# CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE

## ( A CONSTITUENT ESTABLISHMENT OF CSIR)

**MAHATMA GANDHI AVENUE, DURGAPUR – 713209**

***( Information for Public under Right to Information Act, 2005)***

In terms of Chapter – 2 ,Section-4 of the Right to Information Act, 2005, it is for the information of the general public that Central Mechanical Engineering Research Institute located at Durgapur, Dist-Burdwan, West Bengal, Pin- 713209 is a constituent Laboratory under the Council of Scientific and Industrial Research which is a Registered Society under the Societies Registration Act XXI of 1860.

Though an autonomous body, CSIR including its constituent Laboratories / Institutes generally follow the Government of India Rules and Regulations and in respect of expenditure , it is bound by such limitations as the Government of India may, form from time to time , impose . There are provisions to this effect in the Memorandum of Association, Rules and Regulations and Bye Laws of CSIR. As per Bye-Laws , CSIR is following FR/SR as framed by the Government of India from time to time to the extent applicable to the employees of the Society. The Governing Body has got power to relax requirement of any rule to such extent and subject to such conditions as it may consider necessary. In order to regulate its functions and lay down the procedures, quite a number of decisions have been taken in the past by the Governing Body/Society which have been communicated to all the Labs/Institutes of CSIR including this Institute(CMERI, Durgapur)

The main objective of this Institute is to provide assistance to Mechanical Engineering Industries in the form of Feasibility Studies, Research, Training and Consultancy etc. for product/process development/innovation. The Institute has defined thrust areas/ R&D areas as follows :-

1) Robotics and Mechatronics
2) Rapid Prototyping and Tooling
3) Energy and Process Plant
4) Farm Machinery and Post Harvest Technology.
5) Mechanical Design and Manufacturing Technology.
6) Residual Life Assessment Studies

As per the rules, regulations and Bye-laws framed by CSIR, New Delhi this Institute has following Advisory Bodies for its R&D programmes as well as for Administering and Managing the affairs and environs of the Institute.

1) Research Council (RC)
2) Management Council (MC)

The Institute is headed by the Director. At present Director of the Institute is Dr. Harish Hirani. As per the Bye Laws of CSIR in each National Laboratories, there shall be a Director who shall supervise and exercise administrative control on the staff of the Laboratory and shall be responsible for the following :-

1) Realising the mission of the National Laboratory.
2) Creating an Environment in the National Laboratory conducive to nurturing of innovation and high class R&D and the other S&T activities of the Laboratory.
3) Managing the affairs of the National Laboratory as per the decision of the Management Council.

The Institute has one extension centre located at Ludhiana in Punjab. The Centre is known as centre of Excellance for Farm Machinery.

For the purpose of efficient functioning, the Institute consists of 11 (eleven) Decision Units, each headed by Sr. Scientists/COA/AO/F&AO/SPO. There are many Divisions/Sections functioning under these Decision Units. The Decision Unit Heads are responsible to the Director for the functioning of the Division/Sections under them.

For the Administrative purpose , the Institute follows the Central Civil Services rules as adopted by the CSIR through its Governing Body. Director of each National Laboratory/Institute shall be assisted by a Controller of Administration , Controller of Finance & Accounts and Controller of Stores and Purchase Officer who shall advise the Director on all administrative and financial matters and be responsible for providing support service to all the Scientists/staff and bench level Scientists.

The Institute has developed its own web site www.cmeri.res.in in which the detailed information about the Institute has been made available. All R&D activities including approved mandate/charter, vision, mission and quality policy as well as administrative information relating to auction / tender notifications, recruitment against vacant positions are provided on the Institute's web-site.

The following information about the Central Mechanical Engineering Research Institute is available with the Institute:-

1) Particulars of the organization functions and duties.
2) Powers and duties of its officers and employees.

3) Procedure followed in the decision making process including channels of supervision and accountability.
4) Norms set by it for the discharge of its functions.
5) Rules , regulation, instructions, manuals and records held by it or under its control or used by it functions.
6) Statement of the categories of documents that are held by it or under its control.
7) Particulars of any arrangement that exists or consultation with or representation by the members of the public in relation to the formulation of the policy or implementation thereof.
8) Statement of the boards, councils, committees and other bodies consisting as its part or for the purpose of the advice, and as to whether meetings of those boards, councils ,committees and other bodies are open to the public or the minutes of such meeting are accessible for public.
9) Directory of its officers and employees.
10) Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.
11) Budget allocated to each of its agency , indicating the particulars of all plans, proposed expenditure and reports on disbursements made.
12) Manner of execution of subsidy programmes including the amounts allocated and the details of beneficiciries of such programmes.

13) Particulars of recipients of concessions, permits or authorizations granted by it.

14) Details in respect of the information available to or held by it reduced in an electronics form.

15) Particulars of facilities available to citizens for obtaining information , including the work hours of a library or reading room, if maintained for public use.

16) Names, designation and other particulars of the Public Information Officers.

17) Such other information as may be prescribed under the Act.

The name of the Appellate Authority, Transparency Officer, Public Information Officer and the Assistant Public Information Officer are given below :-

| Sl. No | Name & Designation | Tele. No. (Office) | Tele. No. (Resi) | Email ID |
|---|---|---|---|---|
| 1 | Shri S.N. Shome, Chief Scientist & Appellate Authority | 0343-6510238 | 0343-2605310<br>9474557072 (M) | snshome@cmeri.res.in |
| 2 | Shri Jay Shankar Sharan, AO & Transparency Officer | 0343-6510301 | | ao@cmeri.res.in |
| 3 | Smt. Munmun Gupta, Section Officer & Central Public Information Officer | 0343-6452094 | 9434156675(M) | rti_cmeri@cmeri.res.in |
| 4 | Dr. Pradip Rajan, Principal Scientist & Asstt. Public Information Officer | 9417279197 (M) | | p_rajan@cmeri.res.in |
| 5 | Shri Anupam Sinha, Principal Scientist & Asstt. Public Information Officer | 0343-6452075 | 9434649952 (M) | anupam@cmeri.res.in |
| 6 | Shri Shardanand Kumar, Sr. Stenographer & Asstt. Public Information Officer | | 9474556532 (M) | kumar_shardanand@rediff.com |