



THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS
OF PUBLIC AUTHORITIES**

**INFORMATION HAND BOOK
[Chapter II Section 4(1) b of RTI Act, 2005]**

**DEPARTMENT OF SCIENCE & TECHNOLOGY
SIKKIM STATE COUNCIL OF SCIENCE & TECHNOLOGY
GOVERNMENT OF SIKKIM**

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CHAPTER 1 INTRODUCTION

1.1. Background

This information Manual of the Department of Science & Technology and Sikkim State Council of Science & Technology, Government of Sikkim is published to enable the citizens secure access to complete information being processed and held under the control of all sectors of this department.

1.2. Objective/Purpose of this information handbook

Section 4 of the Information Act , stipulates every public authority to publish suo motu and update at regular intervals all the information that is being transacted and generated by it. It is also the obligation of the governmental organisation to provide all the information to any citizen or citizen groups who are interested in knowing any aspect of the organization's functioning. This information Manual of the Department of Science & Technology and Sikkim State Council of Science & Technology fulfils these above mentioned objectives of the Act.

1.3. Who are the intended users of the handbook?

Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

1.4. DEFINITIONS OF KEY TERMS:

AH&VS	Animal Husbandry & VS Department
CCF	Chief Conservator of Forests
CIMAP	Central Institute of Medicinal and Aromatic Plants
DISC	Distributed Information Sub Centre
DOPART	Department of Personnel, Administrative reforms, Training, Public Grievances, Career options & Employment, Skill development
DST	Department of Science & Technology
ENVIS	Environmental Information System
FEWMD	Forest, Environment & Wildlife Management Department
FS&ADD	Food Security & Agricultural Development Department
GBPIHE & D	G.B. Pant Institute of Himalayan Environment & Development
GIS	Geographical Information System
GoI	Government of India
GoS	Government of Sikkim
HRDD	Human Resource Development Department
ICMR	Indian Council of Medical Research
IPR	Information & Public Relations
IT	Information Technology
LU & LCAU NRC Project	Land use & Land cover analysis under National Research Centre project
MoEF	Ministry of Environment & Forest
MR	Muster Roll
NCSC	National Children's Science Congress
PI	Principal Investigator
PIC	Patent Information Centre
R&D	Research & Development
RA	Research Assistant
RM & DD	Rural Management & Development Department
RS	Remote Sensing
SDLSC	State and District Level Science Congress
S & T	Science & Technology
SSCS&T	Sikkim State Council of Science & Technology
TC	Tissue Culture
TT	Transfer of Technology
UD & HDD	Urban Development & Housing Development Department

1.5. ORGANIZATION OF INFORMATION

CHAPTER	SUBJECT
1	Introduction, procedure for seeking information & fee structure
2	Organization, functions and duties
3	Powers and duties of officers and employees
4	Rules, regulations, instructions, manuals and records for discharging functions
5	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
6	Boards, councils, committees and other bodies constituted as part
7	Names, designations and other particulars of the Public Information Officers
8	Procedure followed in decision making process
9	Directory of officers and employee
10	The monthly remuneration received by each of its officers and employees including the system of compensation
11	The budget allocated to each agency
12	The manner of execution of subsidy programmes
13	Recipients if concessions, permits or authorization granted by it.
14	Norms set for the discharge of functions
15	Information available in electronic form
16	Particulars of the facilities available to citizens for obtaining information
17	Other useful information

1.6. GETTING ADDITIONAL INFORMATION

As per rule no: 9 and 10 of the notification No. 07/GEN/DOP, Dated: 24.5.2006 of the Department of Personnel, adm. reforms, training, public grievances, career options & employment, skill development and chief minister's self employment scheme.

9. (1) **Fee for information:** For providing the information under sub-section (1) of section 7 and Rule 5 under these Rules, the fee shall be charged by way of bank receipt under Major Head 0070.0AS(E) RTI fee payable to the public authority ,at the following rates ,namely:-

A.

(a)	When the concerned department has already fixed the price of some documents, samples ,model, maps etc.	The price so fixed plus postal charges.
(b)	When the information is readily available, either by way of photocopying or by other way [copy]	10(ten for one page(in A4 or A3 size paper)created or copied plus postal charges OR Actual charge or cost price of a copy in large paper plus postal charges.

- B. For inspection of records, no fee for the first hour and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter:
Provided that no postal charges shall be charged if the applicant collects the information personally.
Provided further that if on a particular day it is not administratively feasible the matter if inspection may be postponed.

10. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of bank receipt payable to the public authority of the following rates-

- (a) For information provided in printed form at the price fixed for such publication or rupees five per page of photocopy for extracts from the publication plus Postal charges. The above charges are to be accompanied by a bank receipt deposited under Major Head 0070.0AS (E) RTI fee.

Provided that no postal charges shall be charged if the applicant collects the information personally.

