

Commission for Scientific and Technical Terminology

(Ministry of Education, Government of India)

Suo Moto Disclosures/RTI Manuals

(Updated as on 14.09.2024)

The Right to Information Act, 2005 under its Section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

As such the mandatory disclosures pertaining to this Board are as under:

Sr.No.	Details of Disclosure	Organization information
1	Organization and Function	
1.1	Particulars of its Organization, functions and duties [Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	Commission for Scientific and Technical Terminology, West Block-7, R. K. Puram, Sector-1, New Delhi-110066 https://cstt.education.gov.in/en ;
1.1.2	Head of the organization	Prof. Girish Nath Jha, Chairman, Commission for Scientific and Technical Terminology, New Delhi
1.1.3	Vision, Mission and Key objectives	Vision, Mission and Key objectives of the Commission for Scientific and Technical Terminology, New Delhi are given here: article https://cstt.education.gov.in/duties-and-functions-commission
1.1.4	Function and duties	Functions & Duties of the Commission for Scientific and Technical Terminology, New Delhi are given here: article https://cstt.education.gov.in/duties-and-functions-commission The main function of the Commission is to evolve standard terminology, propagate its use and distribute it widely. In the process of evolution of scientific and technical terminology and reference material in Hindi and Indian Languages, the Commission shall have collaboration of State Governments, Universities, Regional Text-Book Boards and State Granth Academies.
1.1.5	Organisational Chart/Structure	It is available at: https://cstt.education.gov.in/organization-chart ; https://cstt.education.gov.in/commission-scientific-and-technical-terminology-organogram
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.	Commission for Scientific and Technical Terminology was established on October 01, 1961 in pursuance of a Presidential Order dated April 27, 1960 with the objective to evolve technical terminology in all Indian Languages. The Commission was established under clause 44 of Article 344 of the Constitution of India as a follow up of recommendations of a committee in this regard. The main function of the Commission is to evolve standard terminology, propagate its use and distribute it widely. In the process of evolution of scientific and technical terminology and reference material in Hindi and Indian Languages, the Commission shall have collaboration of State Governments, Universities, Regional Text-Book Boards and State Granth Academies. CSTT is functioning under Department of Higher Education, Ministry of Education, Government of India with its headquarters at New Delhi. Twenty two State Granth Academies / State Text-Book Boards /

		<p>Universities Cells, etc. are also associated with this Commission to produce University Level Text-Books / reference materials in Hindi and other Indian Languages with the use of standard terminology as evolved by the CSTT. Till date, CSTT has standardized the terminology of about Nine lakhs technical terms in different subjects and in different languages. Besides this, CSTT has published large number of Definitional Dictionaries, Glossaries, Text-Books, Reference Materials and Monographs, Quarterly Journals named 'Vigyan Garima Sindhu' and 'Gyan Garima Sindhu' and many more works of similar nature. CSTT has also taken care of Administrative and various Departmental Glossaries that are widely used by various Government Departments, Institutions, Research Laboratories, Autonomous Organization, PSUs etc. CSTT regularly organizes workshops, seminars, symposium, conferences, orientation and training programmes and book exhibition to increase the use and popularize the standard terminology of Hindi and other Indian languages.</p> <p>A list of former Chairman of the Commission for Scientific and Technical Terminology, New Delhi is given here: https://csstt.education.gov.in/former-chairmen</p>
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	The power & duties of officers (administrative, financial and judicial) and other employees of Commission for Scientific and Technical Terminology, New Delhi are detailed below: As per CSTT. https://dopt.gov.in/about-us/functions/roles-responsibilities-0
1.2.2	Power and duties of other employees	As per DOPT https://dopt.gov.in/notifications/orders
1.2.3	Rules/ orders under which powers and duty are derived and	As per DOPT https://dopt.gov.in/sites/default/files/Compilation_FR_SR_English_2.pdf https://dopt.gov.in/work-allocation
1.2.4	Exercised	
1.2.5	Work allocation	
1.3	Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]	
1.3.1	Process of Decision Making: Identify key decisionmaking points	As per DOPT (Article 344) Indiakanon.org/doc/1877304/
1.3.2	Final Decision-making Authority	Chairman of the Organization
1.3.3	Related provisions, acts, rules etc.	List is given under (1.5.1 below).
1.3.4	Time limit for taking a decision, if any	As prescribed Central Government Rules (as amended from time to time). The Commission for Scientific and Technical Terminology, New Delhi makes decision in regard to routine matters in a time bound manner.
1.3.5	Channel of supervision and accountability	(1)Channel of supervision is as per the Organization Structure of Commission for Scientific and Technical Terminology, New Delhi. (2)Every employee is accountable towards the duties assigned by the authorities from time to time.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	Main functions of the Commission for Scientific and Technical Terminology, New Delhi:

