

**RESEARCH, REFERENCE  
AND TRAINING DIVISION  
Ministry of Information & Broadcasting**

**Information Handbook  
Under  
Right to Information Act, 2005**

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## **Chapter 1**

### **Introduction**

1.1 This handbook has been prepared with the purpose of operationalising the Right to Information Act by setting out a practical regime for people to secure access to information under the control of public authorities in consistence with public interest in order to promote openness, transparency and accountability and in relation to matters connected therewith or incidental thereto.

The "Right to Information" means the right to access information held by, legally accessible by or under the control of any public authority.

This "information" may be any material in any form, accessible under prescribed rules made under this Act by the appropriate Government or the competent authority, as the case may be.

The "Public authority" could be any authority or body established or constituted under the Constitution; by any law made by the appropriate Government, and includes any other body owned or controlled by the appropriate Government.

1.2 In order to fulfill the objectives of the Act, viz.

(i) Give effect to the Fundamental Right to Information, which will contribute to strengthening democracy, improving governance, increasing public participation, promoting transparency and accountability and reducing corruption

(ii) Establish voluntary and mandatory mechanisms or procedures to give effect to right to information in a manner, which enables persons to obtain access to records of public authorities in a swift, effective, inexpensive and reasonable manner.

(iii) Promote transparency, accountability and effective governance of all public authorities by, including but not limited to, empowering and educating all persons to:

- Understand their rights in terms of this Act in order to exercise their rights in relation to public authorities;
- Understand the functions and operation of public authorities and effectively participating in decision making by public authorities that affects their rights.

1.3 Any person desirous of obtaining information shall make a request in writing or through electronic means in English or in the official language, in which the application is being submitted, to the Public Information Officers.

1.4 Definitions of terms used in the Handbook – NIL

1.5 Contact person in case somebody wants to get more information on topics covered:  
Sh. Surendra Kumar, Director (Admn), Phone/Fax: 24364844  
Sh. H.M. Sharma, Chief Documentation Officer, Phone: 24369041

1.6 Procedure and Fee Structure for getting information not available in the handbook.  
As per guidelines of CIC.

## **Chapter 2 (Manual-1)**

### **Particulars of Organization, Functions and Duties**

#### 2.1 Objective/purpose of the public authority:

- To serve as information bank of Govt. of India's Ministry and Departments as well as an information feeder service to the media units to help their programming and publicity campaigns.
- To study media trend and maintain a reference and documentation service on Mass Communication.
- To look into the training aspect of the Indian Information Service (IIS) officers in collaboration with the Indian Institute of Mass Communication (IIMC).

#### 2.2 Vision Statement:-

The Division envisages to contribute in making of knowledge society through its persistently improved pioneering ways by providing useful information to its clients and masses.

Our Mission is to:-

- To provide an authoritative and definitive data on all varied subjects related to our important activities of central and state governments to the masses.
- To effectively assist the Media Units of Information and Broadcasting Ministry in collection, compilation and preparation of material involving research into published works.
- To provide a dependable compendium of knowledge on important subjects and to prepare guidance and background notes on current and other topics for the use of the Ministry, and its media units.
- To impart quality in service training to IIS officers to upgrade their skills.

#### 2.3 Brief history of the Public Authority and context of its formation.

In November 1941, while Information and Broadcasting Department was established, it was felt necessary to set up a separate Division, namely, Research and Reference Division mainly to supply the necessary guidance and background materials about day-to-day events to all the publicity media of the Department. This organisation was abolished in 1946 consequent on adverse vote of the Legislative Assembly, but it was revived with the concurrence of the new Legislature in 1947. The Division got its new name, the Research, Reference and Training Division in 1994 on the recommendations of the Narendra Committee, which entrusted the Division with the task of imparting training to in-service Indian Information Service (IIS) officers.

#### 2.4 to 2.6 Duties / Activities/ Functions and services being provided by the Public Authority.

The Division has two units-Reference Unit and The National Documentation Centre on Mass Communication (NDCMC).

The Reference Unit compiles two annual reference books, **INDIA-A Reference Annual**, a compilation on development and progress made by Central Ministries/Departments, State/Union Territory Administrations and PSUs/Autonomous Bodies during the year. INDIA is simultaneously published in Hindi language also under the title-**BHARAT**.

The Division maintains *Diary of Events*, that focuses on important national and international events, which later forms a chapter in INDIA annual reference.