1.7. NAMES & ADDRESSES OF KEY CONTACT POINTS

Sl. No.	NAME	SECTION
State Public Information Officer(SPIO)		
1.	Shri. D.G. Shrestha Additional Director	Remote Sensing Centre, Sikkim State Council of Science & Technology Department of Science & Technology Gangtok
State Assistant Public Information Officer(APIO)		
2.	Mrs. Sangita Bomjon Officer on Special Duty	Administration Section Sikkim State Council of Science & Technology Department of Science & Technology Gangtok

Appellate Authority: Low Secretary, Govt. of Sikkim

CHAPTER - 2
ORGANIZATION, FUNCTIONS AND DUTIES
[SECTION 4 (1)(b)(i)]

2.1. Particulars of the organization, functions and duties:-

Sl. No.	NAME OF THE ORGANISATION	ADDRESS	PHONE
1.	Department of Science & Technology	Development Area, Gangtok, East-Sikkim PIN-737101	03592-205551 Fax:03592-228764
2.	Sikkim State Council of Science & Technology (An Autonomous Organization under DST,GOS)	Development Area, Gangtok, East-Sikkim PIN-737101	03592-205551 Fax:03592-228764

The Science & Technology Department in the State has been created during 1996 mainly for generation of scientific awareness and also for transfer of appropriate technologies for economic upliftment of the weaker section of the society.

Keeping in view the importance of Science & Technology for overall development of the State and also to provide sufficient autonomy for implementation of various scientific programmes, the Sikkim State Council of Science & Technology was created. The Sikkim State Council of Science & Technology is an autonomous organization under the aegis of the Department of Science & Technology, Government of Sikkim. The Council takes up various programmes funded by the State Government as well as projects funded by the Government of India agencies like the Department of Science & Technology, Ministry of Environment & Forests, Department of Bio technologies and Department of Space as well.

The Department of Science and Technology has, through Sikkim State Council of Science & Technology has implemented various scientific programmes related to (i) Bio-Technology (Bioinformatics & Tissue Culture, Medicinal Plants, Scientific programme on biofertilizer and biopesticides related to Organic farming; Establishment of Sikkim Biotechnology Research and Application Centre) (ii) Glaciers and Climate Studies (iii) Environmental Information System; (iv) Patent Information Centre; (v) Remote Sensing and GIS; and (vi) Technology Transfer and Scientific Awareness, Capacity Building and Skill Development programmes.

The broad objectives of the Sikkim State Council of Science & Technology are as under:

- To increase the Science & Technology infrastructure for meeting the challenging demands in basic research, technological development and scientific services.
- To identify the areas where Science & Technology intervention could significantly improve the existing socio-economic conditions.
- To identify areas of long term development of the State by ensuring application of science and technology developed so far.
- Pilot scale demonstration projects.
- Replication of success models and undertaking pilot scale demonstrations projects.
- Develop appropriate mechanisms for reducing the time lag between an invention and its commercialization.
- To supplement the efforts of the State Government in implementing various projects whenever and wherever called for.
- To popularize technologies and initiate scientific attitude and temperament amongst the people of the State through awareness and training programmes.
- To facilitate the scientists and the entrepreneurs in promoting technology transfers, establishing a strong relationship among the academics, research institutes and industry, guidance for developing entrepreneurship.

The council has manifested its self through different activities and has been able to identify areas where Science & Technology intervention could possibly improved the existing socio-economic conditions of the people.

Hon'ble Chief Minister is the Chairman and Hon'ble Minister, Department of Science & Technology is the Vice Chairman of the Governing Body of the Council.

CHAPTER -3
POWERS AND DUTIES OF OFFICES AND EMPLOYEES
[Section 4(1) (b) (ii)]

3.1 Please provide details of the powers and duties of offices and employees of the Authority by designation as follows:

Sl. No.	NAME OF THE OFFICE/EMPLOYEE	DESIGNATION	DUTIES ALLOTTED
1.	Shri T.B. Gurung	Member Secretary Sikkim State Council of Science & Technology & Secretary Department of Science & Technology	Head of the organization, Supervision of all projects and schemes implemented by the Department throughout the State. Supervision and monitoring of all science related programme & projects.
2.	Smt. Sarala Rai	Additional Secretary	Responsible for overall administration of DST/Council.
3.	Dr. B.C. Basistha	Additional Director (BT)	Implementation of programmes by the government under Tissue Culture & Bioinformatics-Centre.
4.	Shri D.G. Shrestha	Additional Director (RS)	Responsible for overall co-ordination and implementation of remote sensing & glacier studies programmes.
5.	Shri D.T. Bhutia	Additional Director (Transfer of Technology)	Organise and handle programme on appropriate technology and Technology Transfer
6.	Miss T. Donka	Deputy Director (Transfer of Technology)	Organizing programmes /schemes taken up by the Department /Council
7.	Shri N.P. Sharma	Account Officer	DDO
8.	Shri Sangita Bomjan	Officer on Special Duty	Handling matters on communication with other departments.

