



**Atal Bihari Vajpayee**  
**Institute of Good Governance and Policy Analysis**

(An autonomous Institution of the Govt. of M.P.)  
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**Seventeen Point Manual under Right to Information Act**  
**2005**

This manual has been prepared in pursuance of Section 4(1)(b) of the Right to Information Act, 2005 to provide information in respect of mission / objectives and functions of the Institute of Good Governance and Policy Analysis and the information is classified as under in seventeen points:-.

**(i) The particulars of its organization, functions and duties;**

The Institute of Good Governance and Policy Analysis was established by the General Administration Department, Government of Madhya Pradesh vide order No.F:11-8/2007/One/9, dated 7<sup>th</sup> September 2007. The Institute was registered as a Society under Madhya Pradesh Society Registration Act, 1973 (Registration No. 01/01/01/18429/07 dated 16-11-2007).

The Public Service Management Department, Government of Madhya Pradesh, vide its order No. F 6-3/2011/61/PSM, dated 2<sup>nd</sup> August 2011, has decided to establish the Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis and merge the assets and liabilities of the Institute of Good Governance and Policy Analysis into the Institute. The Institute has been registered as a Society under the MP Society Registration Adhiniyam, 1973 (registration No. 24618/20-01-2012 dated 02-06-2014)

The Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis (AIGGPA) is to act as a knowledge resource hub with the **aim** to:

- i) *facilitate a multi-disciplinary network of governance,*
- ii) *to recognize and promote research, good practices, and overall improvement in practices of governance globally, with focus on Madhya Pradesh with the help of professionals, organizations / associations in the relevant areas.*

## Vision

“To become a global think-tank that assists in the improvement of governance processes and policies to enhance the quality of life and well being of the people”

## Mission

“To promote Good Governance focused on improving the quality of life of the people, to advocate and advise on policy matters, to develop a Knowledge Resource Hub and to disseminate Knowledge”

The ultimate **goal** of the Institute is:-

- a) creating space and motivation for innovations and their applications in governance by functionaries at different levels.
- b) facilitating an environment of change for adoption/ adaptation of best practices for their replication and up scaling.
- c) measuring impact and monitoring quality of delivery systems for continuous improvement
- d) creating public value propositions that command legitimacy and support from a variant of stakeholders
- e) strategies for effective governance in rural, less developed and distant dwellings
- f) strategies for development of public-private partnership
- g) inbuilt systems for capacity building to deal with emerging challenges
- h) and (not finally) community empowered and participation in governance.

To achieve this, the Institute has the following **objectives**:

1. In the Global-Local context, to act as a 'Think Tank' in the field of good governance; to analyse the policies of government and to assess their impact on the target group.
2. To analyse key issues in good governance, identify problems and to suggest solutions for them, develop action plans and support implementation of these plans.
3. To create a bank of "Best practices", methodologies and e-governance programmes and their dissemination.
4. To provide consultancy services towards improving the prevailing administrative system and required restructuring.
5. To identify those areas for change and reform that will make the most positive impact in improving administrative performance and achievement.
6. To provide institutional mechanisms to local, national and international institutions and stake-holders for people-centric administration.
7. To provide technical support and advisory services to local bodies, states, national and international institutions in the areas of programme structuring and implementation, action research, change management and administrative reform.

8. To conduct various courses related with Public Service Management.
9. Capacity Building of non Government Organisations.
10. Any other work assigned by the Governing Body and not covered in above objectives.

**(ii) The powers and duties of its officers and employees;**

The Institute shall consist of the following bodies, namely: 1. Governing Body and 2. Executive Body. The supreme authority of the Institute shall vest in its Governing Body. On matters that are sufficiently important and urgent in his/her opinion and cannot wait for next meeting of the Governing Body, the Chairman may exercise his/her discretion as per clause-26 (iv) of the Chapter-7 of these regulations.

*The following matters shall be dealt with by the Governing Body:*

- (a) To consider and adopt the audited annual financial statements of the Institute.
- (b) To consider and approve the annual budget of the Society for the next financial year.
- (c) To consider and approve the Annual Report of the Institute.
- (d) To consider and approve the amendments in the Regulations as proposed by the Executive Body. At least two third (2/3rds) of the members present and voting shall have to approve the amendments.
- (e) To dissolve the Society and dispose off the property in its ownership in accordance with chapter eight of the Act relating to the dissolution of the societies, provided that a resolution for the purpose shall be considered at a specially convened meeting, presided over by the Chairman, that at such a meeting at least half of the total strength of members are present and further that, of these, two- third (2/3rd) votes in favour of such a resolution.

The business of the Institute, as per its aims and objectives, shall be managed and carried out by the Executive Body. It shall undertake all such activities as are necessary for the purposes illustrated in these regulations. The Executive Body shall exercise all financial and administrative powers to control and regulate the activities of the Society and shall also have powers and duties as under:-

- a) To frame general guidelines for promotion of good governance in the State.
- b) To raise funds and other resources for the activities of the Institute.
- c) To make sure the implementation of rules and regulations.
- d) To look after the Institute structure and its activities.
- e) To approve the annual report and statement of accounts and place them before the Governing Body for approval.
- f) The Executive Body will have powers to associate experts / professionals/ practitioners / institutions and members of the Institute to contribute to meet the objectives of the Institute in the following categories.
  - (i) *Distinguished Fellows* who may have excelled in any of the areas relevant to the objectives of the Institute.

- (ii) *Advisors, Fellows, Consultants* on such terms and conditions, as may be decided by the Executive Body from time to time.
- (iii) National/International Institutions with similar or allied objectives as *members of a global network of Institutions* in the area of Good Governance & Policy Analysis to be developed by the Institute
- (iv) *Members* as defined in these regulations.
- g) To prepare the budget of the Institute for the ensuing financial year and place it before the Governing Body.
- h) To ensure the auditing of the accounts of the Institute
- i) To delegate any of its powers and functions to officials with prior permission of the Governing Body.
- j) To arrange to send to the Registrar, annual returns and audited statement of income and expenditure and balance sheet as required under the provisions of the Act.
- k) To recommend amendment to the Regulations for being adopted by the Governing Body as per provisions of the Act.
- l) To draw up a framework for the welfare of the staff/officials of the Institute.
- m) To perform all such other functions as are necessary for conducting the activities of the Institute.

The powers as defined in the Regulations of the Institute are:

### **Chairman**

- (i) The *Chief Minister* of the State shall be the Chairman of the Institute.
- (ii) The Chairman by virtue of his office shall be the head of the Institute.
- (iii) The Chairman shall preside over the meetings of the Governing Body.
- (iv) The Chairman of the Institute shall exercise general control and supervision over the working of the Institute. He/She shall have power to take decisions, which may be urgently required in the best interest of the Institute and to place them for confirmation at the ensuing meeting of the Governing Body.