The Division also prepares a monthly report after screening Specialty Magazines and sends it to the Ministry. These magazines that have a share of FDI and are meant for specified subjects for which they have been given permission for publication in India. Adhering strictly to the stipulations laid down by the government by these magazines is monitored.

The Division provides background, reference-research materials and talking points for preparation of speeches and messages for the Minister of Information & Broadcasting and Secretary (I&B).

The Division also provides training to the IIS officers in collaboration with the Indian Institute of Mass Communication (IIMC).

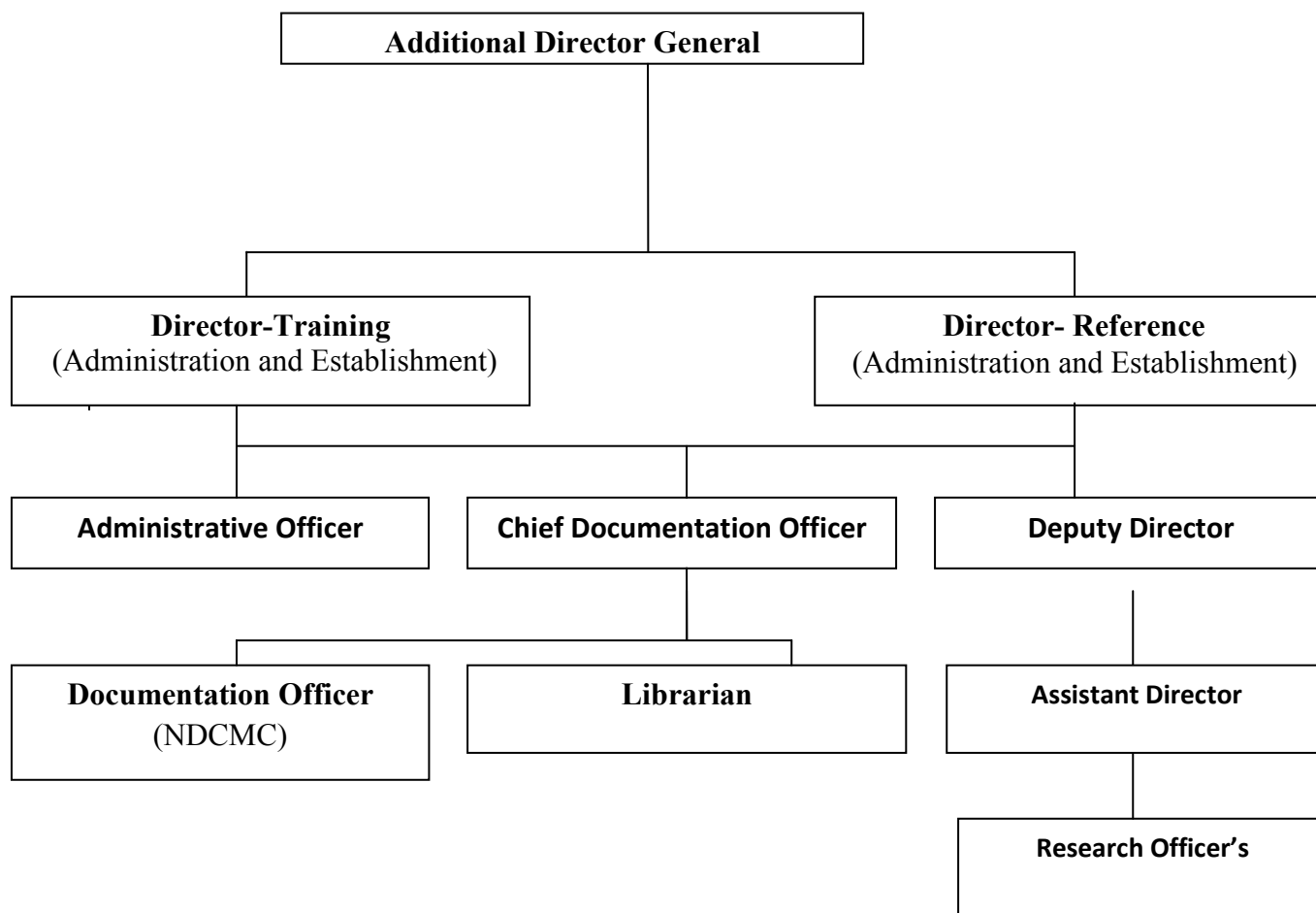
The **National Documentation Centre on Mass Communication (NDCMC)**, which was created on recommendation of an Expert Committee in 1976, brings out services like:

- ‘*Current Awareness Service*’, an annotated index of select articles on mass media published in newspapers and journals being subscribed by the Centre;
- ‘*Bulletin on Films*’, an abstract of various developments in the film industry in India;
- ‘*Reference Information Service*’, the background papers on subjects of topical interests in the field of mass media;
- ‘*Who’s Who in Mass Media*’, the biographies of various media personalities in lime light;
- ‘*Honours Conferred on Mass Communicators*’, the highlights of various awards announced during the year to mass communicators including the national and international film awards;
- ‘*Bibliography*’, an annotated subject index of articles on mass media published during past one year in newspapers and journals being subscribed by the Centre;
- ‘*Media Update*’ which brings, to focus major National and international media events for record and reference and
- ‘*Press Clippings*’ - Press clippings on mass media subjects published in various newspapers and magazines being subscribed by the Centre are marked, classified, cut and pasted, and arranged in classified/chronological order and kept in bound volumes for future reference;
- ‘*Queries*’ - The Centre attends, in person, to queries of the officials of the Ministry, it’s media units and accredited press correspondents.
- The NDCMC also compiles and edits the reference annual, **Mass Media in India**.

The **Library** of the RR&TD is a well stocked Library with a large and varied collection of books on all aspects of the country with special focus on mass communication and on the issues of international importance. It also has a number of bound volumes of reports, periodicals, encyclopedias and other reference documents. The collection includes specialized books on various disciplines of mass media to cater to the needs of the Ministry of Information and Broadcasting, its media units, accredited media correspondents, institutes imparting training in journalism and also supplement its own activities. It serves as a base for undertaking Documentation services brought out by the NDCMC. It functions as an integral part of the NDCMC.

The Division is responsible for organizing In Services training to a group of more than five hundreds officers of Indian Information Service. In services training is organized in partnership with Indian Institute of Mass Communication (IIMC). This includes refresher and collaborative programmes with various established training institutions including Indian Institute of Management (IIM’s) in India and Institutes aboard.

## 2.7 Organizational Structure of RR&TD



- 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The RR&TD expects the public to give their opinions and suggestions for qualitative improvement of its publications India and Mass Media in India printed and marketed by Publications Division.

- 2.9 Arrangements and methods made for seeking public participation/contribution.

At present, consultation facilities are given to accredited journalists and bona fide scholars, in addition to the personnel in the Ministry of Information and Broadcasting.

- 2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Monitoring of service delivery is being done by the Director (Reference) and public grievance redressal also being done by him.

- 2.11 Address of the main office and other offices at different levels. The Research, Reference and Training Division, which is a subordinate office of the Ministry of Information and Broadcasting has no branch/field offices anywhere.

The Mailing Address of RR&TD's only office is, Room No.445, C Block, Phase-IV, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

- 2.12 Opening hours of the office: 09:30 AM  
Closing hours of the office: 06:00 PM

### **Chapter – 3 (Manual – 2)**

#### **Powers and Duties of Officers and Employees**

- 3.1 The Officers and Employees of the Division enjoy and execute powers and duties as mandated to them by the Government of India from time to time. These include financial and administrative powers to run the office smoothly.

The RR&TD is headed by the Additional Director General, who is overall responsible for the functioning of the Division as per the mandate given to it from time to time by the Ministry of Information & Broadcasting. He has a team of two Directors, One Deputy Director, one Assistant Director, one Research Officers and 3 Research Assistants. While one Director assists the Addl Director General in Administration and Training related work, the other helps in the work related to Reference and Documentation Section. Besides, the NDCMC has one Chief Documentation Officer, a Documentation Officer and 3 Documentation Assistants to help Director (Reference) in his work.

The Chief Documentation Officer (CDO) is responsible for planning and developing the Centre. He/She guides, supervises and coordinates various activities of the NDCMC and maintains liaison with the Mass Communication agencies. Documentation Officer does the work of information processing and Documentation and Information Services. Documentation Assistants process information and initiate services.

The Administrative Wing of the Division has one Administrative Officer. He/She is assisted and supported by an Accountant, Upper Division Clerks, Lower Division Clerks, Cashier, Hindi Translator (Junior), Daftry and other Class four employees.