9.	Shri K.B Subba	A.S.O	Assist Senior Scientific Officer (TC) and implement programmes in Tissue Culture & Bioinformatics.
10.	Shri Suman Thapa	A.S.O	In-charge of Science Centre at Marchak.
11.	Shri Sonam Rinchen Lepcha	A.S.O	Assist Senior Scientific Officer and organize programmes /schemes taken up by the Department/Council
12.	Shri N.P Sharma	A.S.O	Look after the activities of RS/GIS Centre
13.	Shri D.K.Pradhan	Private Secretary	P.S to Secretary
14.	Mrs. Sarojini Subba	Office Superintendent	Assist Joint Director in overall administration.
15.	Mrs. Geeta Cintury	Head Assistant	Assist Deputy Secretary and Office Superintendent in overall administration.
16.	Shri. Rapden Rai	LDC	Record Keeper
17.	Smt. Sushila Pradhan	LDC	Dispatcher
18.	Km. Doma Eden Bhutia	LDC(under SSCS&T)	Assist in overall administration and Science Centre at Marchak, Gangtok.
19.	Km. Sonam Ongmu Bhutia	LDC(under SSCS&T)	Dispatcher
20.	Shri. Rohit Chettri	Accountant	
21.	Shri.Mohan Kumar Rai	Accountant	
22.	Shri. Benoy Pradhan	Research Assistant	In-charge of RS/GIS Centre and prepare digital database on RS/GIS related matters.
23.	Mrs.Nisha Gurung	Stenographer	
24.	Shri Dadul Lepcha	Account Clerk(under SSCS&T)	
25.	Ms. D. Eden Bhutia	Computer Operator	
26.	Mr. Nabeen Sharma	Computer Operator	
27.	Mrs. Neeta Maya Rai	Library Attendent (under SSCS&T)	
28.	Mrs. Anita Basnet	LDC(MR under SSCS&T)	
29.	Mrs. Saroj Lepcha	Lab Attendent(TC - under SSCS&T)	

30.	Mrs. Tshering Youden Bhutia	Lab Attendent(TC - under SSCS&T)	
31.	Mrs. Dawa Gyalmo Bhutia	Lab Attendent(TC - under SSCS&T)	
32.	Shri. Sancha Kumar Rai	Peon	
33.	Shri. Ram Bahadur Gurung	Driver(Regular)	
34.	Shri Ongden Lepcha	Driver	
35.	Shri. Bikash Pradhan	Driver	
36.	Shri. Sonam Bhutia	Driver	
37.	Shri. Kewal Sharma	Driver	
38.	Shri. Gyampo Sherpa	Driver	
39.	Shri. Sarad Pradhan	Driver(Regular)	
40.	Shri. Hern Raj Chettri	Chowkidar	
41.	Shri. Suresh Rai	Peon	
42.	Shri. Tika Ram Sharma	Peon(under SSCS&T)	
43.	Shri. Raju Rai	Peon(MR-under SSCS&T)	
44.	Shri. Tashi Bhutia	Peon(MR-under SSCS&T)	
45.	Shri Tenzing Bhutia	Peon(MR-under SSCS&T)	
46.	Shri. Karma Bhutia	Peon(MR-under SSCS&T)	
47.	Mrs. Neeru Sunwar	Safaikarmachari (under SSCS&T)	

CHAPTER - 4
PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS
[Section 4 (1) (b) (iii)]