### **Director General**

1. The State Government shall appoint a Director General as per terms and conditions determined by the Government.
2. The Director General shall hold office for a term as decided by the State Government, The State Government can terminate the appointment of those appointed by invitation by giving a notice of *three months*. Similarly the incumbent can also resign by giving a notice of *three months*, which on request of the incumbent could be reduced by the Chairman.
3. Under the overall supervision of the Executive Body, the Director General shall be responsible for the day to day working of the Institute.
4. The Director-General shall be the Member-secretary of the Governing Body and Executive Body.
5. All orders, notices and instructions issued on behalf of the Institute shall be issued under the signature of the Director-General or any officer authorised by the Director-General.
6. Director General shall maintain the proceedings of the meetings and other records.
7. The Administrative Officer shall be the person in whose name the Institute may sue or to be sued.
8. The Director-General may receive any donations / gifts, acquire any land, building or other movable or immovable properties together with all rights pertaining thereto, through purchase exchange, lease or any other means, on behalf of the Institute.
9. The Director-General shall oversee management of the funds of the Institute, implementation of various programmes and activities, sanction and disbursement of all payments to the concerned as per approved plans and budget of the Institute.

### **Manager Finance:**

A Manager Finance shall be appointed as per the guidelines of the State Government, who will be responsible for management of the funds of the Institute. He shall work under the supervision of the Director-General.

The powers of the officers of the Institute are also defined in the General Financial and Administrative Rules, which are as under:-

(APPENDIX V – DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS )

**Administrative Powers:**

S.No	Nature of power	Authority to whom the powers delegated	Extent of delegation
AP-1	Creation of posts	Director General	Full powers on approval of EB
AP-2	Fixation of qualifications for various post	Director General	Full powers for Manager/Advisor and above posts on approval of Executive Body
		Director General	Full powers in respect of other posts.
AP-3	To make appointment of Manager/Advisor and above posts	Director General	Full powers subject to the availability of posts
AP-4	To make appointments of post below the Manager/Advisor	Director	Full powers subject to availability of posts in the set up
AP-5	To issue appointment letter	Manager (Administration)	Full powers subject to approval of Appointing authority
AP-6	To issue appointment letter in case of Manager (Administration)	Director	Full powers subject to approval of Appointing authority
AP-7	To order AIGGPA employees to hold additional charge/duty of another post	Director General	Full powers for Director, Principal Advisors
		Director	Full powers for the post of Advisor/Manager, Deputy Advisor/Deputy Manager
		Manager (Administration)	Full powers for other office staff
AP-8	To extend joining time in certain conditions	Director General	Full power for Director and Principal Advisor
		Director	Full powers for the post of Advisor/Manager, Deputy Advisor/Deputy Manager
		Manager (Administration)	Full powers for other office staff
AP-9	To sanction annual increments	Director General	Full power for the post of Director
		Director	Full powers for the Post of Deputy Manager/Deputy Advisor and above
		Manager (Administration)	Full powers for other office staff

AP-10	Sanction Casual Leave	Director General	Full powers for self and for the post of Director
		Director	Full powers for the post of Principal Advisor/Manager
		Principal Advisor	Advisor/Deputy Advisor
		Manager (Administration)	Full powers for the post of Deputy Manager and other office staff
AP-11	Sanction Earned Leave/Maternity leave/ Paternity Leave/Medical Leave	Chairman GB	Full powers for the post of Director General
		Director General	Full powers for the post of Director
		Director	Full powers for the Post of Principal Advisor/Advisor/ Manager/Deputy Advisor
		Manager (Administration)	Full powers for the other office staff
AP-12	To sanction Extra ordinary Leave(Leave Without Pay)	Chairman GB	Full powers for the post of Director General
		Director General	Full powers for the post of Director
		Director	Full powers in respect of others
AP-13	To approve tour program of Core Staff	Director General	Full power for self and Director. Full power for all staff outside country
		Director	Full powers for the Post of Principal Advisor/Advisor/Manager/Deputy Advisor within country and for other staff outside state
		Manager (Administration)	Full power for office staff within State only
AP-14	To approve tour program of Distinguished Fellow/ Fellow/Consultant/ Research Associates and field staff	Director General	Full powers in case of Distinguished Fellow
		Director	Full Powers in case of others
AP-15	Nomination of Project Coordinator for a project/study	Director	Full powers
AP-16	Selection of Team Members in the Project	Project Coordinator  mentioned in AP-15 above	Full powers subject to approval by Director

AP-17	Engagement of temporary Field workers /Surveyors/ other staff for project work	Director General	Full powers
		Principal Advisor	Up to maximum 6 Months (As per the approved Project proposal by the competent authority)
AP-18	Engagement of temporary workers/labor on collector rate as per need	Director General	Full powers
		Director	Up to 3 months
AP-19	Power to impose minor penalty of withholding increment/Censure/CR warning for officers and employees on deputation	Director General	Full power for the Post of Director/Principal Advisor/Advisor/Manager
		Director	Full powers for other staff
AP-20	Powers to order summary enquiry against the officers and employees on tenure for Censure/ Financial penalties/ removal from services	Director General	Full power for the Post of Director/Principal Advisor/Advisor/Manager
		Director	Full powers for other staff
AP-21	Power to impose penalties- Censure/financial penalties up to one month's salary/removal from service for officers and employees appointed on tenure basis	Director General	Full power for the Post of Director/Principal Advisor/ Advisor/Manager
		Director	Full powers for other staff
AP-22	Recovery from pay whole or part of any loss caused to AIGGPA by negligence or breach of trust	Director General	Full power for the Post of Director/Principal Advisor/ Advisor/ Manager
		Director	Full powers for other staff



