 10, 11 and 12 (as per 7 CPC pay matrix). Also, nominate subject experts wherever necessary.

➢ Arrange colloquia for peer review based promotions of scientific and technical staff.

➢ To approve participation in national conferences/ symposiums/ workshops/ schools etc. and approve payment of TA/DA and registration/ participation fee.

➢ To recommend to SCR proposal for participation in international conferences/ symposium/ workshop/ school etc.

➢ To recommend to DAC proposals for organizing Symposia / Conferences/ workshops / Seminars, etc. at RRCAT on scientific / technical topics of interest to the Centre.

➢ To approve indent proposals for items costing more than 25 lakhs and up to 200 lakhs (in case of proprietary items the limit for approval by Group Board is 25 lakhs to 50 lakhs). To constitute Technical Evaluation Committee, wherever required.

➢ Recommend to DAC indent proposal for items costing more than 200 lakhs (in case of proprietary cases, limit is more than 50 lakhs).

➢ To recommend to DAC requests received from prospective candidates from outside for post-doctoral position or any other scientific fellowship at RRCAT.

➢ To recommend to DAC grant of EOL to officers/staff for taking up post-doctoral fellowships / other higher studies, as well as proposals for extension of EOL.

➢ To recommend to SCR proposal for deputation requiring foreign travel for pre-dispatch inspection, participation in conference/ symposium/ workshop/ school etc.

➢ Recommend to SCR any proposal of visits of Scientists / Professors / Members, for short periods not exceeding 5 days but involving honorarium and travel expenses for hosting visiting scientist for short duration/ delivering talk/ discussions etc.

➢ Recommend to SCR any proposal for additional qualification, which is not covered by Additional Qualification Committee.

➢ Recommend to SCR any proposal for joint research work (including PhD of external student, carrying out experiments at RRCAT etc.) with academic and research institutes/ organisations from India.

➢ Recommend to SCR any new project proposal for research and development work at RRCAT.

➢ To periodically review the progress of the projects being pursued by the Divisions / Independent Sections under the Group Board.

- Formulation and periodic review of PRIS-G targets pertaining to the Divisions / Independent Sections under the Group Board.
- To recommend proposals for nomination for DAE Excellence in Science, Engineering & Technology Awards to DAC.
- Discuss or recommend any other mater referred/ forwarded by Director, DAC, SCR or other Group Boards.

Mandate of *Science Committee of RRCAT (SCR)*

The functions and responsibilities of the Scientific Committee of RRCAT are as follows:

- To review and coordinate the scientific work of the Centre and monitor the progress of its major R&D programmes.
- To suggest proposals for speedier implementation and coordination of R&D programmes of RRCAT.
- To review and monitor the Revenue and Capital expenditure vis-a-vis the budget provisions and suggest measures to regulate expenditure or recommend proposals for additional funds necessary for priority activities.
- To consider and approve participation of staff members in International Seminars / Symposia / Conferences / Schools etc. (Participation in national level Seminars / Symposia / Conferences / Schools etc. will be approved by the Group Boards).
- To consider and approve visits Scientists / Professors / Members, recommended by the respective Group Boards for short periods not exceeding 5 days but involving honorarium and travel expenses. (Visits not involving any expenses to RRCAT will be approved by the Group Boards)
- To consider and recommend requirement of space and any additional facilities for the various programmes of RRCAT.
- To approve applications of staff members for enrolling in courses in India (other than HBNI) for additional qualification (up to Ph.D. degree).
- To approve deputations for higher studies/ training on tour etc. within India and the external registration programmes of IITs, IISc and other universities etc.
- To consider such other scientific / technical matters and functions that may be assigned to the Committee by the Director, RRCAT.

Mandate of *Director's Advisory Committee (DAC)*

The powers and responsibilities of the Director's Advisory Committee are as follows:

➢ To review the ongoing R&D programmes of the Centre, and formulate the future R&D programmes.

➢ To identify and approve proposals from various Groups for organizing Symposia / Conferences / Workshops / Seminars, etc. at RRCAT on scientific / technical topics of interest to the Centre.

➢ To consider requests received from prospective candidates from outside for post doctoral position at RRCAT.

➢ To approve grant of EOL to officers/staff for taking up post-doctoral fellowships / other higher studies.

➢ To nominate staff members for participation in various Departmental meets / seminars, training programmes.

➢ To approve indents proposals above 200 lakhs in respect of PT / LT and above 50 lakhs in respect of proprietary nature.

➢ To make recommendations for promotion of Scientific Officers of RRCAT from grade SO/E to SO/F (Level 12 to Level 13) and SO/F to SO/G (Level 13 to Level 13A).

➢ To consider such other administrative matters and functions that may be assigned to the committee by Director, RRCAT from time to time.

