

Right to Information Act: Information under Section 4(1)(b)

(i) The particulars of its organization, functions and duties.

National Institute of Electronics and Information Technology (NIELIT) is an Autonomous Scientific Society of the Department of Information Technology, Ministry of Communications and Information Technology, Government of India, and is actively engaged in the development of qualified human resources in the areas of IT, Electronics, Communication technologies, Hardware, Cyber Law, Cyber Security, IPR, GIS, Cloud Computing, ESDM, e-Governance and related verticals. NIELIT offers courses both in the formal and the non-formal sector of education and is also one of the National Examination bodies which accredit institutes/organizations for the conduct of courses in IT in the non-formal sector.

NIELIT has been mandated to undertake various projects under Capacity Building in ICT with the objective of creating human resources at various levels including development of employment and self-employment linked quality and cost effective training programmes for the masses, especially targeted towards the rural/underdeveloped areas in the country. NIELIT is also the preferred agency for many State Governments for rolling out IT Literacy programmes for their employees and the masses. NIELIT has, over these years, established itself as a premier organization having pan India presence through a network of 30 own Centres/Extension Centres and a network of about 850 accredited training institutions, besides a network of about 5000 facilitation centres engaged in the proliferation and training of NIELIT's immensely popular IT Literacy Programmes, viz., Course on Computer Concepts (CCC) and Basic Computer Course (BCC). NIELIT, Calicut is one amongst the 29 Centres of NIELIT with its Headquarters at New Delhi.

NIELIT, Calicut is a key constituent unit of NIELIT involved in the Human Resource Development and related activities in the field of IECT, and is the only Institute of its kind in this region, offering professional training programmes for the working as well as fresh engineers to make them more adaptable to the professional requirement of the industry. The Institute also offers state-of-the-art training programmes in different sectors such as VLSI, Embedded System Design, Control & Instrumentation, Product Design & Power Electronics and other allied field in Electronics, apart from IT and related areas. The Institute is also executing various Government sponsored projects for capacity building and skill development of youth in the region with emphasis on employability. Formal courses offered by the institutes leading to award of university degree are affiliated to University of Calicut and duly approved by AICTE.

(ii) The powers and duties of its officers and employees.

The Delegation of Powers to authorities at various levels is given in NIELIT HQ website (www.nielit.gov.in). All matters for which specific provision has not been made shall be referred to Chairman, Governing Council for approval.

The duties and responsibilities of officers and employees are given in Annexure-I.

(iii) The procedure followed in the decision-making process, including channels of supervision and accountability.

NIELIT has an institutional framework with the Governing Council, chaired by the Hon'ble Minister for Communications & IT, as an apex body to evolve corporate policies and provide necessary guidelines for fulfillment of aims and objectives, besides the Management Board, chaired by the Secretary, DeitY, followed by Executive Committees at Centre level, chaired by the Director of the Centre. The Executive Committee takes all necessary steps to carry out the assigned objectives of the Institute as set forth in the Memorandum of Association subject to the overall guidance and control of the Governing Council, Management Board and Managing Director, NIELIT. In the hierarchy of authority, below the Executive Committee is the Director of the Centre who is responsible for the day to day activities of the Centre.

There are also a number of Committees constituted by the Director to advise the Director in decision-making in the following areas:

01	Academic Committee
02	Purchase Committee
03	Library Committee
04	Obsolete/unserviceable Asset Committee
05	Canteen Committee

(iv) The norms set by it for the discharge of its functions

As detailed under clauses (ii) and (iii) above.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

- (a) Service Rules and Delegation of Powers of NIELIT
- (b) Rules of Government of India

(vi) A statement of the categories of documents that are held by it or under its control

Refer NIELIT HQ website (www.nielit.gov.in).

(vii) 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.

Refer the constitution of Governing Council and Executive Committee.

- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of 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 such meetings are accessible for public**

Please refer to clauses (ii) and (iii) above.