### Financial Powers

S. No	Nature of power	Authority to whom the Powers delegated	Extend of Delegation
FP-1	To draw salary, wages and other allowance	Manager (Administration)	Full power as per service conditions
FP-2	Pay fixation/increments	Manager (Administration)	Full powers with approval of Competent authority
FP-3	To sanction Tour Advance	Director General	Full power for self and Director. Full power for all staff outside Country
		Director	Full powers for the Post of Principal Advisor/Advisor/Manager/Deputy Advisor within country and for other staff outside state
		Manager (Administration)	Full power for office staff within State only
FP-4	To sanction tour advance of Distinguished Fellow/ Fellow/Consultant/ Research Associates and field staff	Director General	Full powers in case of Distinguished Fellow
		Director	Full Powers in case of others
FP-5	Sanction of TA Bill	Director General	Full power in case of self, Director and Distinguished Fellow
		Director	Full powers for the Post of Principal Advisor/Advisor/Manager/Deputy Advisor barring relaxation in rules, which shall be referred to Director General
		Manager (Administration)	Full powers for office staff barring relaxation in rules, which shall be referred to Director
FP-6	Authorize an employee to undertake journey by special means of conveyance	Director General	Full powers for Director
		Director	Full power for other staff
FP-7	Hiring of conveyance and travel expenses for project work/conferences/Workshops/ Guests and Dignitaries	Director	Full powers
FP-8	To sanction Medical bills	Manager (Administration)	Full power in respect of AIGGPA staff as per rule
FP-9	Sanction of telephone, mobile, electricity and water charge bills	Manager (Administration)	Full powers as per rules

FP-10	To sanction new telephone or mobile connection	Director	Full powers as per rule
FP-11	Payment of Newspaper and Magazine for Library	Director	Full powers
		Manager(Finance)	Up to Rs. 5000/-
FP-12	Binding of library books and Journals	Principal Advisor (Centre for knowledge Management)	Full powers
FP-13	Expenditure on Postage/telegram/ Courier	Manager(Administration)	Full powers
FP-14	Sanction of advertisement charges	Director General	Full powers above Rs. 1,00,000/-
		Director	Up to Rs. 1,00,000/- full powers
FP-15	Hiring of building for officers, garages etc.	Director General	Full powers
		Director	rent Up to Rs. 25,000/- per month
FP-16	To sanction refund of money credited in favor of AIGGPA	Director	Full powers
FP-17	Refund/release of EMD	Manager (Finance)	Full powers subject to approval of Director
FP-18	Printing of forms, Annual Reports, documents and stationery articles, photocopying, and binding etc.	Director General	Full Power
		Director	Full power up to Rs. 2.0 lakh in each case.
		Manager(Administration)	Up to Rs.25000/- in each case
FP-19	Engagement of Accounts Auditor for internal annual audit	Director General	Full powers with the approval of EB
FP-20	Purchase of new vehicle	Director General	Full powers
FP-21	Purchase of tyres, tubes and batteries for vehicles	Director	Full powers in case of relaxation
		Manager(Administration)	Full powers as per the time limit/mileage fixed by AIGGPA
FP-22	To sanction expenditure on POL of AIGGPA vehicles	Director	Full powers in case of relaxation
		Manager(Administration)	Full powers up to the limit fixed by AIGGPA
FP-23	To sanction expenditure on repairs of vehicles	Director General	Full powers
		Director	Full powers up to Rs. 25,000/- for a single vehicle per annum
		Manager(Administration)	Full powers up to Rs. 5000/- for a single vehicle per annum
FP-24	To sanction amount for Insurance of AIGGPA vehicles	Manager(Administration)	Full powers
FP-25	To sanction repair and maintenance of office equipments/furniture/ electric fixtures including Annual Maintenance Contract	Director General	Full Powers
		Director	Up to Rs.1,00,000/- in each case
		Manager(Administration)	Up to Rs.15,000/- in each case

FP-26	Institution of legal proceeding and hiring legal experts	Director General	Full powers
		Director	Full powers up to Rs. 25,000/- in each case
FP-27	To sanction advance and expenditure on miscellaneous/contingent expenditure	Director General	Full powers
		Director	Rs. 1,00,000/- per item, as per rules
		Manager(Administration)	Up to Rs. 15,000/- per item, as per rules
FP-28	Administrative approval of Projects with project budget breakup /approval of Terms of Reference/ Agreements for project	Director General	Full powers
		Director	Rs. 10,00,000 in each case
FP-29	To sanction expenditure on study/seminars/meetings and functions held or sponsored by AIGGPA including lodging, boarding, honorarium, conveyance and food	Director General	Full powers
		Director	Full power for external funded projects. Up to Rs. 2,00,000/- in each case for AIGGPA fund project
		Manager(Administration)	Up to Rs.15,000/- at a time
FP-30	To sanction purchase of immovable property	Director General	Full power with the approval of Executive body
FP-31	To sanction purchase of furniture, machinery, equipment including computer hardware and software, store items, stationary and miscellaneous items	Director General	Full Powers
		Director	Up to Rs2,00,000/-
		Manager(Administration)	Up to Rs25,000/-
FP-32	To accord administrative approval and expenditure sanction on Original Works, Repairs and Maintenance	Director General	Full powers
		Director	Up to 5,000,00/- if works done by Government Agency. Otherwise Rs. 2,00,000 per item as per AIGGPA rules
		Manager(Administration)	Up to Rs. 10,000/- per annum for minor repairs
FP-33	To sanction expenditure on demurrage charge	Director General	Full powers
		Director	Up to Rs. 10,000/-

FP-34	To declare stores as surplus/ unserviceable/obsolete and to fix their reserve/resale price and to prescribe their mode of disposal	Director General	Full powers
		Director	Up to Rs. 25,000/- in each case
FP-35	To sanction write-off of unserviceable stores and store lost by fraud, negligence or theft	Director General	Full powers
		Director	Full powers Up to Rs. 25,000/- in each case
FP-36	Receipt and discharge on behalf of the organization	Manager (Finance)	Full powers
FP-37	Draw and negotiate cheques, letters of credit, etc.	Manager (Finance)	Full powers
FP-38	To sign various documents viz (a) Bill of lading order for delivery of goods, RR, etc.	Manager (Finance)	Full powers
	(b) To sign vouchers, etc.	Manager (Finance)	Full powers
	(c) To check and attest entries in Cash Books	Manager (Finance)	Full powers
	(d) Sign and execute contracts	Manager (Administration)	Full powers with the approval of DG/Director
FP-39	Powers to sign Cheques and make payments	Manager (Finance)	Up to payments Rs 1,00,000 as per AIGGPA rules
		Joint signature of Manager (Finance) and Manager (Administration)	Upto payments above Rs. 1,00,000 to Rs 5,00,000
		Joint signature of Manager (Finance) and Director	Payments above Rs. 5,00,000
FP-40	Investment of AIGGPA Funds	Director General	Full powers
FP-41	To fix the amount of imprest	Director	Full powers

### **(iii) Channels of supervision and accountability;**

The supreme authority of the Institute vests in its General Body. Hon'ble Chief Minister of Madhya Pradesh is the Chairman of the General Body.

The business of the Institute as per its aims and objectives is managed and carried out by the Executive Body. It undertakes all such activities which are necessary for the functioning of the Institute.