4.1. Describe the procedure followed in decision making by the public authority

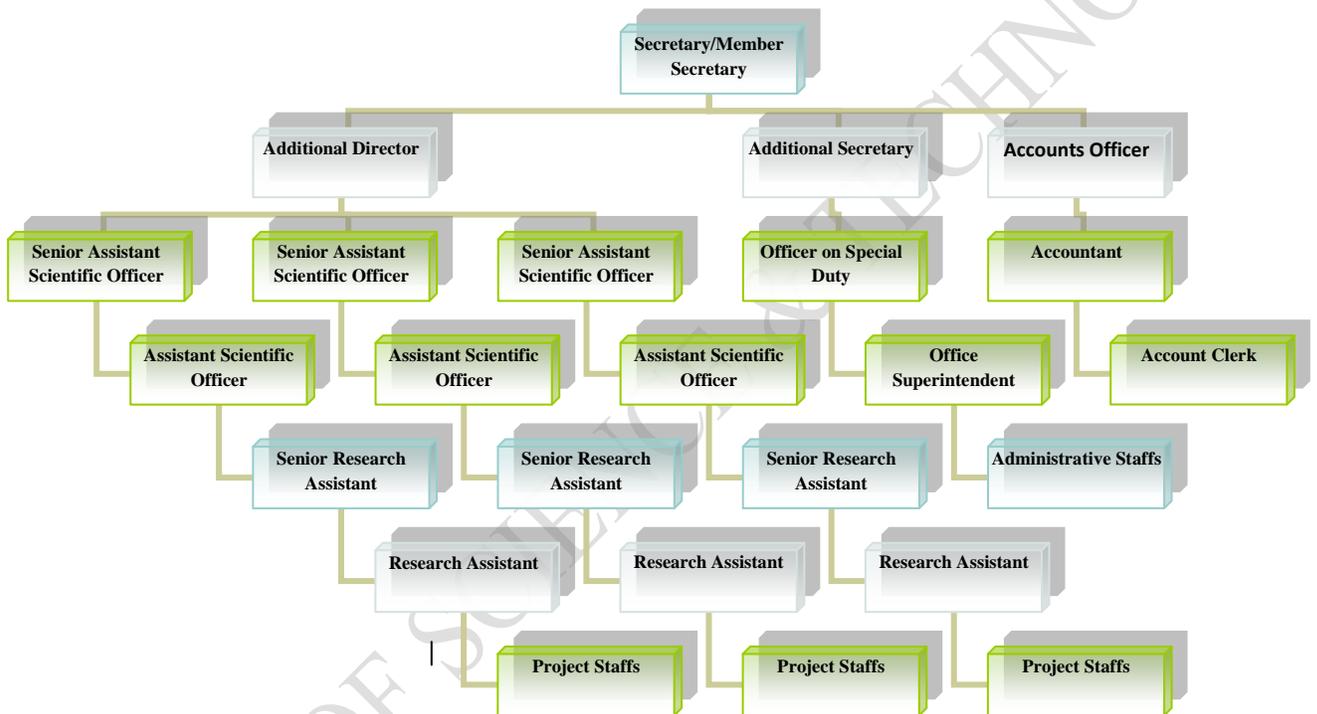
Department of Science & Technology

ACTIVITY	DESCRIPTION	DECISION-MAKING PROCESS	DESIGNATION OF FINAL DECISION MAKING AUTHORITY
Goal-setting & Panning	Annual Plan for Administrative purpose/salaries/vehicles/Travel expenses/Office expenses	Secretary	Secretary
Budgetting	Annual Plan for Administrative purpose/salaries/vehicles/Travel expenses/Office expenses	The estimates forexpenditure for which a vote of the legislature is required shall be presented in the form of Demand for Grants. Detailed Heads or Sub-Heads may be opened by the Department in consultation with the Finance Department as and when necessary	Secretary
Recruitment/hiring of personnel		No recruitment of staffs of any kind is done by DST	NA
Implementation/delivery of service /utilization of funds	DST only supervises the projects/schemes/programmes etc		Secretary
Monitoring & evaluation	DST only supervises the projects/schemes/programmes etc	By constant monitoring of the financial implications through accounts section and by holding co-ordination meetings	Secretary

Sikkim State Council of Science & Technology

ACTIVITY	DESCRIPTION	DECISION-MAKING PROCESS	DESIGNATION OF FINAL DECISION MAKING AUTHORITY
Goal setting & Planning	Annual Plan for Research & Development, popularization of science, Mapping of Science & Technology needs, research on biological resources, Transfer of Technology.	The Governing Body and Executive Committee meet and decide	Member Secretary
Budgeting	Annual Plan for Research & Development, popularization of science, Mapping of Science & Technology needs, research on biological resources, Transfer of Technology.	The Governing Body and Executive Committee meet and decide	Member Secretary
Formulation of programs, schemes and projects	Proposals are made as per need and demand of the state to GOI\ DST	The Governing Body and Executive Committee meet and decide	Member Secretary
Recruitment/ hiring of personnel	Project Staff like RAs, Data Entry Operator, Information Officer, Library attendant	The project staff are appointed on Co-terminus basis, through advertisement and interview.	Member Secretary
Release of funds	Funds are released from GoI, and GoS as Grants-in aid		Member Secretary
Implementation/delivery of service/utilization of funds	Programmes,schemes,projects are implemented based on the standards and time frame set by the funding agency.	The Governing Body and Executive Committee meet and decide	Member Secretary
Monitoring & Evaluation		By reviewing actual targets & anticipated achievements with reference to the proposed outlay.	

- 4.2. Prepare flow charts to show channels of supervision and accountability. You may provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/application for getting service to reaching the target group/delivering the service to the beneficiary.



- 4.3. Describe the mechanisms in place regarding participation of the public in decision-making to respect of the functions discharged/services delivered to citizens.

The Department of Science & Technology and the SSCS&T implement the programmes/schemes/projects sponsored by the State and Central Governments that require people's participation. Therefore there are no mechanisms in place regarding participation of the public in the decision making processes.

CHAPTER - 5
NORMS SET FOR THE DISCHARGE OF FUNCTIONS
[Section 4 (1) (b)(iv)]

5.1. Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl. No.	FUNCTIONS/SERVICE	NORMS/STANDARDS OF PERFORMANCE SET	TIME FRAME	REFERENCE DOCUMENT PRESCRIBING THE NORMS(CITIZEN'S CHARTER,SERVICE CHARTER ETC)
1	Research &Development, popularization of science, Mapping of Science & Technology needs, research on biological resources, Transfer of Technology needs, research on biological resources, Transfer of Technology	Notification of the Government of Sikkim	-	Notification of the Government of Sikkim

CHAPTER - 6
RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND
RECORDS, FOR DISCHARGING FUNCTIONS
[Section 4 (1) (b (v) & (vi))]

6.1. Please provide list and gist of rules, regulations, instructions, manuals and records held by public authority or under its control or used by its employees for discharging functions in the following format:

SL. NO.	DESCRIPTION	LIST OF CONTENTS	PRICE OF THE PUBLICATION IF PRICED
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RULES & REGULATIONS:

1		NIL	
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MANUALS:

1		NIL	
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RECORDS:

1	DST & SSCS&T files ,personal files	Leave account,ACR's, ,performance reports	
2	Programme files	Activities on National Children's Science Congress and National Science Day	
3	Project files	Information on various projects,its activities and implementation	

PUBLICATIONS

1	Newsletter and Abstracts of ENVIS Project	Information on eco-news snippets/eco-events/articles on eco-tourism	Not for sale
2	Bioinformatics Newsletter(BIOGYAN)	Information on biological resources	Not for sale

CHAPTER - 7
CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC
AUTHORITY UNDER ITS CONTROL
[Section 4 (1) (b) (v) (i)]

- 7.1.** Provide information about the official documents held by the public authority or under its control.

