



INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

Dr V.K.R.V Rao Road, Nagarabhavi, Bangalore-560 072

Information under Section 4 (1) (b) of Chapter II of the Right to Information Act (Right to Information and obligations of Public Authorities)

(i)	The particulars of its organization, function and duties;	Institute for Social and Economic Change (ISEC) Dr V K R V Rao Road, Nagarabhavi, Bangalore - 560 072. Tel: 080-23215468 Director : 080-23217010 Registrar : 080-23217011 For Functions, objectives etc., please refer to Memorandum of Association (pp1-2) on www.isec.ac.in
(ii)	The powers and duties of its officers and employees:	Refer Bye-Laws, Rules and Regulations of the Institute hosted on website www.isec.ac.in
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	Refer Bye-Laws, Rules and Regulations on www.isec.ac.in
(iv)	The norms set by it for the discharge of its functions;	Refer Bye-Laws, Rules and Regulations of the Institute hosted on website www.isec.ac.in
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:	Refer Bye-Laws, Rules and Regulations of the Institute hosted on ISEC website www.isec.ac.in
(vi)	A statement of the categories of documents that are held by it or under its control:	1. Accounts related correspondence, documents, Vouchers, Journals, Subsidiary Books, Ledgers, Cash Books, Centrewise Budget files, Annual Reports and Financial Statements, PF and Gratuity Files, Files related to various projects, Files related to grants from GoK and ICSSR and other organizations and sponsors, Files related to GoK orders on implementation of pay scales and other benefits to staff, Files related to advances to officers and other employees, etc. 2. Administrative correspondence, Appointments, Official Correspondence to Govt. Departments and other organizations, Lectures, Seminars, Conferences and workshops, Service Records and

		<p>personal files of employees, Files related to various committees, files related to day-to-day correspondence, Files on construction/repair works in the campus, Memoranda of Understanding, files related to various lectures, seminars, workshops, prizes/awards etc.</p> <p>3. Documents related to research studies, seminars etc.</p> <p>4. Documents and correspondence related to Ph.D programme, various studies, Academic and Research Programme committees, courses offered etc.</p> <p>5. Documents relating to publications, Newsletter, Monographs, Journals, etc.</p>
(vii)	the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relations to the formulation of its policy or implementation thereof;	NOT APPLICABLE
(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 board, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public;	Please refer to Bye-laws for various committees and their details.
(ix)	A directory of its officers and employees;	Refer ANNEXURE – A below
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Refer ANNEXURE – B below, for pay scales of various categories of staff.
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	NOT APPLICABLE
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such	NOT APPLICABLE

	programmes;	
(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, reduce in an electronic form;	Available on www.isec.ac.in
(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;	See website above. Library facility may be availed by the public with permission.
(xvi)	the names, designation and other particulars of the public information officers;	Dr. Channamma Kambara Public Information Officer Tel : 080-23215468, Ext 154 email : chanamma@isec.ac.in
(xvii)	such other information as may be prescribed; and thereafter update these publications every year	Being hosted on the website from time to time

PUBLIC INFORMATION OFFICER

ANNEXURE – A

INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

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Mr. Muthuraj, Attender				
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Mr. Natraj, Messenger				
Mr. R Renuka, Messenger				
Mr. M Srinivasa, Messenger				
Mr. A Raja, Messenger				

ANNEXURE – B

Pay Scales of Various categories of Staff of ISEC

Sl. No	Category and Designation	Pay Scales
1.	Director	75,000/-(Fixed) + 5,000/-allowances
	ACADEMIC STAFF	
1.	Professor	37,400-67000 + 10000AGP
2.	Associate Professor	37,400-67000 + 9000AGP
3.	Assistant Professor	15600 – 39100 + 6000AGP
1.	Data Bank Manager	30400-800-33600-900-39000-1050-45300-1200-51300
2.	Technical Assistant/ Information Technology Officer	20000-500-21000-600-24600-700-28800-800-33600-900- 36300
3.	Research Analyst	21600-600-24600-700-28800-800-33600-900-39000-1050-40050
	Library	
1.	Deputy Librarian	15600-39100 +AGP 8000
2.	Assistant Librarian (Sr Scale)	15,600-39,100 + AGP 7,000
3.	Assistant Librarian (procurement)	15,600-39,100 + AGP 6,000
3.	Documentalist/ Professional Assistant	28100-700-28800-800-33600-900-39000-1050-45300-1200-50100
4.	Technical Assistant (Lib)	20000-500-21000-600-24600-700-28800-800-33600-900- 36300
5.	Library Assistant	16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600
6.	Library Clerk	14550-350-15600-40017200-450-19000-500-21000-600-24600-700- 26700
	Administrative Staff	
1.	Registrar	37,400-67000 + 9000AGP
2.	Accounts Officer	15600 – 39100 + 5400AGP
3.	Associate Editor	37,400-67,000 + AGP9000
4.	Assistant Registrar	28100-700-28800-800-33600-900-39000-1050-45300-1200-50100
5.	Sel. Grade Assistants	20000-500-21000-600-24600-700-28800-800-33600-900- 36300
6.	System Analyst	28100-700-28800-800-33600-900-39000-1050-45300-1200-50100
6.	Sr. Personal Assistants	20000-500-21000-600-24600-700-28800-800-33600-900- 36300
7.	Sr. Assistants	16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600
8.	Sr. Assistants/ Receptionist	16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600
9.	Personal Assistants	16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600
10.	Assistant Grade - I	14550-350-15600-40017200-450-19000-500-21000-600-24600-700- 26700
11.	DTP Operator	14550-350-15600-40017200-450-19000-500-21000-600-24600-700- 26700
12.	Despatch Clerk	14550-350-15600-40017200-450-19000-500-21000-600-24600-700- 26700
13.	Electrician	10400-200-12000-250-13000-300-14200-350-15600-400-16400
14.	Drivers	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500- 21000
15.	Attenders	10400-200-12000-250-13000-300-14200-350-15600-400-16400
16.	Messengers/Mali/Sweepers/ Helper/ Cooks/ Carpenter/watchman etc	9600-200-12000-250-13000-300-14200-350-14550