The details of the powers of General Body and Executive Body are given in Regulations of the Institute and in its General Financial and Administrative Rules (GFAR).

The day-to-day working of the Institute is managed by the Director General along with Directors, Administrative Officer, Manager (Finance) and other supporting staff.

### **(iv) The norms set by it for the discharge of its functions;**

Institute does not provide direct services to public but take assignments such as projects, consultancies, studies, workshops, conferences, discussions etc in the field of Good Governance and Best Practices from various departments of the Government of Madhya Pradesh and these assignments are carried out as per the norms laid down by the departments.

### **(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

The Institute discharges its functions mainly through following:-

1. [Regulations](#).
2. [General Financial and Administrative Rules](#) (GFAR).

The details of the regulations and the General Financial and Administrative Rules are available on the website [www.aiggpa.mp.gov.in](http://www.aiggpa.mp.gov.in).

**(vi) A statement of the categories of documents that are held by it or under its control;**

**LIST OF DOCUMENTS**

<b>Code No.</b>	<b>Title</b>
1	Good Governance - Practical Suggestions (National Advisory Council)
2	Good Governance Summary of Suggestions (National Advisory Council)
3	MP State Aids Control Society DFID Review
4	Land Related Downloaded Material
5	Electronic Information & Planning
6	Public Distribution System (PDS)
7	Public Distribution System (PDS) - II
8	Director of land Records, Haryana, Chandigarh
9	Bihar State Aids Control, Society, Annual Report 2004
10	A Study on Alternative Public Distribution System
11	Conference Report, BONN
12	India's Public Distribution System
13	The Public Distribution System in India: Counting the poor From making the poor count
14	P Programme Proposals 2008-09
15	List of Member of the Indian Administrative Service
16	Red Ribbon Express : Project Implementation Plan
17	Retreat 2006
18	Information Handbook (In pursuance of Chapter II, Section 4(1) b of the Right to information Act, 2005)
19	MP State Aids Control Society (MPSACS)
20	Community Radio
21	Un E-Government Survey 2008
22	Report of the One Man Committee On Good Governance
23	Successful Governance Initiatives and Best Practices
24	Profile Of Govt. Of Madhya Pradesh
25	State Health Policy For MP (DRAFT)
26	State Water Policy Govt Of MP
27	State Road Policy Government of India
28	Peramedical Council (Proposed) Govt of MP
29	State Policy For Mitigation & Management Of Disasters
30	MP Population Policy January 2000
31	Health & Population Indicators
32	National Population Policy, Govt. Of M.P.
33	Guidelines for Department Of Family Welfare Supported NGO Schemes
34	No- Scalpel Vasectomy (NSV) India
35	Information Technology SUB PLAN
36	The Gazette Of India

37	सूचना प्रौद्योगिकी विभाग वार्षिक प्रशासकीय प्रतिवेदन वर्ष 2007 2008
38	सूचना का अधिकार मैन्युअल
39	Advantage Madhya Pradesh Brochure
40	Information Technology Policy Of Madhya Pradesh
41	Building Inclusive Financial Sectors For Development
42	About United Nations Capital Development Fund
43	Building Inclusive Financial Sectors For Development, Executive Summery
44	Sectoral Report for the five- year mid - term Review of the Brussels Programme of Action for the least Developed Countries 2001-2005
45	UNCDF Briefing Note February 2002
46	Policy Impact And Replication
47	UNCDF , Annual Session 2008
48	UNCDF, Business Plan 2001-2003
49	UNCDF, Business Plan 2005-2007
50	Taking Risks
51	2007 UNCDF Results oriented Annual Report
52	Department of information Technology Govt of M.P.
53	2006 UNCDF Results- Oriented Annual Report (IIIustrated)
54	Progress Report on the UNDP- UNCDF strategic Partnership (DP/2007/34)
55	2006 Results - oriented Annual Report
56	UNCDF Evaluation Unit A Conceptual Framework for the UNCDF Impact Assessment
57	Terms of Reference for the independent impact assessment of the United Nations capital Development Fund (UNCDF)
58	Independent impact Assessment of the United Nations Capital Development Fund Executive Summary
59	Independent impact Assessment of the United Nations Capital Development Fund Volume I - Final Synthesis Report
60	Independent impact Assessment of the United Nations Capital Development Fund Volume II - Appendices
61	Independent impact Assessment of the United Nations Capital Development Fund Volume III- Portfolio Analysis
62	Independent impact Assessment of the United Nations Capital Development Fund Volume IV- Staff Survey
63	The MP Human, Development Report 2002 Using the power of democracy for development
64	Manual Of Village Development Committee (DPIP), Department Of Panchayat and Rral Development
65	Samadhan Ek Din Mai Jan Suvidha Kendra
66	Initiatives Information Technology
67	Volume 1 : e- Governance Roadmap Government of MP
68	JOB Chart Of Initiatives
69	District Poverty Initiatives Porject (Circular), Govt. of M.P.
70	Operation Manual (District Poverty Initiatives Project)
71	मध्य प्रदेश राज्यपत्र जल संसाधन विभाग
72	The MP Human Development Report 1995
73	National Health Policy 2002
74	Elementary education in india

75	Bulletin on Rural Health Statistics in India
76	Part-I Governance Indicators Part-II Governance Indicators
77	Elementary education in india- Where dowe stand ?
78	Restoring Trust in Government: The Potential of Digital Citizen Participation
79	Scoping Paper on Financial Inclusion
80	The Millennium Development Goals Report (UN)
81	The Indira Gandhi National Open University ACT 1985 (No 50 of 1985) And The Status of The
82	Administrative Reforms Commission- Report March-June 2000
83	India Vision 2020
84	Dikshit & Raina Commission Reports on Administrative Reforms-II
85	Small Scale Industries (M.P.)
86	Right to Information (First Report)
87	Unlocking Human Capital (Second Report)
88	Crisis Management (Third Report)
89	Capacity building for conflict resolution (Seventh Report)
90	Social Capital (Ninth Report)
91	Refurbishing of Personnel Administration (Tenth Report)
92	Impact Assessment of e- Governance Projects
93	RETHINKING DISASTERS Why death and destruction is not nature's fault but human failure
94	ICTs for Development Case Studies from India
95	Good Governance Through ICT (National Informatics Centre A Premier IT Organisation of Good
96	Dikshit & Raina Commission Reports on Administrative Reforms-II
97	Strategies in Good Governance: A Case Study of Karnataka, Kerala and Orissa
98	PAY REVISION MEDICAL RULES/ RATES (IGNOU)
99	Blue Print Action plan on Good Governance- Ministry of Home Affairs- Agenda Item No.1
100	Indira Gandhi National Open University Ordinances and Regulations of the university (as on 31-03-2008) Leave Rules

There are other general files related to day-today working of the Institute

**(vii) 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;**

The functioning and the activities of the Institute are governed by two bodies namely; the Governing Body and the Executive Body. In the Governing Body, Hon. Chief Minister of the State is Chairman and Hon. Ministers of several departments are members of the Body, who are the elected members of the public and well as in the Executive Body; there is nomination of maximum five non-Government persons, nominated by the State Government of Madhya Pradesh. The public is indirectly consulted through these bodies.