		<p>I. PREPARATION AND PUBLICATION OF ENGLISH- HINDI TECHNICAL DICTIONARIES/ GLOSSARIES</p> <p>II. PREPARATION AND PUBLICATION OF ENGLISH-REGIONAL LANGUAGE TECHNICAL DICTIONARIES /GLOSSARIES</p> <p>III. PREPARATION AND PUBLICATION OF TRILINGUAL GLOSSARIES</p> <p>IV. PREPARATION AND PUBLICATION OF DEFINITIONAL DICTIONARIES</p> <p>V. PREPARATION AND PUBLICATION OF LEARNER’S GLOSSARIES</p> <p>VI. PREPARATION, APPROVAL/PUBLICATION OF DEPARTMENTAL GLOSSARIES</p> <p>VII. PROPAGATION, EXPANSION AND CRITICAL REVIEW OF TERMS COINED AND DEFINED</p> <p>VIII. PRODUCTION OF UNIVERSITY LEVEL BOOKS IN HINDI AND REGIONAL LANGUAGES</p> <p>IX. PUBLICATION OF MONOGRAPHS</p> <p>X. PUBLICATION OF JOURNALS</p> <p>XI. FREE DISTRIBUTION OF PUBLICATIONS</p> <p>XII. ORGANISING EXHIBITIONS</p>
1.4.2	Norms/ standards for functions/ service delivery	Normal procedure as per norms laid by the CSTT is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Chairman for administrative approval and decisions/sanctions/ approvals are implemented.
1.4.3	Process by which these services can be accessed	
1.4.4	Time-limit for achieving the targets	Targets are achieved on yearly basis.
1.4.5	Process of redress of grievances	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. Grievances committee name
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	<p>Principles of Terminology Evolution: https://cstt.education.gov.in/principles-terminology-evolution</p> <p>Programmes & Guidelines: https://cstt.education.gov.in/sites/default/files/programme-guidelines.pdf</p> <p>Various Forms: https://cstt.education.gov.in/employees-corners</p> <p>Documents (Presidential Order of 1960; Directive regarding Terminology in Presidential Order of 1960; Resolution; Medium of Instruction; Principles of evolving terminology; Presidential order of 1988; Order of Honourable Supreme Court of India; MoU with SPF; MoU IITB & CSTT; Draft RRS): https://cstt.education.gov.in/documents;</p> <p>Downloads (CSTT Publication List 2022; Honorarium Form; Travelling Allowance Form; Membership Form; Application Form to conduct meeting/workshops; Application Form to become an Expert): https://cstt.education.gov.in/en/downloads</p> <p>Circulars: https://cstt.education.gov.in/circular</p> <p>Orders: https://cstt.education.gov.in/orders</p>
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	