- (ix) Directory of officers and employees:**

Sl. No.	Name of staff	Designation	Section/Group
1	Dr. Perumal Pillai M	Executive Director	NIELIT, Calicut
2	Martin K M	Scientist/Engineer 'E'	ES Group, C&I Group
3	Pratap Kumar S	Scientist/Engineer 'E'	PE Group, VLSI Group
4	Saritha S	Scientist/Engineer 'E'	IT Group
5	Shoukath Cherukat	Scientist/Engineer 'D'	ES Group
6	Vimala Mathew	Scientist/Engineer 'D'	IT Group
7	Jayaraj U Kidav	Scientist/Engineer 'D'	VLSI Group
8	Rajesh M	Scientist/Engineer 'C'	ES Group
9	Nandakumar R	Scientist/Engineer 'C'	VLSI Group
10	Munivel E	Scientist/Engineer 'C'	IT Group
11	Sini S Nair	Senior Technical Officer	IT Group
12	Prasoon Kumar K G	Senior Technical Officer	IT Group
13	Arumugam J	Principal Technical Officer	C&I Group
14	Soumini M	Senior Technical Officer	VLSI Group
15	Dr.Reena K K	Senior Library & Information Officer	Library
16	Manoj N	Senior Technical Officer	ES Group
17	Ramesh Kumar M S	Senior Technical Officer	CAD/CAM Group
18	Hari K	Senior Technical Officer	IT Group
19	Manoj Kumar M K	Senior Technical Officer	PE Group
20	Shaji Thomas	Senior Technical Officer	C&I Group
21	Sreejeesh S G	Technical Officer	VLSI Group
22	Reshma C B	Technical Officer	IT Group
23	Suresh K P	Senior Technical Assistant (Electrical)	Electrical Maintenance
24	Govindan Kutty M	Additional Director (A&F)	Administration and Finance
25	Baradharajan A	Deputy Director (Fin. & Accts.)	Finance & Accounts
26	Krishnan P	Principal Private Secretary	Executive Director's Office
27	Santhakumari S	Senior Private Secretary	Administration
28	Beena C	Assistant Director (F&A)	Finance & Accounts
29	Deepthy P	Administrative Officer	Training Section
30	Venkataraman R	Senior Assistant	PE Group
31	Sunilkumar V	Junior Assistant	Administration
32	Lijesh V V	Junior Assistant	Administration

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sl. No.	Emp No	NAME	Pay Band Pay Rs	Grade Pay Rs.
1	2	Soumini M	19480	5400
2	4	Saritha S	38790	8700
3	5	Krishnan P	21560	6600
4	9	Santhakumari S	16330	5400
5	10	Martin K M	46380	8700
6	11	Pratap Kumar S	46380	8700
7	16	Reena KK	22050	6600
8	32	Deepthy P	15870	4600
9	34	Beena C	16330	5400
10	38	Manoj N	18380	5400
11	41	Ramesh Kumar MS	18380	5400
12	55	Sunil Kumar V	9250	1900
13	56	Suresh K P	11410	4200
14	60	Hari K	16980	5400
15	62	Lijesh V V	8890	1900
16	64	Govindan Kutty M	37400	8700
17	66	Shoukath Cherukat	26800	7600
18	68	Vimala Mathew	26800	7600
19	69	Sini S Nair	18370	5400
20	71	Prasoon Kumar KG	18370	5400
21	73	Arumugam J	19090	6600
22	74	Baradharajan A	21530	6600
23	76	Manoj Kumar MK	16960	5400
24	77	Shaji Thomas	16330	5400
25	79	Rajesh M	22130	6600
26	80	Sreejeesh SG	13470	4600
27	81	Nandakumar R	22130	6600
28	82	Venkataraman R	10500	4200
29	84	Reshma CB	12960	4600
30	85	Munivel E	21330	6600
31	87	Jayaraj U Kidav	23700	7600
32	90	Dr. Perumal Pillai M	62900	10000

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Budget Estimates attached. (Annexure-II)

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

No subsidy programs at present.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it

All SC/ST candidates are provided fee exemption, list of candidates availed the facility is given in NIELIT portal.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

Information available in website: <http://calicut.nielit.gov.in> and www.nielit.gov.in/calicut

(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.

The Centre has a Library meant for Staff and Students of the Centre, not for General Public.

(xvi) The names, designations and other particulars of the Public Information Officers.

Public Information Officer:

Shri P Krishnan

Principal Private Secretary
National Institute of Electronics and Information Technology
P.B. No.5, NIT Campus Post
Calicut – 673 601
KERALA, INDIA
Phone:- (0495) 2287266 Fax:- (0495) 22287168
E-mail: rti@calicut.nielit.in

Appellate Authority (RTI):

Shri B N Choudhary

Additional Director (P&A)
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