**(viii) 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;**

*Structure of the Institute:* The Institute shall consist of the following bodies, namely:

- a. Governing Body;
- b. Executive Body;
- c. Any other committee constituted by the Governing Body.

**Governing Body:** The Governing Body shall consist of the following:

- |  |                  |
|--|------------------|
| 1. Hon'ble Chief Minister, Government of M.P.  | Chairman         |
| 2. Hon'ble Minister for Finance, Government of M.P.                                    | Member           |
| 3. Hon'ble Minister for Rural Development, Government of M.P.                          | Member           |
| 4. Hon'ble Minister for Urban Administration & Development, Government of M.P.         | Member           |
| 5. Hon'ble Minister for Science & Technology, Government of M.P.                       | Member           |
| 6. Hon'ble Minister for Scheduled Castes /Scheduled Tribes Welfare, Government of M.P. | Member           |
| 7. Hon'ble Minister for Planning, Economics & Statistics, Government of M.P.           | Member           |
| 8. Chief Secretary. Government of M.P.   | Member           |
| 9. Director General, R.C.V.P.Academy of Administration and Management. Bhopal          | Member           |
| 10. Secretary to the Government of M.P. in the General Administration Department       | Member           |
| 11. Secretary to the Government of M.P in the Finance Department                       | Member           |
| 12. Director, I I M, Indore  | Member           |
| 13. Shri B.S. Baswan, IAS (retd) *   | Member           |
| 14. Prof Neerja Gopal Jayal *  | Member           |
| 15. Shri Pradeep Singh *   | Member           |
| 16. Shri T.Chatterjee *  | Member           |
| 17. Director General, Institute of Good Governance and Policy Analysis.                | Member-Secretary |

*(\* Members nominated by the State Government, their tenure is normally for two years, which can be extended by the State Government)*

*Tenure of Membership:*

Membership of the Society shall be initially for a period of two years *but* may be extended subsequently, on year to year basis, by the State Government. Ex-officio members shall continue to be members, as long as they hold the position in office.

*Eligibility for Membership:*

To be eligible for membership, individuals /organisations should agree to abide by these regulations and specific norms of membership as may be stipulated by the State Government from time to time. Organisations can nominate an individual to attend meetings of the Institute.

*Termination/ Cessation:*

1. Membership shall stand terminated in the event of death of the member, his becoming of unsound mind, or resignation from membership if accepted, or conviction in a criminal offence. The resignation shall be accepted by the State Government if it is duly recommended by the Governing Body.
2. Membership shall cease if in the opinion of the Board a Member is guilty of misconduct in relation to the affairs of the Institute.
3. Membership shall cease on removal or dismissal from the service of the State Government or the Central Government on charges of corruption/misconduct.
4. Membership shall be terminated if a member accepts or holds any official position such as Director/Manager or as a salaried employee of an organisation which has any share or interest in any contract awarded by the Institute.  
(Applicable only for nominated members).

*Register of Members:*

The Institute shall maintain at its registered office, a register of its members and shall enter therein the particulars as per the provisions of the Act.

## **Executive Body**

The business of the Institute, as per its aims and objectives, shall be managed and carried out by the Executive Body. It shall undertake all such activities as are necessary for the purposes illustrated in these regulations.

The *Executive Body* shall comprise of the following:

- |  |                  |
|--|------------------|
| 1. Director General, Institute of Good Governance and Policy Analysis                      | Chairman         |
| 2. Secretary to the Government of M. P. in the General Administration Department           | Member           |
| 3. Secretary to the Government of M. P. in the Finance Department                          | Member           |
| 4. Secretary to the Government of M. P. in the Panchayat & Rural Development Department    | Member           |
| 5. Secretary to the Government of M.P. in the Information Technology Department            | Member           |
| 6. Secretary to the Government of M. P. in the Commerce, Industry & Employment Department  | Member           |
| 7. Secretary to the Government of M. P. in the Planning, Economics & Statistics Department | Member           |
| 8. Shri Rathin Roy *   | Member           |
| 9. Shri Ravi Kant *  | Member           |
| 10. Director, ABV Institute of Good Governance & Policy Analysis                           | Member-Secretary |

(\* Members nominated by the State Government, their tenure is normally for two years, which can be extended by the State Government)

### *Term of Nominated Members on the Executive Body :*

The term of nominated members on the Body shall be two years from the date of their nomination. Ex-Officio Members shall continue to be members as long as they hold the position in the office.

A nominated member on the Body shall cease to be a member :

- if he dies, resigns, becomes insane or is convicted of a criminal offense;*
- if he does not attend three consecutive meetings of the Body without prior intimation in writing to the Member Secretary;*
- has been removed or dismissed from the service of the State or the Union Government on charges of corruption/misconduct;*
- holds any official position such as Director / Secretary / Manager or as a salaried employee of an organisation which has any share or interest in any contract awarded by the Institute;*
- any nominated member may resign through a signed letter addressed to the State Government, but he/she shall continue in office until his/her resignation is accepted by the State Government. Resignation from the Body shall take effect only from the date it is accepted by the State Government.*

The Executive Body will meet on a notice served to the members seven days before the appointed date. The Chairman of the Executive Body shall have power to take decision on matters which may be of urgent nature and to place them for confirmation at ensuing meeting of the Executive Body.