		<p>Regional Language Glossary: https://cstt.education.gov.in/our-publication</p> <p>Terminology Search: https://cstt.education.gov.in/terminology-search</p> <p>Journal Membership Form: https://cstt.education.gov.in/subscribe</p> <p>List of Books for Sale: https://cstt.education.gov.in/books-sale</p>												
1.5.4	Transfer policy and transfer orders	<p>Commission for Scientific and Technical Terminology, New Delhi is an sub-ordinate organisation under Ministry of Education. As such no external transfers are made. However, internal transfers are made depending on administrative ground. The link is given https://cstt.education.gov.in/en/reports</p>												
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]													
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1.6.2	Custodian of documents/categories	Custodians of these documents/categories are the respective HoDs/Section Incharges												
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]													
1.7.1	Name of Boards, Council, Committee etc.	<p>Hindi Granth Academies/ University Cells (Associated with Hindi)</p> <table border="1"> <thead> <tr> <th>Sl.No</th> <th>Name of the Organization</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Uttar Pradesh Hindi Granth Sansthan, Hindi Bhawan, Mahatma Gandhi Marg, Hazratganj Lucknow-228 001. Land opposite to DM Bangalow</td> </tr> <tr> <td>2.</td> <td>Bihar Hindi Granth Academy, Prem Chand Marg, Rajendra Nagar, Patna-800 016</td> </tr> <tr> <td>3.</td> <td>Madhya Pradesh Hindi Granth Academy, Rabindranath Thakur Marg, Ban Ganga, Bhopal-462 203.</td> </tr> <tr> <td>4.</td> <td>Rajasthan Hindi Granth Academy, Flat No.1, Jhalana Institutional Area, Jaipur-302 004.</td> </tr> <tr> <td>5.</td> <td>(Haryana Granth Akademi), (Akademi Bhawan, IP 16, sector 14, Panchkula)</td> </tr> </tbody> </table>	Sl.No	Name of the Organization	1.	Uttar Pradesh Hindi Granth Sansthan, Hindi Bhawan, Mahatma Gandhi Marg, Hazratganj Lucknow-228 001. Land opposite to DM Bangalow	2.	Bihar Hindi Granth Academy, Prem Chand Marg, Rajendra Nagar, Patna-800 016	3.	Madhya Pradesh Hindi Granth Academy, Rabindranath Thakur Marg, Ban Ganga, Bhopal-462 203.	4.	Rajasthan Hindi Granth Academy, Flat No.1, Jhalana Institutional Area, Jaipur-302 004.	5.	(Haryana Granth Akademi), (Akademi Bhawan, IP 16, sector 14, Panchkula)
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		6.	Publications Directorate, GBPUAT, Pantnagar, Udham Singh Nagar, Uttarakhand – 263145
		7.	Directorate of Publication, Haryana Agriculture University, Hissar-125004.
		8.	Directorate of Hindi Medium Implementation 10, Cavalary Lane, Near Vishwavidyalaya Metro Station, University of Delhi, Delhi-110007.
		9.	Hindi Publication Board (Physics Cell), II Floor, Hindi Bhawan, Banaras Hindu University, Varanasi-221005
		10.	Chattisgarh Rajya Hindi Granth Academy, In Front of Samudayik Bhawan Near Azad Hostel Pandit Ravi Shankar Shukla University Campus, Raipur-492 010
		Text-Book Boards/ University Cells (Associated with Regional Languages: -	
		Sl. No	Name of the Organization
		1.	Director, Telugu Academy, 3-5-895, Himaythnagar, Hyderabad-29,
		2.	University Book Production Board Pat Nagar Yojna Bhawan, Old Sharda Mandir Cross Roads Ellis bridge Ahmedabad -380006
		3.	Director, State Institution of Languages, Nalanda, Thiruvananthapuram-695 003 (Kerala)
		4.	Chief Executive Officer, West Bengal State Book Board, KolkataAQ-13/1, Sector-V, Salt Lake City, Kolkata-700091
		5.	Secretary, Tamil Nadu Textbook Society, College Road, Tamil Nadu Chennai- 600006
		6.	Director, Department of Kannada Studies, University of Agricultural Sciences, GKVK Campus, Bangalore-560065, Karnataka
		7.	Director, Publication Division, University, Manasa Gangotri, Mysore-570 006.
		8.	Odisha State Bureau of Text Book Preparation and Production, Plot No. A/11, Sukvihar, Pustak Bhavan, Bhubaneswar-751022
		9..	Publication Cell North Eastern Hill University, Nehu Campus, Shillong, Meghalaya-793 022
		10	Tezpur University, Napaam, Tezpur Assam-784 028
		11	Secretary, Department of Publication, University of Guwahati Gopinath-Bardoli Nagar, Guwahati-781014
		12	Director, Punjab State University Textbook Board, S.C.O. No. 289-91, Sector-32-DChandigarh-160047
1.7.2	Composition	As detailed under 1.7.1 above	
1.7.3	Dates from which constituted	1961.	
1.7.4	Term/ Tenure	2-3 yrs	
1.7.5	Powers and functions	https://www.cstt.education.gov.in/duties-and-functions-commission	
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.	
1.7.7	Whether the minutes of the meetings are open to the public?	The meetings minutes are available with respective HoD of various committees.	

