

**NATIONAL INSTITUTE OF EDUCATIONAL
PLANNING AND ADMINISTRATION**

NEW DELHI.

Information as per Section 4 (1) (b)

Sr. No.	Information on Item	Details
1.	<p>Particulars of its organization, functions and duties</p> <p>Main Objectives are :</p>	<p>National Institute of Educational Planning and Administration, <i>17-B, Sri Aurobindo Marg, New Delhi-110016.</i></p> <p>To organize pre-service and in-service training, conferences, workshops, meetings, seminars and briefing sessions for senior educational officers of the Central and State Governments and Union Territories;</p> <p>To organize orientation and training programmes and refresher courses for teacher-educators and for University and college administrators connected with educational planning and administration;</p> <p>To organize orientation programmes, seminars and discussions groups for top level persons Including legislators in the field of educational planning and administration at policy making level in Central and State Governments;</p> <p>To undertake, aid, Promote and coordinate research in various aspects of educational planning and administration, including comparative studies in planning techniques and administrative procedures in the different states of India and in other countries of the World;</p> <p>To provide academic and professional guidance to agencies, institutions and personnel engaged in educational planning and administration;</p> <p>To offer, on request, consultancy service to State Governments and other educational institutions;</p> <p>To act as a clearing house of ideas and information on research, training and extension</p>

		<p>in educational planning and administration services and other programmes;</p> <p>To prepare, print and publish papers, periodicals and books in furtherance of these objectives and especially to bring out a Journal on Educational Planning and Administration;</p> <p>To collaborate with other agencies, institutions and organizations, including the University Grants Commission, the Universities, Institutes of Management and Administration and other allied institutions in India and abroad, in such way as may be considered necessary for the promotion of these objectives;</p> <p>To offer fellowships, scholarships and academic awards in furtherance of the objects of the National Institute;</p> <p>To confer honorary fellowships on eminent educationists for their contribution in the field of educational planning and administration;</p> <p>To provide, on request, facilities for training and research in educational planning and administration to other countries, especially of the Asian Region, and collaborate with them in programmes.</p>
2.	The powers and duties of its officers and employees	Director is the Principal Executive Officer of the Institute and Registrar is the Head of the office
3.	The procedure followed in the decision making process, including channels of supervision and accountability	All the faculty staff directly reports to the Director, other staff reports to concerned Section Officer. All Section Officers and A.O. – report to the Registrar, Registrar – reports to the Director.
4.	The norms set by it for the discharge of its functions	NIEPA Council is the supreme decision taking body of the Institute followed by Executive Committee/ Finance Committee and Planning and Programme Committee. HRM is the President of NIEPA Council and Director is the Chairman of EC/FC/PPC.
5.	The rules, regulations, instructions manuals and records held by it or under its control or used by its employees for discharging its functions	All the rules and regulations of the Government manuals and records held by it or of India are being followed in toto in addition to NIEPA Service Regulations.

6.	A statement of the categories of documents that are held by it or under its control	Nil
7.	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof	The services of Eminent Educationist are utilized as and when need arises.
8.	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 no such meetings are accessible for public	The meetings of Council, EC, FC and PPC are being held regularly. Minutes are circulated regularly.
9.	A directory of its officers and employees	List
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Salary slips of all employees are enclosed
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made Expenditure 2004-2005	2005-2006 RE _____ BE 362.50 Lacs (Plan) RE _____ BE 356.60 Lacs (Non-Plan) Plan 265.97 Lacs Non-Plan 259.94 Lacs
12.	The manner of execution of subsidy programmes,	DEPA Programme Brochure.

	including the amounts allocated and the details of beneficiaries of such programmes	
13.	Particulars of recipients of concessions, permits or authorizations granted by it	As above
14.	details in respect of the information, available to or held by it, reduced in an electronic form	Web site: http://www.niepa.org
15.	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	Detailed library note enclosed.
16.	The names, designation, and other particulars of the Public Information Officer	Sh. S.R.Chaudhary Section Officer (Acad Administration) 91-0124-2238473 95124-2238473
17.	The appellate authority under RTI Act 2005 of NIEPA	Director NIEPA 91-011-26515472
17.	Such other information as may be prescribed	Nil