The Division also has a total number of 4 Stenographers (of various Grades) to assist Officers as Personal Assistants.

The Additional Director General, RR&TD gives overall directions regarding policies and administrative matters of the Division. He/She is the final authority on all decisions, where the Ministry's clearance is not required.

### **Chapter – 4 (Manual-3)**

#### **Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**

- 4.1 The Division follows norms for the discharge of its functions as mandated by the Ministry of I&B, Government of India from time to time. It cannot deviate from the Government mandate on its own.

**Chapter – 5 (Manual-4)**  
**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**

- 5.1-5.2 The Division at present has no such 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.

**Chapter – 6 (Manual-5)**  
**A statement of the categories of documents that are held by it or under its control**

- 6.1 The Division has the following categories of documents:
- (a) Files/records regarding administrative work of the Division.
  - (b) Files/records regarding publication of India- Reference Annual.
  - (c) Files/records regarding publication of Mass Media in India.
  - (d) Files/records regarding training programmes for in-service IIS Officers.
  - (e) Files/records regarding books and maintenance of Library.
  - (f) Files/records regarding Services released by Reference Division and NDCMC.

**Chapter – 7 (Manual-6)**  
**A statement of Boards, Council, Committees and other bodies constituted as its part**

- 7.1 The Division also has no such provision of the boards, councils, committees and other bodies as its part or for the purpose of its advice.

**Chapter – 8 (Manual-7)**  
**The names, designations and other particulars of the Public Information Officers**

- 8.1 (i) Sh. Surendra Kumar, Director (Admn),  
Room No.448, Phase-IV, Block C, Sookhana Bhawan, CGO Complex,  
New Delhi-110003,  
Phone/Fax: 011-24364844
- (ii) Sh. H.M. Sharma, Chief Documentation Officer,  
Room No.441, Phase-IV, Block B, Sookhana Bhawan, CGO Complex,  
New Delhi-110003.  
Phone: 011-24369041

**Chapter – 9 (Manual-8)**  
**Procedure followed in Decision Making Process**

- 9.1 The Additional Director General, RR&TD gives overall directions regarding policies and administrative matters of the Division. He/She is the final authority on all decision making process, where the Ministry's clearance is not required. While he is an overall authority, he

has delegated certain powers to both the Directors in their respective fields for the smooth functioning of the Office. The Directors exercise these delegated powers under the

supervision and consultation of the Additional Director General. The process of decision-making in policy matters lies with Directors and Additional Director General. However, small matters for day-to-day functioning can be settled at the Administrative Officer, Deputy Director and Chief Documentation Officer level.

- 9.2 The Division follows all rules and regulations, instructions, manuals and records as issued by the Government of India from time to time.
- 9.3 There is no arrangement to communicate the decisions to the public.
- 9.4 Directors, Deputy Director, Chief Documentation Officer and Research Officer are the officers whose opinions are sought by the Director in the decision making process.
- 9.5 The Additional Director General is the final authority that vets the decision normally.
- 9.6 On important matters pertaining to the Division, the Additional Director General and Directors take the guidance and directions of the Additional Secretary and Secretary, Ministry of Information & Broadcasting.

## **Chapter – 10 (Manual-9)** **Directory of Officers and Employees**

### **10.1 Reference & Administration**

<b>No.</b>	<b>Name</b>	<b>Address</b>	<b>Tel.No.</b>
1.	Shri. S.M. Khan, Additional Director General	D-I/122, Bharati Nagar, New Delhi-110003	24363564 24368424 (Fax)
2.	Shri Jaideep Bhatnagar, Director	68-D/Pocket –I, Mayur Vihar (Phase-I) Delhi-110091	24364844
3.	Shri. Surendra Kumar, Director	E-63, Block No. 3 Aayudh Vihar, Plot No. 3, Sec-3, Dwarka, New Delhi	24363904
4.	Smt. Romi Sharma, Deputy Director	A-32, Nirman Vihar, Delhi-110092	24363903
5.	Smt. Ajanta Deo, Assistant Director		24369042
6.	Shri Simmi Kumar, Research Officer	58-D, DDA, Flat, Ashok Vihar, Phase-III, Delhi-110052	24363903
7.	Shri Ombir Singh, Steno	15/944, Vasundhara, Ghaziabad, U.P.	26717336
8.	Smt. Usha Gulati, Steno	H-41, Mansarovar Park, Shahdara, Delhi- 110032	24369042
9.	Shri R.K. Jain, Hindi Translator	WB-33, Shakarpur Ext. Delhi-92	24366014
10	Shri Ghamandi Lal, Accountant	Qtr. No. 108, Block No.12, Dev Nagar, Karol Bagh, New Delhi-11005	24366014
11.	Smt. Neelam Manocha, UDC	GG-I, 83 B, Vikas Puri, New Delhi-110018	-do-
12.	Smt. Yashumati Sharma, UDC	B-65, Airport Aptt. Vikas Puri, New Delhi- 110018	-do-
13	Shri B.S. Rawat, UDC	665, Aliganj, Type-I Qtr., New Delhi	-do-
14.	Shri Sanjay Kindra, LDC	H.No. 4, B. No. 19, Ward No.6, Gandhi Nagar, Rohtak, Haryana-124001,	-do-

