

Sl. No	Item	Disclosure Details
1	Organisation and Function	
1.1	Particulars of Organisation, Functions and Duties [Section 4(1)(b)(i)]	Indian National Academy of Engineering (INAE) Technology Bhavan, New Mehrauli Road, New Delhi – 110016
1.1.1	Name and Address of the Organization	Indian National Academy of Engineering Ground Floor, Block-II, Technology Bhavan, New Mehrauli Road, New Delhi-110 016 Phone : 011-26582475 Email : inae@inae.in Website : www.inae.in
1.1.2	Head of the organization	Executive Director is the Principal Executive of the Academy Please click here to view the Profile of the Executive Director.
1.1.3	Vision, Mission and Key Objectives	<p>INAE Vision</p> <p>To be the premier Engineering Academy of the World providing timely inputs to the national and international policy makers, and to extend appropriate assistance in developing engineered solutions for the challenging problems facing contemporary societies and the humanity as a whole.</p> <p>INAE Mission</p> <p>To serve professionals in building and institutionalizing engineering and technological excellence in education, research and industry in India and support advancement of engineering profession globally.</p> <p>Key Objectives</p> <ul style="list-style-type: none"> - To promote and advance the practice of engineering and technology and the related sciences and disciplines in India and their application to problems of national importance. - To disseminate among its members information on all matters pertaining to ‘Engineering’ and to encourage, assist and extend knowledge and information connected therewith by publishing such proceedings, journals, memoirs and other publications as may be desirable and hold meetings, lectures, seminars, symposia etc. - To interact, after due and detailed consideration, with professional bodies, engineering and scientific academies etc. already established or as may be established in future in India and abroad.

		<ul style="list-style-type: none"> - To promote and safeguard academic and professional interest of persons involved in ‘Engineering’ (hereinafter referred to as ‘Engineer’ in India by laying down a code of ethics which shall be an obligation to be signed by all Fellows of the Academy on admission thereto). - To provide an association of eminent ‘Engineers’ and to present at all academic forums research and developmental activities on ‘Engineering’ on mutually interactive and cooperative basis, both in India and abroad. - To promote the National Policy on Education of the Government of India as announced from time to time, in all matters of technical education where the Academy is concerned. To assist the Government of India, the Local Governments, All India Council of Technical Education and others in analyzing, forecasting for the purpose of planning and formulating the policies in respect of education in ‘Engineering’ and ensuring the appropriate standard thereof. - To offer the Government of India, the Local Governments and others, facilities for conferring with and ascertaining the views of ‘Engineers’ as regards matters directly or indirectly pertaining to ‘Engineering’ and to confer with the said Governments and others in cooperation with other fraternal professional bodies in regard to all matters pertaining to ‘Engineering’. - To encourage inventions, investigations and research and promote their applications for development of both organized and unorganized sectors of the national economy. - To encourage and promote the pursuit of excellence in the field of ‘Engineering’. - To institute and establish Professorships, Fellowships, Studentships, Scholarships, Awards and other benefactions and to grant Certificates of Competency and Charter whether under any Act of Government of India or otherwise howsoever. - To do all such other acts and things as are incidental or conducive to the attainment of the above objects or any one of them
1.1.4	Functions and Duties	Function and Duties
1.1.5	Organization Chart	Please click here to view the Organization Chart

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 consulted from time to time have been dealt	<p>Administrative Committees</p> <p>Governing Council } Please click here for the details</p> <p>Finance Committee } Please click here for the details</p> <p>Internal Complaints Committee on Sexual Harassment</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)	<p>The Powers and Duties of the Office Bearers are as per the details provided in the following links:</p> <p>Powers and Duties</p>
1.2.2	Power and Duties of other Employees	Please click here to view the powers and duties of Employees
1.2.3	Rules/ orders under which powers and duty are derived and	<p>Please click the following links for details.</p> <ul style="list-style-type: none"> - Fundamental Rules & Supplementary Rules - General Financial Rules 2017
1.2.4	Exercised	<ul style="list-style-type: none"> - Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India - Administrative Procedures are as per the CCS Conduct Rules
1.2.5	Work allocation	As per the details in 1.2.1 and 1.2.2
1.3	Procedure followed in decision-making process [Section 4(1)(b)(iii)]	

1.3.1	Process of decision making Identify key decision-making points	<p>Decisions are taken in accordance with the provisions of the Act/Statutes/Ordinances/Rules & Regulations / Policies etc. received from Department of Science and Technology and the decisions taken by Governing Council from time to time and procedures/practices of the academy. Policy matters are decided at the level of Governing Council.</p> <p>The procedures and processes are broadly as per Government of India norms / patterns and as laid down by the Council and various Committees / Sub- Committees, Rules & Regulations and Bye-laws.</p> <p>Please click the following link for details:</p> <p>Procedure followed</p>
1.3.2	Final decision-making authority	The President INAE on behalf of Governing Council in specific cases and Governing Council in all cases.
1.3.3	Related provisions, acts, rules etc.	<p>Please click the following links for details:</p> <p>- The INAE Staff Rules</p>
1.3.4	Time limit for taking decisions, if any	<p>Time taken for taking various decisions in various sections are as follows: Finance & Accounts</p> <p>Administration</p>
1.3.5	Channel of supervision and accountability	As per the Organisation Structure of the academy.
1.4	Norms for Discharge of Functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	To promote and advance the practice of engineering and technology and the related sciences and disciplines (hereinafter referred to as 'Engineering') in India and their application to problems of national importance.