Sl. No.	CATEGORY OF DOCUMENT	TITLE OF THE DOCUMENT	DESIGNATION AND ADDRESS OF THE CUSTODIAN (HELD BY/UNDER THE CONTROL OF WHOM)
1	Personal files	Leave/Increment	L.D.C/Record Keeper/under the control of head of office
2.	Correspondence with other Department	Correspondence with other Department	L.D.C/Record Keeper/under the control of head of office
3.	Programme files	National Children's Science Congress, National Science Day	L.D.C/Record Keeper/under the control of head of office
4.	Project files	Environmental Information System (ENVIS), Distributed Information Sub-centre (DISC), Patent Information Centre (PIC), State Remote Sensing Application Centre & GIS Application Centre, NIBSS&T Mapping, Bio Farm, Awareness communication and Popularization of Science	L.D.C/Record Keeper/under the control of head of office
5.	Maps, toposheets, digital images etc		Project staff belonging to RS/GIS centre
6.	Satellite Data	Remote Sensing	Project staff belonging to RS/GIS centre
7.	Details of instruments, machines and other equipments of tissue culture laboratory	Tissue Culture	Project staff belonging to Tissue culture lab

CHAPTER - 8
ARRANGEMENT FOR CONSULTATION WITH, OR
REPRESENTATION BY, THE MEMBERS OF THE PUBLIC
IN RELATION FOR THE FORMULATION OF POLICY OR
IMPLEMENTATION THEREOF

[Section 4 (1) (b) viii]

- 8.1. Describe the arrangements by the public authority to seek consultation participation of public or its representatives for formulation and implementation of policies?

Programme	Function/Service	Arrangement for Consultation with or representation of public in relations with public formulation	Arrangements for Consultation with or representation of public in relations with policy implementation
		NIL	

CHAPTER - 9
BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES
CONSTITUTED AS PART OF PUBLIC AUTHORITY
[Section 4 (1) (b v (iii))]

9.1. Please provide information on boards, councils, committees and other bodies related to the public authority in the following format:

Name of the Board ,Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of it: Meetings accessible for Public
Governing Body of SSCS&T	Chairman - Hon'ble Chief Minister Vice-Chairman- Hon'ble Minister, S & T Members, Chief Secretary, Development Commissioner, Secretaries of the following Departments: Science & Technology, Finance, Forest, Agriculture, Floriculture, AH & VS, Industries & Commerce, IT, RM & DD, HRDD, Mines & Geology, Representatives/Secretaries from Gol Departments - S &T, DBT, MoEF, Space, ICMR, CIMAP, Planning Commission, GBPIHE & D,	The function of the Apex committee shall be that of a formulator, advisor, supervisor and a facilitator. The Committee will oversee the Preparation & execution of plans, monitor implementation coordinate/liase between the various departments in the district. monitoring of financial and physical progress.	
Executive Committee	Chairman- Member Secretary, SSCS&T Members: Shri G.K. Gurung, Ex-Secretary, FS& A D Department Dr. R.K. Tamang, Joint Director, AH&VS Department Shri. C. Zangpo Bhutia, Addl. Chief Engineer, UD & HD Shri Thomas chandy IFS, CCF- FEWMD Shri Tshering Tashi, Additional Director, Department of Mines & Geology Shri. S.K. Pradhan. Principal, Sikkim Governmentl College Dr. K.K. Scientist 'C', G B, Pant Institute Shri K.K. Singh, Director, F S & A D Department Dr. J.P, Tamang, Reader, Sikkim Government College Dr, M.P, Thapa, Reader, Sikkim Government College Shri. D.G, Shrestha, Sr Scientific Officer, SSCS&T	The function of the executive committee shall be that of a formulator, advisor, supervisor and a facilitator. The Committee will oversee the Preparation & execution of plans,monitor implementation coordinate/liase between the various departments in the district.Monitoring of financial and physical progress.	

9.2. If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes; contact point, hours of access, fee structure/cost of access and officer to be conducted.

CHAPTER- 10
DIRECTORY OF OFFICERS AND EMPLOYEES
[Section 4 (1) (b) (ix)]

10.1. Please provide information on offices and employees work in different units or officers at different levels and their contact addresses in the following format(including officers in-charge of grievances redressal, vigilance, audit, etc)