15.	Shri Anjoy Kumar, LDC	Qtr. No. 478, Type-II, N.H.IV, Faridabad, Haryana	-do-
16.	Shri Bhoj Mehto, LDC	D-620, Netaji Nagar, Type-I, New Delhi	-do-
17.	Shri Dev Singh, Daftry	21, Todarmal Lane, Bangalo Mkt., New Delhi-1	24363564
18.	Shri Rajinder Prasad, Peon	515, Kasturba Nagar, Type-I Qtr., New Delhi	-do-
19.	Shri Roop Kumar, Peon	J-898, Kalibari Marg, Gole Market New.Delhi-1	24366014
20.	Shri Jagpal Singh, Peon	5/389, Tirlok Puri, Delhi-91	24364844
21.	Shri Chaman Lal, Peon	D-4, 24, Netaji Nagar, New.Delhi-23.	24363564
22.	Smt. Satya Devi, Peon	H.No. 737, Kashmiri Gate, Chhota Bazar, Delhi-6	24366014
23.	Shri Kiran Kishore, Farash	Qtr. No.501 M.B.Road, Pushap Vihar, Sec-3, New Delhi	24366014

### National Documentation Centre on Mass Communication (NDCMC)

No.	Name	Address	Tel. No.
1.	Shri H.M. Sharma, Chief Documentation Officer	94, Soochna Apptt., Vasundhara Enclave, Delhi-96	24369042 24369041 (Fax)
2.	Smt. Alka Mathur, DA	D-1/1319, Vasant Kunj, New Delhi-70	-do-
3.	Ms. Sushma Gautam, DA	630/S, Shivaji Nagar, Gurgaon-122001, Haryana	-do-
4.	Shri Vasdev Nagwani, DA	58 F/F, Vinobha Puri, Lajpat Nagar-II, New Delhi-24.	-do-
5.	Shri B.M. Pant, LDC	S-IV/K 142, Pushpa Vihar, M.B. Raod, New Delhi.	-do-
6.	Shri Rajbir Singh, Peon	Village & Post office Purkhas, Distt. Sonapat, Haryana	24369042

## Chapter – 11 (Manual-10)

### The Monthly Remuneration Received by each of its Officers and Employees, including the system of compensation as provided in Regulations

11.1 The employees of the Division get their salaries as per the pay scales shown against their name in the chart given below. All employees receive allowances admissible to them as per their pay scales as fixed by the Government of India from time to time.

#### Reference & Administration

No.	Name	Pay-Scale	Grade Pay
1.	Shri S.M. Khan, Additional Director General	37,400-67,000	10, 000
2.	Shri Jaideep Bhatnagar, Director	37,400-67,000	8, 700
3.	Shri Surendra Kumar, Director	37,400-67,000	8, 700
4.	Smt.Romi Sharma, Deputy Director	15,600-39,100	6600
5.	Smt. Ajanta Deb, Asstt. Director	9,300-34,800	5400
6.	Shri Simmi Kumar, Research Officer	9,300-34,800	4200
7.	Shri Ombir Singh, Steno-II	9,300-34,800	4600
8.	Smt. Usha Gulati, Sento	9, 300-34,800	4800
9.	Shri R.K. Jain, Hindi Translator	9,300-34,800	4600
10.	Shri Ghamandi Lal, UDC	5,200-20,200	4200
11.	Smt. Neelam Manocha, UDC	5,200-20,200	4200
12.	Smt. Yashumati Sharma, UDC	5,200-20,200	2800
13.	Shri B.S. Rawat, UDC	5,200 - 20,200	2400
14.	Shri Sanjay Kinra, LDC	5,200-20,200	2000
15.	Shri Anjoy Kumar, LDC	5,200-20,200	2000
16.	Shri Bhoj Mahato, LDC	5,200-20,200	1900