1.7.8	Place where the minutes if open to the public are available?	The meetings minutes are available with respective HoD of various committees.																																																																																																									
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		23.	SH.K.M.PREM NATH	STENOGRAP HER SR.	06	RS.1,00,272.00	
		24.	SH.VINOD KUMAR	STENOGRAP HER SR.	06	RS.89,652.00	
		25.	SH.KARAM CHAND	OFFICE SUPERINTEN DENT	07	RS.81,150.00	
		26.	SH. RAJESHWAR MEHTO	OFFICE SUPERINTEN DENT	06	RS.82,572.00	
		27.	SH.SATVIR	OFFICE SUPERINTEN DENT	06	RS.89,652.00	
		28.	SMT. SANGEETA CHOWDHARY	LIBRARY & INFORMATIO N OFF.	06	RS.76,023.00	
		29.	SH.VIPIN KUMAR	STENOGRAP HER JR.	04	RS.53,850.00	
		30.	SH.DHARMEN DRA AGGARWAL	STORE- KEEPER	05	RS.83,457.00	
		31.	SH.ARUM KUMAR	UDC	05	RS.68,500.00	
		32.	SH.SATBIR SINGH	UDC	04	RS.60,000.00	
		33.	SH.SUMIT BHUKAR	UDC	04	RS.48,450.00	
		34.	RS. RAMESH PAL	UDC	04	RS.54,783.00	
		35.	SH.NEERAJ	LDC	02	RS.41,673.00	
		36.	SH. VIKAS	LDC	02	RS.41,673.00	
		37.	SH.VIVEK	LDC	02	RS.41,673.00	
		38.	SH.KESAR SINGH	MTS	02	RS.54,900.00	
		39.	SH. SUNIL KUMAR	MTS	02	RS.63,810.00	
		40.	SH.DHOOPNA TH MEHTO	MTS	02	RS.63,810.00	
		41.	SH. ASHOK KUMAR	MTS	02	RS.64,260.00	
		42.	SH. SUNHARI	MTS	02	RS.55,350.00	
		42.	SH. DEEPAK KUMAR	MTS	02	RS.64,260.00	
		44.	SH.RAKESH	MTS	03	RS.71,244.00	
		45.	SH.ROHTASH	MTS	03	RS.71,244.00	
		46.	SH.HARISH CHAND JOSHI	MTS	03	RS.62,850.00	
		47.	SMT. NEELAM	MTS	01	RS.36,075.00	
		48.	SH. MAHESH KUMAR	MTS	01	RS.30,675.00	
		49.	SH.MUKESH MEENA	LDC	02	RS.37,275.00	
		50.	SH.VIJENDRA KUMAR MEENA	MTS	01	RS.34,425.00	

1.9.2	System of compensation as provided in its regulations	Employees of Commission for Scientific and Technical Terminology, New Delhi are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, etc as per DOPT norms.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	
1.10.1	Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	Ms. Ravi Mala, CPIO & Junior Administrative Officer Commission for Scientific and Technical Terminology, New Delhi; ravimala.cstt@gov.in ; 9968285638 Dr. Dharmender Kumar, FAA & Deputy Director, Commission for Scientific and Technical Terminology, New Delhi- dharmender.cstt@gov.in 9899526701
1.10.2	Address, telephone numbers & email ID of each designated official.	
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	NIL
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	
1.12.1	Educational programmes	There is a separate Room/Office for RTI Cell at Commission for Scientific and Technical Terminology, New Delhi to handle RTI matters. The institute organizes RTI Awareness Programmes for employees from time to time. Last year, the CPIO arranged one Session on RTI on 11.08.2024 for faculty of ISTM, staff & trainees of the institute.
1.12.2	Efforts to encourage public authority to participate in these programmes	Commission for Scientific and Technical Terminology, New Delhi issues circulars/ emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.
1.12.3	Training of CPIO/APIO	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Commission for Scientific and Technical Terminology, New Delhi updates & published Guidelines on RTI on regular intervals and it is last updated in the website on 14.09.2024.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	Commission for Scientific and Technical Terminology, New Delhi is an sub-ordinate organisation under Ministry of Education. As such no external transfers are made. However, internal transfers are made depending on administrative ground.
2	Budget and Programme	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]	
2.1.1	Total Budget for the public authority	Fund Allocation for the Year 2023-24: Government of India Commission for Scientific & Technical Terminology (Department of Higher Education) Ministry of Education West Block No. VII, R. K. Puram