Sl.No.	Name and Designation	Address of Officer/Employee	Residence Tel/Cell No.	Email
1.	Shri T.B.Gurung Secretary			
2.	Smt. Sarala Rai, Addl.Secretary			
3.	Dr.B.C.Basistha, Addl. Director	Near Sikkim Government College,Garigaon,Tadong, Gangtok	94341-09894(M)	shobar_99@yahoo.com
4.	Shri.D.G.Shrestha, Addl.Director	6 th mile,Opposite Entel Motors,Tadong,Gangtok	94341-64409(M)	dhiren_dgs@yahoo.com
5.	Shri.D.T.Bhutia, Addl.Director	M.P.Golai,Tadong,Gangtok	94341-88242(M)	dthinlay@hotmail.com
6.	Shri N.P.Sharma, AO	Near Krishi Bhawan,Tadong,Gangtok		
7.	Smt. Sangeeta Bomjon, OSD	PNGSS Road,Gangtok	03592-321091(R)	
8.	Ms. T.Donka,Deputy Director	Burtuk,Gangtok	94343-38565(M)	
9.	Shri, Sonam Rinchen Lepcha, ASO	LepchaCottage,J.R.Road, Chandmari,Gangtok	94341-17722(M)	sryoungming@yahoo.com
10.	ShrL Suman Thapa, ASO	MarchakBasti,Ranipool, Gangtok	94342-35351(M)	suman_thapa@redffmail.com
11.	Shri. D.K. Pradhan, PS to Secretary	Development Area,Gangtok	03592-227512	
12.	Shri. K.B. Subba, ASO	Pani House,Gangtok	97330-03955(M)	kbsubba_skm@yahoo.com
13.	Shri N.P.Sharma, ASO	6 th Mile,Tadong,Gangtok	94343-57738(M)	

14.	Smt.Sarojini Subba,OS			
15.	Mr. Rohit Chettri, Accountant			
16.	Mr. Mohan Kumar Rai, Accountant			
17.	Mr. Benoy Pradhan,RA			
18.	Ms. Geeta Cintury,HA			
19.	Mr. Rapden Kumar Rai,UDC			
20.	Mrs. Sushila Pradhan,LDC			
21.	Mrs. Nisha Gurung,Stenographer			
22.	Mr. Sarad Pradhan,driver			
23.	Mr. Ram Bahadur Gurung,driver			
24.	Mr. Suresh Rai,peon			
25.	Mr. Hem Raj Chettri,chowkidar			
26.	Ms. Tshering Youden,LA			
27.	Mrs. Saroj Lepcha,LA			
28.	Mrs. Dawa G. Bhutia,LA			
29.	Mr. Raju Rai,peon			
30.	Mrs. Sancha Kumari Rai,driver			
31.	Mr. Ongden Lepcha,driver			
32.	Mr. Bikash Pradhan,driver			
33.	Mr. Sonam Bhutia,driver			
34.	Mr. Kewal Sharma,driver			
35.	Mr.Gyampo Sherpa,driver			
36.	Mrs.NeeruSunar,safaikarmachari			
37.	Ms. D. Eden Bhutia,computer operator			
38.	Mrs. Sonam O. Bhutia,LDC			
39.	Mrs. Neeta Maya Rai,librarian			
40.	Mr. T.R Sharma,peon			
41.	Mr. Nabeen Sharma,computer operator			
42.	Mr. Dadul Lepcha,Account Clerk			

CHAPTER - 11
MONTHLY REMUNERATION RECEIVED BY OFFICERS AND
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION
AS PROVIDED IN REGULATIONS
[Section 4 (1) (b) (x)]

Sl. No.	Section	Name of the Employee	Designation	Monthly Salaries(Gross Amount in ₹)	System of compensation to determine Remuneration as give in regulation
1.	Administration & Research	Shri. T.B.Gurung	Member Secretary, Sikkim State Council of Science & Technology & Secretary, Department of Science & Technology		
2.	Administration	Ms. Sarala Rai	Additional Secretary	₹ 83,260/-	
3.	Research	Mr. B.C Basistha	Additional Director	₹ 72,162/-	
4.	Research	Mr. Dorjee T. Bhutia	Additional Director	₹ 72,162/-	
5.	Research	Mr. Dhiren G. Shrestha	Additional Director	₹ 72,162/-	
6.	Research	Ms. Tshering Donka	Deputy Director	₹ 44,460/-	
7.	Accounts	Mr. N.P Sharma	Accounts Officer	₹ 41,496/-	
8.	Administration	Mrs. Sangita Bomjan	Officer-on-Special Duty	₹ 46,664/-	
9.		Mr. D.K Pradhan	P.S to Secretary	₹ 41,534/-	
10.	Research	Mr. Sonam Rinchen Lepcha	ASO		
11.	Research	Mr. K.B Subba	ASO	₹ 40,242/-	
12.	Research	Mr. Narpati Sharma	ASO	₹ 34,656/-	
13.	Administration	Mr. Suman Thapa	ASO	₹ 39,748/-	
14.	Administration	Mrs. Sarojini Subba	Office Superintendent	₹ 29,754/-	
15.	Accounts	Mr. Rohit Chettri	Accountant	₹ 35,796/-	
16.	Accounts	Mr. Mohan Kumar Rai	Accountant	₹ 29,908/-	
17.	Research	Mr. Benoy Pradhan	Research Assistant	₹ 26,430/-	
18.	Administration	Ms. Geeta Cintury	Head Assistant	₹ 31,768/-	
19.	Administration	Mr. Rapden Kumar Rai	Upper Division Clerk	₹ 30,990/-	