17.	Shri Dev Sing, Daftry	5,200-20,200	1900
18.	Shri Rajinder Prasad, Peon	5,200-20,200	1800
19.	Shri Roop Kumar, Peon	5,200-20,200	1800
20.	Shri Jagpal Singh	5,200-20,200	1800
21.	Shri Chaman Lal, Peon	5,200-20,200	1800
22.	Smt. Satya Devi, Peon	5,200-20,200	1800
23.	Shri Kiran Kishore, Farash	5,200-20,200	1900

#### NDCMC

No.	Name	Pay-Scale	After ACP Pay-Scale
1.	Shri H.M. Sharma, Chief Documentation Officer	15,600 - 39,100	6600
2.	Smt. Alka Mathur, DA	15,600 - 39,100	6600
3.	Ms. Sushma Gautam, DA	15,600 - 39,100	6600
4.	Shri Vasdev Nagwani, DA	9,300 - 34,800	4600
5.	Shri B.M. Pant, LDC	5,200 - 20,200	1900
6.	Shri Rajbir Singh, Peon	5,200 - 20,200	1800

**Chapter – 12 (Manual-11)**  
**The Budget Allocated to each Agency**  
**(Particulars of all plans, proposed expenditures and reports on disbursement made)**

#### 12.1 Budget 2009-2010

#### NON-PLAN

(Rs. In lacs)

S. No.	Head	Budget (Rs.)	Expenditure up to September, 2009
1.	Salaries	164.00	74.83
2.	OTA	0.40	-
3.	Medical Exp.	3.00	.76
4.	Travel Expdt.	1.50	-
5.	Office Expdt.	28.00	12.69
6.	I.T. (OE)	3.00	.13
7.	Banking	0.10	-
	Total	200.00	88.41

#### PLAN\*

1.	OAE	-	-
2.	DTE	10.00	NIL
3.	OE	108.00	NIL
	Total:	118.00	NIL

\*The Plan Budget is for "Research, Reference and Media Awards".

**Chapter – 13**  
**The Manner of Execution of Subsidy Programmes**

- 13.1 The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes: NIL

**Chapter – 14 (Manual – 13)**  
**Particulars of Recipients of Concessions, permits or authorization granted by it**

- 14.1 Particulars of recipients of concessions, permits or authorisations granted by it: Nil

**Chapter – 15 (Manual – 14)**  
**Norms set by it for the discharge of its functions**

- 15.1 There are no particulars/details of the norms/standards set by the department for execution of various activities/programmes.

**Chapter – 16 (Manual – 15)**  
**Information available in an electronic form**

- 16.1 The web site of the Division has all the essential information.

**Chapter – 17 (Manual – 16)**  
**Particulars of the facilities available to citizens for obtaining Information**

- 17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Office Library: Membership only for the officials of the I&B Ministry and its various Media Units, Journalists of the Media, and research scholars working on media related issues. Situated at the Fifth Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. the Library is open between 9:30 a.m. – 6:00 p.m. (Monday to Friday except on gazetted holidays)

Dramas and Shows: None

Through Newspaper: None

Exhibition: None

Notice Board: None

Inspection of records  
in the Office: Not in place, being worked out

System of issuing of  
Copies of documents: Photo/Scanned copy on payment

Printed Manual Available: Yes

Website of the Public Authority: [rrtd.gov.in](http://rrtd.gov.in)

Other means of Advertising: None

## **Chapter – 18 (Manual – 17)**

### **Other Useful Information**

- 18.1 There aren't any frequently asked questions by the public to this Division.
- 18.2 Procedure for seeking information – Phone/Written Communication/E-mail etc.
- 18.3 With relation to training imparted to public by Public Authority - None.
- 18.4 With relation to Certificate, No Objection Certificate, etc., issued by the Public Authority not included in Manual-13. – N.A.
- 18.5 With relation to registration process - N.A.
- 18.6 With relation to collection of tax by Public Authority - N.A.
- 18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnections, etc. - N.A.
- 18.8 Details of any other public services provided by the Public Authority – None99