		New Delhi-110066
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Sl. No.	Head Major Head 2202, Demand No.26	BE 2023-24 (Rs. in Lakh)	
1.	05.01.01 – Salaries (Basic Salary, Honorarium to Govt. Servant, LTC leave encashment)	300.00	
2.	05.01.02- Wages (Wages of labourers and staff at present paid out of contingencies)	5.00	
3.	05.01.04- Pensionary Charges (Govt. contribution to NPS employees)	36.00	
4.	05.01.05- Rewards (Bonus to Govt. employees and Hindi Protsahan ALL.)	5.00	
5.	05.01.06- Medical Treatment	15.00	
6.	05.01.07 – Allowances (DA, HRA, TA, NPA, Dep.All.PP, CEA, Tuition Fee, Split Duty Allowance etc.)	261.00	
7.	05.01.08 – Leave Travel Concession (LTC Air/Rail/Bus fare)	20.00	
8.	05.01.09- Training Expenses (Fees paid, contingencies, materials for participating training)	5.00	
9.	05.01.11- Domestic Travel Expenses (TA/DA to official tours and non-official members)	117.00	
10.	05.01.12 –Foreign Travel Expenses	15.00	
11.	05.01.13 – Office Expenses 1.00 lakh)	230.00	
12.	05.01.16 – Printing and Publication (e-book also)	100.00	
13.	05.01.18-Rent for others	2.00	
14.	05.01.19 – Digital Equipment (Hardware and software revenue expenditure)	21.00	
15.	05.01.21 –Materials & Supplies	1.00	
16.	05.01.24 – Fuels and Lubricants	1.00	
17.	05.01.26 – Advertising and Publicity	20.00	
18.	05.01.27 –Minor civil and electric Works	5.00	
19.	05.01.28 –Professional Services Engagement of professionals, legal services, consultancy fees, etc.	5.00	
20.	05.01.29 –Repairs and Maintenance (Repair and maintenance contract for office equipment, digital equipment, etc.)	5.00	
21.	05.01.49 – Other Revenue Expenditure (Newspapers reimbursement, Office Bag, Ladies Purse reimbursement and any other kind of scheme of revenue expenditure)	10.00	
22.	05.02.31 – Grants-in-aid-General Grants to University Level Books Production	100.00	
23.	04.00.71-Information, Computer, Telecommunications (ICT) Equipment (Projector purchase)	15.00	
24.	04.00.74-Furniture & Fixtures (one lakh above)	2.00	

		25.	04.00.77-Other Fixed Assets (Library books)	4.00		
			TOTAL	1300.00		
2.1.2	Budget for each agency and plan & programmes	The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the Granth Academy level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department.				
2.1.3	Proposed expenditures	As detailed under 2.1.1 above				
2.1.4	Revised budget for each agency, if any	As detailed under 2.1.1 above				
2.1.5	Report on disbursements made and place where the related reports are available	Report on disbursement are made available in Annual Report of 2022-23 (link) and the same is uploaded on https://cstt.education.gov.in/en/reports				
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)					
2.2.1	Budget	There is no separate Budget for Foreign and domestic tour. It is met out of General Budget as detailed under 2.1.1 above.				
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a) Places visited. (b) The period of visit. (c) The number of members in the official delegation.(d) Expenditure on the visit.	S.No.	Name & Designation	Date	Place	Amount
		1.	Prof. Girish Nath Jha, Chairman	26-4-2023 30-4-2023	Palampur	37594.00
		2.	Prof. Girish Nath Jha, Chairman	17-6-2023 18-6-2023	Pune	26972.00
		3.	Prof. Girish Nath Jha, Chairman	23-6-2023 24-6-2023	Chhattisgarh	34078.00
		4.	Prof. Girish Nath Jha, Chairman	14-7-2023 14-7-2023	Leh	62374.00
		5.	Prof. Girish Nath Jha, Chairman	27-7-2023	Mumbai	17392.00
		6.	Prof. Girish Nath Jha, Chairman	16-8-2023 18-8-2023	Bhubaneswar	35952.00
		7.	Prof. Girish Nath Jha, Chairman	16-8-2023 19-8-2023	Gandhinagar	9808.00
		8.	Prof. Girish Nath Jha, Chairman	21-8-2023 25-8-2023	Kashmir	9340.00
		9.	Prof. Girish Nath Jha, Chairman	31-8-2023 1-9-2023	Indore	20667.00