20.	Administration	Mrs. Sushila Pradhan	Lower Division Clerk	₹ 27,550/-	
21.	Administration	Mrs. Nisha Gurung	Stenographer	₹ 24,434/-	
22.		Mr. Sarad Pradhan	Driver	₹ 19,005/-	
23.		Mr. Ram Bahadur Gurung	Driver	₹ 20,710/-	
24.		Mr. Suresh Rai	Peon	₹ 18,528/-	
25.		Mr. Hem Raj Chettri	Chowkidar	₹ 23,370/-	
26.	Research	Ms. Tshering Youden	Laboratory Attendant	₹ 15,675/-	
27.	Research	Mrs. Saroj Lepcha	Laboratory Attendant	₹ 14,450/-	
28.	Research	Mrs. Dawa G. Bhutia	Laboratory Attendant	₹ 14,450/-	
29.		Mr. Raju Rai	Peon	₹ 15,675/-	
30.		Mrs. Sancha Kumari Rai	Peon	₹ 14,450/-	
31.		Mr. Ongden Lepcha	Driver	₹ 16,130/-	
32.		Mr. Bikash Pradhan	Driver	₹ 16,130/-	
33.		Mr. Sonam Bhutia	Driver	₹ 17,513/-	
34.		Mr. Kewal Sharma	Driver	₹ 17,513/-	
35.		Mr. Gyampo Sherpa	Driver	₹ 16,130/-	
36.		Mrs. Neeru Sunar	Safaikarmachari	₹ 15,675/-	
37.		Ms. D. Eden Bhutia	Computer Operator	₹ 25,536/-	
38.		Mrs. Sonam O. Bhutia	LDC	₹ 24,492/-	
39.		Mrs. Neeta Maya Rai	Librarian V	₹ 24,492/-	
40.		Mr. T.R Sharma	Peon	₹ 20,254/-	
41.		Mr. Nabeen Sharma	Computer Operator	₹ 18,083/-	
42.	Accounts	Mr. Dadul Lepcha	Accounts Clerk	₹ 17,128/-	

CHAPTER- 12
BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS
etc.
[Section 4 (1)(b) xi]

Agency	Plan/Programme/Scheme/Project/Activity purpose for which budget is allocated	Proposed expenditure (₹ in lakhs) 2008-09	Expected outcomes	Report on disbursements made or where such details are available (website, reports, notice boards etc)
Department of Science & Technology and SSCS&T	Salary	72.0		Salary Audit Register
	Office expenses	5.0		Contingent Audit Register
	Travel expenses	2.0		Contingent Audit Register
	Grant in aid to SSCS&T	35.0	To meet the other expenditure of SSCS&T	Available with accounts section
	Biotechnology Mission	50.0	Creation of biotechnology lab and propagation of rare & endangered plants of Sikkim with special reference to medicinal plants	www.dstsikkim.gov.in
	Bioinformatics Centre	2.0	Creation of database on biological resources of sikkim	Available with accounts section
	Sikkim Science Centre, Marchak	15.0	Establishment of Science Centre for creation of theme based museum/park and various interactive science programmes for students	Available with accounts section
	Construction of additional facilities at Science Centre, Marchak	30.0		Available with accounts section
	Construction of Technology Bhawan	50.0	To house the Department & Council at one place	Available with accounts section
	Biotechnology Park	50.0	To establish a full fledged biotechnology park	Available with accounts section
	Research Fellowship	10.0		Available with accounts section

Agency	Plan/Programme/Scheme/Project/Activity purpose for which budget is allocated	Proposed Expenditure (₹ in lakhs) 2008-09	Expected outcomes	Report of disbursements made or where such details are available (website,reports,notice boards etc)
Department of Science & Technology and SSCS&T	Glacier Studies	15.0	Glacier mapping, Research & submission of report on glacier and climate change in Sikkim	Available with accounts section
	Setting up of Glacier & Climate Change Centre	25.0	To co-ordinate and take up glacier & climate changer studies	Available with accounts section
	River course development project	50.0		Available with accounts section
	Setting up of landslide database Centre	7.0		Available with accounts section
	Science Awareness Programme	5.0		Available with accounts section

12.2. Provide information on the budget allocated for different activities under different programme/schemes/projects in the given format:

Agency	Plan/Programme/Scheme/Project/Activity purpose for which budget is allocated	Amount released Last year (₹ in lakhs) 2006-07	Amount spent Last year (₹ in lakhs) 2006-07	Budget allocated current year (₹ in lakhs) 2007-2008	Budget released current year (₹ in lakhs) 2007-2008
Department of Science & Technology and SSCS&T	ENVIS	6.04	7.10	5.50	5.50
	DISC	11.08	7.16	10.88	10.88
	S & T Mapping	-	-	-	8.00
	Capacity building	-	-	-	7.00
	Jari bhuti khosh	-	-	-	5.00
	Thangu Hydel Project	217.86	67.44	-	-
	PIC	-	-	-	2.32
	LU & LCAU NRC project	-	-	-	3.16
	NCSC	33.00	33.00	-	-
SDLSC	1.12	1.50	-	-	

CHAPTER - 13
MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
[Section 4 (1) (b) xiii]

13.1. Describe the activities/Programmes/Schemes being implemented by the Public Authority for which subsidy is provided:

Name of the Programme/Activity	Nature/Scale of subsidy	Eligibility Criteria for grant of subsidy	Designation of officer to grant subsidy
The Department of Science & Technology and SSCS&T do not take up any programme or activity involving subsidies			

13.2. Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes

Name of the Programme/Activity	Nature/Scale of subsidy	Eligibility Criteria for grant of subsidy	Designation of officer to grant subsidy
The Department of Science & Technology and SSCS&T do not take up any programme or activity involving subsidies			