**(ix) A directory of the officers and employees working with AIGGPA:**

S. No.	Name & Designation	Office	Mobile	Resi.	Email	Residential Address
1.	<b>Shri R. Parasuram</b> Director General	2777308		4055521	parasuram.aiggpa@gmail.com	BB8 Akriti Eco City, Bawadiyakalan, Bhopal
2.	<b>Sh. B. Chandrashekhar,</b> Director	2777316			secycmmp@gmail.com	
3.	<b>Shri Mangesh Tyagi,</b> Principal Advisor (Governance)	EPABX	9425193330		<a href="mailto:mangesh_tyagi@yahoo.com">mangesh tyagi@yahoo.com</a>	
4.	<b>Shri M.M. Upadhyay</b> Principal Advisor (Social Sector)	EPABX	9425011863	..	<a href="mailto:mmupadhyay60@yahoo.com">mmupadhyay60@yahoo.com</a>	H2/461, Arvind Vihar, Bhopal 462043
5.	<b>Shri Rahul Choudhary</b> Principal Advisor (Inf & Economic Devt)	EPABX	9971009922		<a href="mailto:rahul_choudhari@mp.gov.in">rahul_choudhari@mp.gov.in</a>	Director Bunglow 2, Sushasan Bhawan, Bhadbada Square TT Nagar, Bhopal
6.	<b>Dr Amitabh Bhatnagar</b> Principal Advisor (Knowledge management)	EPABX	9425010405		<a href="mailto:amitabh.bhatnagar@mp.gov.in">amitabh.bhatnagar@mp.gov.in</a>	
7.	<b>Shri Har Prasad Sharma, Manager (Admin)</b>	EPABX	9179461661	--	hp.sharma@mp.gov.in	F-02, Sushasan Bhawan, Bhadbada Square, TT Nagar
8.	<b>Shri Girish Trivedi, Manager (Finance)</b>	EPABX	9893700457		reachgirishbpl@yahoo.com	B-12, Tilak Nagar, E-8 Bhopal-462039
9.	<b>Sh. Saurabh Bansal,</b> Advisor (KM)	EPABX	9300817187	2575040	sbsushasan@mp.gov.in	D-4, Machna Colony. Bhopal
10.	<b>Smt. Richa Mishra, Advisor (SSD)</b>	EPABX	9826089104		richa_mishra1234@rediffmail.com	DB.1, Sushasan Bhawan, Bhadbada Square TT Nagar Bhopal
11.	<b>Dr. Indrani Barpujari,</b> Advisor (Governance)	EPABX	9868530382	—	indranib22@gmail.com	HIG-3, Vanika (IIFM Residential Colony, Kotrasultanabad, Bhopal-462003)
12.	<b>Shri Manoj Kumar Jain,</b> Advisor (Infra. & Economic Devt)	EPABX	9425145537	..	mkjbpl13@gmail.com	--
13.	<b>Shri Amitab Shrivastava, Deputy Advisor (KM)</b>	EPABX	9826319123		<a href="mailto:amitabhshrivastava.sgpa@gmail.com">amitabhshrivastava.sgpa@gmail.com</a>	E-4/ 365, Arera Colony, Bhopal
14.	<b>Shri Gaurav Khare Deputy Advisor (Gov)</b>	EPABX	9826193209		gauravkhare3@gmail.com	92, Shubhalay, E-8, Trilanka, Bhopal

15.	<b>Shri Gaurav Kumar Agrawal</b> Deputy Advisor (I&ED)	EPABX	9993118080 9200208383		gauravagrawal06@gmail.com	
16.	<b>Ms Beena Shrivastava,</b> Deputy Advisor (SSD)	EPABX	9406647487		beena.bhuriya@rediffmail.com	Qtr. No. A-02, Sushasan Bhawan
17.	<b>Dr. Anitha Govindraj</b> Deputy Advisor (Governance)	EPABX	9425854455		anitha_iari@yahoo.com	DX-B-3, Char Imli Bhopal-462016
18.	<b>Smt. Jalaja Saji</b> Deputy Advisor (Infra & Economic Development)	EPABX	9981170509		d.jalaj@gmail.com	HNo.11, Shivlok Phase-IV, Khajurikalan road, Bhopal-462021
19.	<b>Smt. Mangala Gowri</b> Deputy Advisor (SSD)	EPABX	9425101801		gowri.raghu@gmail.com	
20.	<b>Smt. Jaya Ramnath Koshta</b> Deputy Advisor (KM)	EPABX	9406542019		Jayakoshta15@gmail.com	--
21.	<b>Sh. V. K. Menon,</b> Deputy Manager (HR & Stores)	EPABX	9406542492	4911412	agromenon@gmail.com	71, Vallabh Nagar, Behind St.Xavier Institute, Piplani, Bpl
22.	Deputy Manager (Estate)	EPABX				
23.	<b>Sh Shreeraj Nair</b> <b>Assistant Manager (Fin)</b>	EPABX	9993764399	--	shrirajnair@yahoo.com	House No.102/36, Simren Homes, Govind Garden, Govindpura, Bhopal- 23
24.	<b>Sh Kailash Dawar,</b> Executive Assistant	EPABX	9630708333			ग्राम खिफेदा माकन नंबर २१३ पोस्ट राजघोटा जिला धार
25.	<b>Mrs. Nilesh Sharma,</b> Assistant	EPABX	9893146192		neelusharma29@rediffmail.com	Qtr. No.A-04, Sushasan Bhawan,
26.	<b>Shri Jayant Kumar Joshi,</b> Assistant	EPABX				Qtr. No.A-03, Sushasan Bhawan,
27.	<b>Sh Ravindra Chouhan</b> Assistant	EPABX	9753334443			F-02, Sushasan Bhawan, Bhadbada Square
28.	Smt. Bhavana Bhargav Assistant	EPABX	9893221666			
29.	Shri Ram Niranjana Verma Assistant	EPABX	9300168964			
30.	Mr. Vishnu Singh Thapa Assistant	EPABX	9755814423			
31.	Sh. Arvind Devre, Assistant	EPABX				
32.	Shri Girish Kumar Joshi Assistant	EPABX				I(C)-01, Sushasan Bhawan,

33.	Sh. Deepak Batham Assistant	EPABX				
34.	<b>Sh. Omprakash Kushwaha</b> , Driver -cum-Multiskilled	EPABX				H.No.31, Tilajamalpura, Near rammandir, bpl
35.	<b>Sh. Ajay Kumar Yadav</b> , <b>Multiskilled</b> Multiskilled worker	EPABX				
36.	<b>Sh. Rambhooshan Mishra</b> , <b>Multiskilled</b> Multiskilled worker	EPABX				Qtr. No.C-02, Sushasan Bhawan,
37.	<b>Shri Shravan Kumar</b> , <b>Multiskilled</b> Multiskilled worker	EPABX				Qtr. No.C-03, Sushasan Bhawan,
38.	<b>Shri Biharilal Jharia</b> , <b>Multiskilled</b> Multiskilled worker	EPABX				Qtr. No.C-04, Sushasan Bhawan,
39.	<b>Shri Rahul Sharma</b> , <b>Multiskilled</b> Multiskilled worker	EPABX				
40.	<b>Shri Mohan Singh Rajput</b> , <b>Multiskilled</b> Multiskilled worker	EPABX				House No.544, Hanuman Mandir Road, Chanakyapuri, Sehore
41.	<b>Shri Ashok Yadav</b> , <b>Multiskilled</b> Multiskilled worker	EPABX				House No.613, Near Raj Bhawan 24 Qtrs., Roshanpura, Bhopal

