

## Indian Institute of Public Administration

I.P Estate, Ring Road  
New Delhi 110002

(Information published in pursuance of Section 4(1)(b) of Right to Information Act 2005 as on  
Date)

S No.	Particulars	Details
1.	About IIPA	Link to IIPA website ( <a href="https://iipa.org.in/cms/about/">https://iipa.org.in/cms/about/</a> )
	Name	Indian Institute of Public Administration (IIPA)
	Address and Contact Number	I.P Estate, Ring Road, New Delhi 110002 Tel: 011- 2346 8300/8400 & 2370 2400/07 Fax: 011- 2370 2440, 2335 6528 Email: <a href="mailto:contact_us@iipa.org.in">contact_us@iipa.org.in</a>
	Date of Establishment	29 <sup>th</sup> March 1954
	Registered as Society under Societies Registration Act XXI of 1860	Registration Certificate ( <a href="#">.....click to PDF</a> )
	Functions & Duties	The objects of the Society its Memorandum of Association (MOA) and Rules <a href="#">Click here</a>
	Activities	Link to IIPA website ( <a href="https://www.iipa.org.in/cms/activities/">https://www.iipa.org.in/cms/activities/</a> )
2.	Powers and Duties of Officers and Employees	<p>The Director is the Head of the Administration and the Faculty. He is supported by the following officers:</p> <p>I. Registrar – Overall Administration, Membership, Finance, Hostel, Maintenance, Academic Support Services supported by:</p> <p>(i) Deputy Registrar (F&amp;A) – in matter of Finance, Administration and Membership Deputy Registrar (AS) – in matter of Research, Training and RTI</p> <p>(ii) Executive Engineer - In matter of Maintenance</p> <p>II. Librarian – Overall Activities of library and supported by Deputy Librarians, Assistant Librarians.</p>

		They are duly supported by other staff members ( <a href="#">IIPA Staff list in PDF</a> )/to be linked with management page
3.	Procedure followed in the decision making process, including channels of supervision and accountability	The procedures and processes are broadly as per Government of India norms/pattern and as laid down by the Executive Council and various Committees/ Sub-Committees.
4.	The norms set by it for the discharge of its functions	As per norms/procedures laid down by the institute
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Broadly, the rules and regulations are as per Government of India norms which include the following: <ul style="list-style-type: none"> <li>(i) Institute's Service Bye-Laws</li> <li>(ii) Orders etc. issued from time to time (wherever the Bye-laws are silent the institute follows the below mutatis mutandis) <ul style="list-style-type: none"> <li>I. FR&amp;SR</li> <li>II. GFR</li> <li>III. CCS Conduct Rules</li> </ul> </li> </ul> (any other guidelines as provided by Government of India)
6.	A statement of category of documents that are held by it or under its control	Following are the important documents held by the Institute: <ul style="list-style-type: none"> <li>(i) Minutes of the Executive Council meetings</li> <li>(ii) Copies of Annual Reports and proceedings</li> <li>(iii) Service Records of Employees</li> <li>(iv) Memorandum of Association and Rules</li> <li>(v) Election Bye-Laws</li> <li>(vi) Membership records etc.</li> </ul>
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	Through representation on Executive Council and other Committees from various Sections of the Society.
8.	A statement of the boards, councils and other bodies consisting of two or more persons constituted as its part or for the purpose of the advice, and as to whether meetings of those boards, councils, committees and	The details of the Office Bearers and Members of the Governing Body and other Committees. Please visit ( <a href="https://www.iipa.org.in/cms/organization/">https://www.iipa.org.in/cms/organization/</a> )

	other bodies are open to the public, or the minutes of such meetings are accessible for public.	
9.	A directory of its officers and employees	Faculty (Link to IIPA website....) <a href="https://www.iipa.org.in/cms/faculty/">https://www.iipa.org.in/cms/faculty/</a> Non-Faculty (Link to IIPA website....) <a href="https://www.iipa.org.in/cms/faculty/">https://www.iipa.org.in/cms/faculty/</a>
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Please visit.....( <a href="https://www.iipa.org.in/cms/faculty/">https://www.iipa.org.in/cms/faculty/</a> )
11.	The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made.	The Budget Estimates for 2019-20 and last ten years <a href="#">Click here...</a>
12.	The manner of execution of subsidiary programmes, including the amounts and the details of beneficiaries of such programmes.	NA
13.	Particulars of recipients of concessions, permits or authorization granted by it.	NA
14.	Details in respect of the information available to or held by it, reduced in an electronic form	Necessary information can be viewed at <a href="http://www.iipa.org.in">www.iipa.org.in</a>
15.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading rooms, it maintained for public use	Library Timings: Monday-Friday: 9.00 AM – 6.00 PM Saturday: 9.00 AM – 5.30 PM Sunday: Closed  <i>Working days: Open on all days except three National Holidays (Republic Day 26<sup>th</sup> January, Independence Day 15<sup>th</sup> August and Birthday of Mahatma Gandhi 2<sup>nd</sup> October) and Sunday (or any other day declared to be closed)</i>  For information about Membership and other details, <a href="#">Click Here...</a>

16.	Training Programmes conducted by the Institute in last 10 years	<a href="#">Click here...</a>
17.	On-going training programmes	Link to IIPA website.... <a href="https://iipa.org.in/cms/training/">https://iipa.org.in/cms/training/</a>
18.	Research and Consultancy assignments completed of last 10 years	<a href="#">Click here.....</a>
19.	On-going research and consultancy assignments	(.....link to PDF)
20.	Tenders and Procurement	Link to IIPA website.... <a href="https://iipa.org.in/cms/">https://iipa.org.in/cms/</a>
21.	The names, designation and other particulars of the Public Information Officers	Public Information Officer:  <b>Shri Mithun Barua</b> Deputy Registrar (AS) Indian Institute of Public Administration I.P Estate, Ring Road New Delhi 110002 Tel: 011- 2346 8305 Email: <a href="mailto:mbdels@gmail.com">mbdels@gmail.com</a>  Assistant Public Information Officers:  (i) Mrs Sunita Gulati
22.	First Appellate Authority	<b>Shri S. N. Tripathi</b> Director Indian Institute of Public Administration I.P Estate, Ring Road New Delhi 110002 Tel: 011- 2370 2434, 2346 8321 Fax: 011- 2370 2440
23.	Such other information as may be prescribed	The necessary information under RTI Act, 2005 can be obtained from the Public Information Officer, Indian Institute of Public Administration, I.P Estate, Ring Road, New Delhi 110002 by furnishing an application along with a fee of Rs 10/- by means of DD/Pay Order drawn in favour of "IIPA, New Delhi"/cash.