13.3 Describe the manner of execution of the subsidy programmes.

Name of the Programme/Activity	Nature/Scale of subsidy	Eligibility Criteria for grant of subsidy	Designation of officer to grant subsidy
The Department of Science & Technology and SSCS&T do not take up any programme or activity involving subsidies			

CHAPTER- 14
PARTICULARS OF RECIPIENTS CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY
[Section 4 (1) (b) xiii]

14.1. Provide the names and addresses of recipients of benefits under each programme/schemes separately in the following format:

INSTITUTIONAL BENEFICIARIES

Name of the programme/scheme: NA				
SI No.	Name & Address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & designation of Granting authority
The Department of Science & Technology and SSCS&T do not take up any programme or activity involving subsidies				

INDIVIDUAL BENEFICIARIES

Name of the programme/scheme: NA				
SI No.	Name& Address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of granting authority
The Department of Science & Technology and SSCS&T do not take up any programme or activity involving subsidies				

CHAPTER - 15
INFORMATION AVAILABLE IN ELECTRONIC FORM
[Section 4 (1) (b) x(iv)]

15.1. Please provide details of information related to the various schemes of the department
 Which are available in electronic format(Floppy, CD, VCD, Website, Internet etc)

Project/ Scheme/ Programme	Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom?)
Disc project	CD, pendrive, website	www.dstsikkim.gov.in email:skm@yahoo.com	Database on bioresources[orchid s,rhododendrons & medicinal plants] Animation on protein synthesis,animation on cell cycle(mitosis and meiosis)	PI/Coordinator of the project (Dr.B.C.Basistha)
Remote Sensing	CD, Computer		Satellite data(LISS)Natural resource Data of Sikkim like river,vegetation,roa d network,village etc	PI/Coordinator of the project (Shri.D.G.Shrestha)
ENVIS project	CDs,floppy, pendrive, website	www.scstsenvis.nic.in email:dst_04@hotmail.com envis_sikkim@hotrmail.com	Eco-destination of India-Sikkim Chapter,Database of all ecotourism Destinations of the country,Toursim Databank,Newsclip ping on environment & tourism	PI/Coordinator of the project (Shri.D.T.Bhutia)

Tissue culture	website	www.dst.gov.in	<p>Protocol and culture initiation for mass propagation of medicinal plants.</p> <p>Micro propagation techniques for production of orchids and their hybrids</p>	<p>PI/Co-ordinator of the project (Dr.B.C.Basistha)</p>
Jari Bhuti Khosh	Computer	-	Write up available	<p>PI/Coordinator of the project (Dr.B.C.Basistha)</p>
PIC		www.picsikkim.gov.in	The centre is equipped with a collection of books and journals on IPRs and an internet facility for patent searching.	<p>PI/Coordinator of the project (Dr. B,C.Basistha)</p>

15.2. Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records/documents are made available to the public.

The SSCS&T has its own science library housed at White hall, Gangtok. The working hours of the library is from 10 a.m to 4 p.m.

CHAPTER - 16
PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION
[Section 4 (1) (b) xv]

16.1. Describe the particulars of information dissemination mechanisms in places/facilities available to the public for accessing of information

Facility	Description(Location of Facility/Name etc)	Details of information made available
Notice Board	In the office of DST	Regarding meetings and science programmes
News Paper reports	-	-
Public Announcements	-	-
Information Counter	-	-
Publications	Envis newsletter	Information on eco tourism
	Bioinformatics NewsLetter	Information on biological resources of Sikkim
Office Library	White hall, Gangtok	Books,journals,abstracts,newsletter, Local and national newspaper,science related magazines ,annual report
Websites	www.scstervis.nic.in www.dstsikkim.gov.in dst_04@hotmail.com	All information related to DST and SSCS&T
Other facilities(Name)		

CHAPTER - 17
NAMES, DESIGNATIONS AND OTHER PARTICULARS OF
PUBLIC INFORMATION OFFICERS
[Section 4 (1) (b) xvi]

17.1. Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format:

Names & addresses of key contact points

Sl. No.	Name	Section
State Public Information Officer(SPIO)		
1.	Shri D.G. Shresetha Additional Director	Remote Sensing Centre, Sikkim State Council of Science & Technology Department of Science & Technology Gangtok
State Assistant Public Information Officer(APIO)		
2.	Mrs. Sangita Bomjon Officer on Special Duty	Administration Section Sikkim State Council of Science & Technology Department of Science & Technology Gangtok

CHAPTER- 18
OTHER USEFUL INFORMATION
[Section 4 (1) (b) xvii]

18.1. Please give below any other information or details of publications which are relevance or of use to the citizens.

NIL

18.2. You may mention here information of your department which is excluded under section 8(I) of the Act and/or under Rules of the State Government as guidance to the public seeking information from your department.

NIL

Place: Gangtok
Date: 19th May, 2008

Name of the Officer: Shri.D.G.Shrestha
Designation: Additional Director
Department: Department of Science & Technology

APPELLATE AUTHORITY

Secretary, Law Department, Government of Sikkim, Gangtok

DEPARTMENT OF SCIENCE & TECHNOLOGY