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**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

(Please refer Service Rules & GFAR available on the website for details)

<b>S. No.</b>	<b>Name &amp; Designation</b>	<b>Salary</b>
1.	Shri R Parasuram Director General	<u>Rs.2,25,000/-</u> ( <u>minus pension</u> )
2.	Shri B.Chandrashekhar Director	--
3.	Shri Mangesh Tyagi Principal Advisor (Centre for Governance)	<u>1,05,000/-</u> (on Tenure basis)
4.	Shri M.M Upadhyay, Principal Advisor (Centre for Social Sector Development)	<u>1,05,000/-</u> (on Tenure basis)
5.	Shri Rahul Choudhary Principal Advisor (Centre for Infrastructure and Economic Development studies)	<u>1,10,200/-</u> (on Tenure basis)
6.	Dr. Amitabh Bhatnagar Principal Advisor (Centre for Knowledge Management)	<u>1,05,000/-</u> (on Tenure basis)
7.	Shri Har Prasad Sharma Manager (Administration)	<u>63000/-</u> (on Tenure basis)
8.	Shri Girish Trivedi, Manager (Finance)	<u>66,150/-</u> (Tenure basis)
9.	Shri Saurabh Bansal, Advisor (Centre for Knowledge Management)	<u>Rs. 15,600- 39100</u> (Grade Pay Rs.5400)
10.	Smt. Richa Mishra, Advisor (Centre for Social Sector Development)	<u>66,150/-</u> (Tenure basis)
11.	Dr. Indrani Barpujari, Advisor (Centre for Governance)	<u>66,150/-</u> (Tenure basis)
12.	Shri Manoj Kumar Jain, Advisor (Centre for Infrastructure and Economic Devt. studies)	<u>63,000/-</u> (Tenure basis)
13.	Shri Amitab Shrivastava Deputy Advisor (Centre for Knowledge Management)	<u>44,100/-</u> (Tenure basis)
14.	Shri Gaurav Khare Deputy Advisor (Centre for Governance)	<u>44,100/-</u> (Tenure basis)
15.	Shri Gaurav Kumar Agrawal, Deputy Advisor (Centre for Infrastructure and Economic Development studies)	<u>44,100/-</u> (Tenure basis)
16.	Ms Beena Shrivastava Deputy Advisor (Centre for Social Sector Development)	<u>44,100/-</u> (Tenure basis)
17.	Smt. Mangala Gowri, Deputy Advisor (Centre for Social Sector Development)	<u>42,000/-</u> (Tenure basis)
18.	Dr. Anitha Govindraj, Deputy Advisor (Centre for Governance)	<u>42,000/-</u> (Tenure basis)
19.	Smt. Jalaja Saji, Deputy Advisor (Centre for Infra. and Economic Devt. studies)	<u>42,000/-</u> (Tenure basis)

20.	Shri V.K. Menon Deputy Manager (HR & Stores)	<a href="#">Rs.66,500/- (deputation)</a>
21.	Deputy Manager (Estate)	<a href="#">Vacant</a>
22.	Shri Shreeraj Nair Assistant Manager (Finance)	22,050/- <a href="#">(Tenure basis)</a>
23.	Sh. Kailash Dawar, Executive Assistant	19,485/- <a href="#">(Tenure basis)</a>
24.	Ms. Nilesh Sharma, Assistant	11,714/- <a href="#">(Tenure basis)</a>
25.	Shri Jayant Kumar Joshi, Assistant	11,025/- <a href="#">(Tenure basis)</a>
26.	Sh. Ravindra Chouhan, Assistant	11,025/- <a href="#">(Tenure basis)</a>
27.	Smt. Bhavana Bhargav Assistant	10,500/- <a href="#">(Tenure basis)</a>
28.	Shri Ram Niranjana Verma Assistant	10,500/- <a href="#">(Tenure basis)</a>
29.	Mr. Vishnu Singh Thapa Assistant	10,500/- <a href="#">(Tenure basis)</a>
30.	Mr Arvind Devre, Assistant	10,000/- <a href="#">(Tenure basis)</a>
31.	Mr Girish Kumar Joshi, Assistant	10,000/- <a href="#">(Tenure basis)</a>
32.	Mr Deepak Batham Assistant	10,000/- <a href="#">(Tenure basis)</a>
33.	Sh. Omprakash Kushwaha, Driver-cum-Multi skilled (MSW)	11,714/- <a href="#">(Tenure basis)</a>
34.	Sh. Ajay Kumar Yadav, Multiskilled Worker (MSW)	9,030/- <a href="#">(Tenure basis)</a>
35.	Sh. Rambhooshan Mishra, Multiskilled Worker (MSW)	9,030/- <a href="#">(Tenure basis)</a>
36.	Shri Shravan Kumar, Multiskilled Worker (MSW)	8,400/- <a href="#">(Tenure basis)</a>
37.	Shri Biharilal Jharia, Multiskilled Worker (MSW)	8,400/- <a href="#">(Tenure basis)</a>
38.	Shri Rahul Sharma, Multiskilled Worker (MSW)	8,400/- <a href="#">(Tenure basis)</a>
39.	Shri Mohan Singh Rajput, Multiskilled Worker (MSW)	8,400/- <a href="#">(Tenure basis)</a>
40.	Shri Ashok Yadav, Multiskilled Worker (MSW)	8,400/- <a href="#">(Tenure basis)</a>



**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

(Figure in Thousand)

Description	Budget Provision 2007-2008			Budget Allocation 2007-2008		
	Non Plan	Plan	Total	Non Plan	Plan	Total
0101 - State Plan (General) (5163) - Establishment of Institute of Good Governance & Policy Analysis						
#42 -Grant Assistance						
001- Grant for Infrastructure	0	1,00,00	1,00,00	0	4,25,00	4,25,00
002- Grant	0	4,00,00	4,00,00	0	0,74,99	0,74,99
Total # 42 - Voted	0	5,00,00	5,00,00	0	0	0
Total Plan - (5163) Voted	0	5,00,00	5,00,00	0	4,99,99	4,99,99

Description	Budget Provision 2008-2009			Budget Allocation 2008-2009		
	Non Plan	Plan	Total	Non Plan	Plan	Total
001- Grant for Infrastructure	0	1,00,00	1,00,00	0	1,00,00	1,00,00
002- Grant	0	4,00,00	4,00,00	0	0	0
Total # 42 - Voted	0	5,00,00	5,00,00	0	0	0
Total Plan - (5163) Voted	0	5,00,00	5,00,00	0	1,00,00	1,00,00