1.4.2	Norms/ standards for functions/ service delivery	As per norms / procedures laid down by the Academy
1.4.3	Process by which these services can be accessed	N/A
1.4.4	Time-limit for achieving the targets	As per Sl. No.1.3.4
1.4.5	Process of redressal of grievances	<p>RTI applications can be filed here.</p> <p>1. Internal Grievance Resolution Cell</p> <p>A Cell has been constituted to develop a responsible and accountable attitude among all the staff and faculty in order to maintain a harmonious atmosphere in the academy. The details can be seen here.</p> <p>2. Internal Complaints Committee on Sexual Harassment</p> <p>A Committee has been constituted to go into and recommend necessary steps with regard to complaints on sexual harassment and to address issues related to Prevention, Prohibition and Redressal of such complaints. The details can be seen here.</p> <p>3. Please click here to go to the Central Public Grievance Portal (CPGRAMS)</p> <p>4. Chief Vigilance Officer Mr. Virender Kumar Valyat, Senior Manager (A&E) (From 2023)</p>
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>Please click the following links for details.</p> <ul style="list-style-type: none"> - The INAE Staff Rules - Fundamental Rules & Supplementary Rules - General Financial Rules 2017 - Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India - Administrative Procedures are as per the CCS Conduct Rules

1.5.2	List of Rules, regulations, instructions manuals and records.	Please click the following links for details. Regulations - The INAE Staff Rules
1.5.3	Acts/ Rules manuals etc.	Please click the following links for details. - The INAE Staff Rules
1.5.4	Transfer Policy and Transfer Orders	Transfer policy Transfer of employees is done as per functional requirement arising from time to time in the academy. No Transfer Orders till date has been issued.
1.6	Categories of Documents held by the Authority under its Control [Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	- Certificate of GST Registration - PAN No.: AAAAI0043A
1.6.2	Custodian of documents / categories	Please click here to view the details of custodian of various documents.
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.	Administrative Committees Governing Council } Please click here for the details
1.7.2	Composition	Finance Committee } Please click here for the details
1.7.3	Dates from which constituted	

1.7.4	Term / Tenure	The Boards/Committees are perpetual in nature and are constituted as per the MoA of the academy. Click here to view the MoA of the Academy
1.7.5	Powers and Functions	Click here to view the functions of Internal Committees
1.7.6	Whether their meetings are open to the public?	No
1.7.7	Whether the minutes of the meetings are open to the public?	No
1.7.8	Place where the minutes if open to the public are available?	N/A
1.8	Directory of Officers and Employees [Section 4(1) (b) (ix)]	
1.8.1	Name and designation	Please click here for the details
1.8.2	Telephone, fax and email	
1.9	Monthly Remuneration received by Officers and Employees including system of compensation [Section 4(1) (b) (x)]	
1.9.1	List of employees with Gross monthly remuneration	Salary payment being remitted to the bank accounts of employees on monthly basis. Please click here for viewing the Pay Structure
1.9.2	System of compensation as provided in its regulations	Benefits and Incentives for the Permanent Employees of the Institute As per the 6th CPC guidelines

1.10	Name, Designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]	
1.10.1	<p>Name and designation of the Central Public Information Officer (CPIO), Assistant Public Information Officer (APIO) and Appellate Authority</p>	<p>Central Public Information Officer Lt Col Shobhit Rai (Retd), Deputy Executive Director Indian National Academy of Engineering (INAE) Ground Floor, Block-II, Technology Bhavan, New Mehrauli Road, New Delhi-110 016 Phone: 011-26582475, Email: inaehq@inae.in</p> <p>Assistant Central Public Information Officer Mr. Virender Kumar, Senior Manager (A&E) Indian National Academy of Engineering (INAE) Ground Floor, Block-II, Technology Bhavan, New Mehrauli Road, New Delhi-110 016 Phone: 011-26582475, Email: inaehq@inae.in</p> <p>Appellate Authority Prof. UB Desai, Vice President (Fin & Est) Indian National Academy of Engineering (INAE) Ground Floor, Block-II, Technology Bhavan, New Mehrauli Road, New Delhi-110 016 Phone: 011 26582475, Email: inaehq@inae.in</p>
1.10.2	Address, telephone numbers and email of each designated official	Please refer para 1.10.1
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) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to Advance Understanding of RTI [Section 26]	Nil
1.12.1	Educational Programmes	Nil
1.12.2	Efforts to encourage public authority to participate in these programmes	<p>- Webinars and Internal discussions are conducted periodically.</p> <p>Integrity Pledge is administered to all the Employees as a part of the Vigilance Awareness Week conducted every year.</p>
1.12.3	Training of CPIO/APIO	<ul style="list-style-type: none"> • CPIO has participated in the RTI Online Workshop on 2nd January 2021 • CPIO has participated in the RTI Online Workshop on 9th January 2021
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Nil
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]	<p>Transfer policy</p> <p>Transfer of employees is done as per functional requirement arising from time to time in various sections.</p> <p>No Transfer Orders till date has been issued.</p>