Mandate of *Council for RRCAT*

The functions of the *Council for RRCAT* will be as under:

➢ To formulate the R&D programmes of RRCAT and review their progress from time to time.

➢ To consider all matters of policy concerning RRCAT and recommend to competent authority for approval.

➢ To consider proposals involving S&T collaboration between RRCAT and scientific / academic institutions in India and abroad, and recommend to competent authority for approval.

➢ To consider all staff related issues brought up before the Council.

Annexure-2

List of Reports / Records

List of Reports / Records

S. No.	Document name	Periodicity	Report / Record submitted to (if applicable)
1.	Budget Proposals	Yearly	DAE
2.	Monthly Accounts	Monthly	DAE
3.	Appropriation Accounts	Yearly	DAE
4.	Pay & Allowances Report	Quarterly	DAE
5.	Audit Reports	Periodically/from time to time	Internal Inspection Wing, DAE & Auditor General, Mumbai.
6.	Form – 24 G	Monthly	Income Tax Department (Booking figure of Income Tax by PAO)
7.	Form – 24 Q	Quarterly	Income Tax Department (PAN-wise deduction of Income Tax from Employees).
8.	Form – 26 Q	Quarterly	Income Tax Department (PAN-wise deduction of Income Tax from Suppliers, Contractors, Hospitals and others).
9.	Form – GSTR 1 & 3	Monthly	Department of Commercial Tax, Madhya Pradesh.
10.	Input for PMO	Monthly	Member Secretary, Atomic Energy Commission (AEC)
11.	Quarterly Progress Report to Chairman	Quarterly	Office of Chairman, AEC
12.	Quarterly Progress Report	Quarterly	DAE
13.	Annual Report	Yearly	Library, DAE
14.	PRIS-G, targets and accomplishments	Yearly	Member-secretary, Expert committee for PRIS G

S. No.	Document name	Periodicity	Report / Record submitted to (if applicable)
15.	Update allowance	Yearly	Secretariat Coordination Section, DAE
16.	PRIS-O, targets and accomplishments	Once in three years	Secretariat Coordination Section, DAE
17.	Voluntary Retirement	Quarterly	DAE
18.	Employment of members of a family of Govt. servant in foreign mission & foreign organisations abroad	Quarterly	DAE
19.	Employment of members of a family of Govt. servant in foreign mission & foreign organisations in India	Quarterly	DAE
20.	Foreign visits by Government employees	Yearly	DAE
21.	Quarterly report on progress of implementation of official language in the Unit	Quarterly	1) DAE 2) Official Language, Bhopal
22.	Half yearly report on progress of implementation of official language in the Unit	Half yearly	Town Official Language Implementation Committee, Indore
23.	Yearly Report from Hindi Cell	Yearly	DAE
24.	Implementation of staff inspection Unit	Quarterly	DAE
25.	Annual Report of the Chief Commissioner for PWD	Yearly	DAE
26.	Grant of extension-employment of central Govt. Employees beyond the age of superannuation	Quarterly	DAE
27.	Counting of central government employees	Yearly	DAE
28.	Quarterly return for collection of data on Cadre Officer	Quarterly	DAE
29.	Correspondence with District Employment Exchange Indore	Quarterly	Employment Exchange, Indore
30.	Observation of proper procedure in officials dealing between the administrator and member of parliament	Quarterly	DAE

S. No.	Document name	Periodicity	Report / Record submitted to (if applicable)
31.	Information on staff strength	Yearly	Chairman's office
32.	Representation of SCs/ STs OBCs in the Central Govt. service	Yearly	DAE
33.	Reservation of vacancies for the Physically Handicapped person in group C and D posts under the Central Govt.	Yearly	DAE
34.	Guideline for monitoring of recruitment of minority communities in Govt. servant	Half-yearly	DAE
35.	Monthly report on pending court cases	monthly	DAE
36.	Monthly report on pending criminal cases	monthly	DAE
37.	Monthly report regarding anti-corruption & Vigilance cases	Monthly	DAE
38.	Monthly report on the status of pending disciplinary proceedings	monthly	DAE
39.	Monthly report on prevention of sexual harassment of woman at workplace	monthly	DAE
40.	Monthly report by CVO's reference from CVC	monthly	DAE
41.	Monthly report on pending court cases	monthly	DAE
42.	Quarterly report on reduction in total number of court cases withdrawn/settled/disposed	Quarterly	DAE
43.	Statement of unusual occurrences	Monthly	DAE
44.	Monthly diary of Head/In-charge of security Section	Monthly	DAE
45.	Monthly statement on healthiness of PPS gadgets	Monthly	DAE
46.	Monthly foreigners details visited RRCAT	Monthly	DAE
47.	Preliminary Report on significant unusual (within 24 hrs of incident)	Monthly	DAE
48.	Annual Information on security matters	Yearly	DAE