Description	Budget provision 2009-10			Budget allocation 2009-10		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	9,00,00	9,00,00	0	6,80,00	6,80,00
002-Grant	0	1,26,00	1,26,00	0	1,26,00	1,26,00
Total # 42 – Voted	0	10,26,00	10,26,00	0	8,06,00	8,06,00
Total Plan-(5163) voted	0	10,26,00	10,26,00	0	8,06,00	8,06,00

Description	Budget provision 2010-11			Budget allocation 2010-11		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	4,00,00	4,00,00	0	4,00,00	4,00,00
002-Grant	0	2,00,00	2,00,00	0	2,00,00	2,00,00
Total # 42 – Voted	0	6,00,00	6,00,00	0	6,00,00	6,00,00
Total Plan-(5163) voted	0	6,00,00	6,00,00	0	6,00,00	6,00,00

Description	Budget provision 2011-12			Budget allocation 2011-12		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	0	0	0	0	0
002-Grant	0	4,50,00	4,50,00	0	4,49,75	4,49,75
Total # 42 – Voted	0	4,50,00	4,50,00	0	4,59,75	4,49,75
Total Plan-(5163) voted	0	4,50,00	4,50,00	0	4,49,75	4,49,75

Description	Budget provision 2012-13			Budget allocation 2012-13		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	0	0	0	0	0
002-Grant	0	4,50,00	4,50,00	0	2,25,00	2,25,00
Total # 42 – Voted	0	4,50,00	4,50,00	0	2,25,00	2,25,00
Total Plan-(5163) voted	0	4,50,00	4,50,00	0	2,25,00	2,25,00

*No budget allocation to School of Good Governance & Policy Analysis from the financial year 2013-14 onwards*

## Budget allocation to AIGGPA

Description	Budget provision 2013-14			Budget allocation 2013-14		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	0	0	0	0	0
002-Grant	0	5,00,00	5,00,00	0	1,25,00	1,25,00
Total # 42 – Voted	0	5,00,00	5,00,00	0	1,25,00	1,25,00
Total Plan-(6483) voted	0	5,00,00	5,00,00	0	1,25,00	1,25,00

Description	Budget provision 2014-15			Budget allocation 2014-15		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	0	0	0	0	0
002-Grant	0	5,50,00	5,50,00	0	0	0
Total # 42 – Voted	0	5,50,00	5,50,00	0	0	0
Total Plan-(6483) voted	0	5,50,00	5,50,00	0	0	0

Description	Budget provision 2014-15			Budget allocation 2014-15		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	0	0	0	0	0
002-Grant	0	6,26,69	6,26,69	0	0	0
Total # 42 – Voted	0	6,26,69	6,26,69	0	0	0
Total Plan-(6483) voted	0	6,26,69	6,26,69	0	0	0

Description	Budget provision 2015-16			Budget allocation 2015-16		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	0	0	0	0	0
002-Grant	0	6,26,69	6,26,69	0	4,70,00	4,70,00
Total # 42 – Voted	0	6,26,69	6,26,69	0	4,70,00	4,70,00
Total Plan-(6483) voted	0	6,26,69	6,26,69	0	4,70,00	4,70,00

Description	Budget provision 2016-17			Budget allocation 2016-17		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	0	0	0	0	0
002-Grant	0	6,70,00	6,70,00	0	4,00,00	4,00,00
Total # 42 – Voted	0	0	0	0	0	0
Total Plan-(6483) voted	0	6,70,00	6,70,00	0	4,00,00	4,00,00

Description	Budget provision 2017-18			Budget allocation 2017-18		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	0	0	0	0	0
002-Grant	0	0	0	0	0	0
Total # 42 – Voted	0	8,00,00	8,00,00	0	7,20,00	7,20,00
Total Plan-(6483) voted	0	8,00,00	8,00,00	0	7,20,00	7,20,00

Description	Budget provision 2018-19			Budget allocation 2018-19		
	Non-Plan	Plan	Total	Non-Plan	Plan	Total
001-Grant for infrastructure	0	0	0	0	0	0
002-Grant	0	0	0	0	0	0
Total # 42 – Voted	0	10,10,00	10,10,00	0	9,09,00	9,09,00
Total Plan-(6483) voted	0	10,10,00	10,10,00	0	9,09,00	9,09,00

*(Note: Difference in provision and allocation are the budget surrendered during the respective financial years)*

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

-Not Applicable -

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;**

-Not Applicable -

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;**

The Institute has adopted e-office management system, an online file management system developed and maintained by the National Informatics Centre for paper less office functioning. The system has been successfully adopted from the year 2016 and all the physical files, which are in use, were converted into digital form and are available under the e-office system.

In the Institute it is proposed to develop and maintain a Knowledge and Information Repository (KAIR) with following facilities for easy and fast access to repository of reading and learning reference material and collection of best practices etc. in electronic form.

- (i) On-line access to material in audio-video & print
- (ii) Repository of Best Practices and Innovations
- (iii) Interactive Portal for posting problems being encountered for wider participatory effort in search of possible solutions
- (iv) Dissemination of Periodic information about other resources and new additions of importance and contemporary interests

Interactive Portal for posting problems being encountered for wider participatory effort in search of possible solutions will also one of the objective of setting up of KAIR. Institute also has its website ([www.aiggpa.mp.gov.in](http://www.aiggpa.mp.gov.in)) on which information about the Institute is available in electronic form for the public access.

**(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

Morning hours of the office	: 10:30 AM (Lunch Time 1:30-2:00 PM)
Closing hours of the office	: 5:30 PM
Jan Sunwayi (जन सुनवाई)	: Every Tuesday at 11.30 am to 1.00 pm

**(xvi) The names, designations and other particulars of the Public Information Officers;**

<b>S. No.</b>	<b>Name of officer</b>	<b>Designation</b>	<b>Office</b>	<b>Mobile</b>	<b>Residence</b>	<b>Email</b>	<b>Residential Address</b>
1	<b>Director</b>	Appellate Authority	2777316			secycmmp@gmail.com	
2	<b>Shri Har Prasad Sharma</b> Manager (Admin)	Public Information Officer	2770765	917946 1661	--	hp.sharma@mp.gov.in	Qtr. No. F-02, Sushasan Bhawan
3	<b>Sh. V. K. Menon,</b> Deputy Manager (HR & Stores)	Asst. Public Information Officer	2770765		4911412	vk.menon@mp.gov.in	71, Vallabh Nagar, Piplani, Bpl

**(xvii) Such other information as may be prescribed;**

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