		10.	Prof. Girish Nath Jha, Chairman	14-9-2023 15-9-2023	Pune	8400.00		
		11.	Prof. Girish Nath Jha, Chairman	12-10-2023 13-10-2023	Srinagar, Uttarakh and	13839.00		
		12.	Prof. Girish Nath Jha, Chairman	27-10-2023 28-10-2023	Dehradu n	13062.00		
		13.	Prof. Girish Nath Jha, Chairman	21-12-2023 22-12-2023	Kolkata	50894.00		
		14.	Prof. Girish Nath Jha, Chairman	8-1-2024 10-1-2024	Bhubane swar	30606.00		
		15.	Prof. Girish Nath Jha, Chairman	12-1-2024 13-1-2024	Jaisalmer	13113.00		
		16.	Prof. Girish Nath Jha, Chairman	15-2-2024 16-2-2024	Dehradu n	8809.00		
		17.	Prof. Girish Nath Jha, Chairman	21-2-2024 22-2-2024	Bhopal	15911.00		
		18.	Prof. Girish Nath Jha, Chairman	6-3-2024 7-3-2024	Haridwar	4322.00		
		19.	Prof. Girish Nath Jha, Chairman	21-3-2024 22-3-2024	West Bengal	39754.00		
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	<p>Notice/tender are issued at: https://cstt.education.gov.in/tenders. However, all the purchases are made through GEM portal.</p> <p>Gem 2023-24 purchase of vendor https://cstt.education.gov.in/en/reports</p>						
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity							
2.3.2	Objective of the programme							
2.3.3	Procedure to avail benefits							
2.3.4	Duration of the programme/ scheme							

2.3.5	Physical and financial targets of the programme	Not Applicable as Commission for Scientific and Technical Terminology, New Delhi does not offer Subsidy Programme.
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as Commission for Scientific and Technical Terminology, New Delhi does not allocate any Discretionary and non-discretionary grants/ State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable as Commission for Scientific and Technical Terminology, New Delhi does not provide Concessions, permits or authorizations.
2.5.2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	CAG Audit for the financial year 2022-23 is completed and Separate Audit Report is received from CAG office. Annual Report along with separate Audit Report for the financial year 2022-23 is uploaded on web portal. It is available in Audit and Annual Reports: https://cstt.education.gov.in/en/reports
3.	Publicity Band Public Interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Principles of Terminology Evolution: https://cstt.education.gov.in/principles-terminology-evolution Programmes & Guidelines: https://cstt.education.gov.in/sites/default/files/programme-guidelines.pdf Various Forms: https://cstt.education.gov.in/employees-corners Documents (Presidential Order of 1960; Directive regarding Terminology in Presidential Order of 1960; Resolution; Medium of Instruction;

		<p>Principles of evolving terminology; Presidential order of 1988; Order of Honourable Supreme Court of India; MoU with SPF; MoU IITB & CSTT; Draft RRS): https://cstt.education.gov.in/documents;</p> <p>Downloads (CSTT Publication List 2022; Honorarium Form; Travelling Allowance Form; Membership Form; Application Form to conduct meeting/workshops; Application Form to become an Expert): https://cstt.education.gov.in/en/downloads</p> <p>Circulars: https://cstt.education.gov.in/circular</p> <p>Orders: https://cstt.education.gov.in/orders</p> <p>Regional Language Glossary: https://cstt.education.gov.in/our-publication</p> <p>Terminology Search: https://cstt.education.gov.in/terminology-search</p> <p>Journal Membership Form: https://cstt.education.gov.in/subscribe</p> <p>List of Books for Sale: https://cstt.education.gov.in/books-sale</p>
3.1.2	<p>Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<p>The Institute needs support, cooperation and suggestions of citizens of the country. Thus, the institute encourages public participation and guidance through members representing them in Council and Board. The Board of Governors of Commission for Scientific and Technical Terminology, New Delhi comprising of one Chairman, Nominee of Ministry of Education (MoE, GoI), (as detailed under 1.7.1 above), who contribute their inputs in the policy and provide guidance to the Board of Governors of the Commission for Scientific and Technical Terminology, New Delhi.</p> <p>Day & time allotted for visitors: From 09.30AM to 05.00PM</p> <p>Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Name and designation of the public information officer (PIO): Ms. Ravi Mala, CPIO, Commission for Scientific and Technical Terminology, New Delhi; ravimala.cstt@gov.in; 9968285638</p>
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	

3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Detail is given under 3.1.1 above
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	Information manual/handbook available in Electronic format – Yes https://csstt.education.gov.in/en
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	Yes, it is available in the website of Commission for Scientific and Technical Terminology, New Delhi: (https://csstt.education.gov.in/en)
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO/APIO
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	Detail is given under 3.1.1 above. These documents are some publication available free of cost from the website.
3.5.2	List of materials available at a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
4	E-Governance	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	English	Yes, it is uploaded in the website (https://csstt.education.gov.in/en) T

4.1.2	Vernacular/ Local Language	The organisation in the process of uploading the Hindi Version of information manual soon.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	14.09.2024
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 3.1.1 above. The information can be accessed at the organization's website: https://cstt.education.gov.in/en ;
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility	There is RTI Cell at the Commission for Scientific and Technical Terminology, New Delhi . Information pertaining to activities dealt by the Commission is provided to the users who demand the information. Office Address: Commission for Scientific and Technical Terminology, New Delhi . The information is also uploaded on the website of the institute, i.e., https://cstt.education.gov.in/en for general reference.
4.4.2	Details of information made available	As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website, they can send email to CPIO at email id: ravimala.cstt@gov.in seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.
4.4.2	Working hours of the facility	09:30 AM to 6:00 PM from Monday to Friday (except Public Holidays)
4.4.3	Contact person & contact details (Phone, fax email)	Ms. Ravi Mala, CPIO, Commission for Scientific and Technical Terminology, New Delhi; ravimala.cstt@gov.in ; 9968285638
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance Redressal Mechanism	Grievances are redressed amicably. All aggrieved trainees, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. Same 1.4.5
4.5.2	Details of applications received under RTI and information provided	Applications received-35 Disposed-32
4.5.3	List of completed schemes/ projects/ Programmes	The list of programmes/schemes completed are available at: https://cstt.education.gov.in/scheme -
4.5.4	List of schemes/ projects/ programme underway	https://cstt.education.gov.in/en/reports
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract	Commission for Scientific and Technical Terminology, New Delhi is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPMP) which is publicly accessible to all the individuals. Contractual

	and period of completion of contract	
4.5.6	Annual Report	https://cstt.education.gov.in/en/reports
4.5.7	Frequently Asked Question (FAQs)	Annexure – I
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute. Ltc-3 to 4 days child care leave process time limit -15 days . Gratuity time-15 to 20 days.
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	
4.6.1	Details of applications received and disposed	Applications received-35 Disposed-32
4.6.2	Details of appeals received and orders issued	
4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given in the Parliament	Raj Sabha-15 Lok Sabha-10
5	Information as may be prescribed	
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Current CPIO & FAA: a. Ms. Ravi Mala, CPIO, Commission for Scientific and Technical Terminology, New Delhi; ravimala.cstt@gov.in ; 9968285638 duration FAA- Dr. Dharmender Kumar, Deputy Director, Commission for Scientific and Technical Terminology dharmender.cstt@gov.in 9899526701. Earlier CPIO & FAA: Smt. Pankaj Rana Earlier CPIOs and FAAs are given here: Dr. Dharmender Kumar, Deputy Director
5.1.2	Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out	Not applicable as Third Party Audit of Commission for Scientific and Technical Terminology, New Delhi is being carried out for the first time by NITTTR, Chandigarh for the year 2023-24.
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers	Dr. Dharmender Kumar, Deputy Director, Commission for Scientific and Technical Terminology dharmender.cstt@gov.in 9899526701.
5.1.4	Consultancy Committee of key stake holders for advice on	Smt. Ravi Mala

	Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Dr. Dharmender Kumar
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	(b) Ms. Ravi Mala, CPIO, Commission for Scientific and Technical Terminology, New Delhi; ravimala.cstt@gov.in ; 9968285638 FAA- Dr. Dharmender Kumar, Deputy Director, Commission for Scientific and Technical Terminology- dharmender.cstt@gov.in 9899526701.
6	Information Disclosed on own Initiative	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of Commission for Scientific and Technical Terminology, New Delhi which is updated on regular intervals (https://cstt.education.gov.in/en)
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances & Pensions	
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained
6.2.2	Does the website show the certificate on the Website?	Same as above

Commission for Scientific and Technical Terminology, New Delhi

Annexure – I

Frequently Asked Question (FAQs)

Q.1. What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2. What is a Public Authority?

A "public authority" is any authority or body or institution of self-Government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.5. What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

Q.6. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.7. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.8. Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure outweighs the harm to the protected interest.

Q.9. Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.10. What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.11. Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.12. Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Q.14. What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.15. What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Q.16. Is there any organization(s) exempt from providing information under RTI Act?

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.