



**Indian Institute of Management Indore**  
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**INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (b) OF THE RIGHT TO INFORMATION ACT, 2005**

Update on Jun 2025

**1.1.2 Head of the organization- Director**

Vision, Mission and Key objectives- <https://iimidr.ac.in/about/mission-and-logo/>

Function and duties-

Organization Chart

<https://drive.google.com/file/d/1C4A72U8nifRfaNIItS7EreBQYKOaHkJJH/view>

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

**1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]**

Powers and duties of officers (administrative, financial and judicial)

Power and duties of other employees

Rules/ orders under which powers and duty derived and exercised

Work allocation

<https://drive.google.com/file/d/1C4A72U8nifRfaNIItS7EreBQYKOaHkJJH/view>

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE DEPARTMENT**

**Part I: General**

Powers and Duties of Director, Faculty and Administrative Staff of the Institute –

**1. Director:** Director is the principal academic and executive head of the Institute and shall exercise general supervision or control over the affairs of the Institute and implementing the decisions of all authorities of the Institute. The Director may, if he is of the opinion that immediate action is called for any matter, exercise any power conferred upon any authority of the Institute under the rules, in consultation with the Chairman of the BoG to take such action(s). The director shall exercise the all powers as may be delegated to him by the BoG and have the power to re -delegate what has been delegated to him to any of his subordinate officers with the concurrence of the Chairman, BoG. Director has all powers relating to the proper maintenance and discipline of the Institute. The Director shall have the power to convene or cause the meeting to be convened of the various bodies of the Institute.

**2. Faculty/ Professor/Associate Professor/Assistant Professor:** PGP teaching is the core activity of the faculty member. Faculty member is expected to offer cross-functional electives, in addition to the core courses in the area of his specialization, in different programmes, viz, EPGP/MDP/FPM of the institute, and actively participate in research - publish cases/working papers/papers in peer reviewed international journals & refereed journals, present paper in seminar and conferences, supervision of doctoral work, consultancy, take part in administration of academic and supportive activities and institution building activities of the Institute.

**3. Chief Officer Administration (COA):** COA provides total administrative support for all the activities and to lead a team of Officers in the Institute and guide them in their day-to-day activities. The COA duties and powers include:

- To assist the Director in the day-to-day functioning of the Institute and to attend to visitors, foreigners visiting the Institute, public relations etc. as stipulated in the Memorandum of Association.
- Overall, in-charge of administrative functions, responsible to Director/ Board/ Society, Non-member Secretary of the Board, Non-member Secretary of the Finance & Personnel Committee of the Board
- To exercise administrative and financial powers delegated by the Board.

## **Board**

- Drawing and disbursing Officer of the Institute accounts
- To deal with employees/ unions and settle the problems by negotiations etc.
- To prepare the annual reports of the Institute.
- Liaison with Institute's architects

## **Financial**

- To examine the budget proposals of the Institutes.
- To examine the Income & Expenditure accounts, Receipts and Payments.
- Generally, to exercise the administrative powers as delegated by the Board and to issue financial sanctions within the approved budget for purchase of various items and for maintenance and repair of items.

## **Academic/Programmes**

- Responsible for making arrangements for annual convocation and conferences.
- Coordination of Institute Convocation where invariably a VIP or VVIP is the Chief Guest Member of various academic committees.

## **Others**

- To examine proposals of the Institute Engineer and responsible for construction and maintenance of buildings and Institute campus.
- Implementation of various other guidelines and orders received from the Government of India

**4. Librarian:** Responsible for managing well organized library and information resource center to meet academic/research needs.

**5. Executive Engineer:** Responsible for construction & maintenance activities of the Institute. EE is also responsible for Estate, Engineering & Administrative activities of the Institute.

**6. Finance & Accounts Officer:** Responsible for managing the Finance & Accounts Department. Duties and responsibilities broadly include day-to-day activities of the Finance & Accounts Department, preparation of balance sheet, investment planning, audit control, reporting to the funding agencies, computerized accounting, budgeting & control systems, managing the Gratuity & Superannuation Trusts and providing support services to faculty, academic & administrative staff. She/he is the ex-officio member of Finance & Personnel Committee of the BoG.

**7. Accounts Officer:** Responsible for managing the finance and accounts department including accounting, budgeting and control systems, investment planning, audit controls, processing of bills, finalization of accounts, cash, budget, investments, etc.

**8. Stores & Purchase Officer:** Responsible for purchase and inventory management, award of contracts/annual maintenance contracts, inventory planning, tendering, disposal of unused items, etc.

**9. HR Officer:** Responsible for Personnel & Establishment functions of the Institute. This includes, recruitment, salary & benefits administration, Conduct Rules and disciplinary matters, statutory compliance of various labour laws; compliance of reservation guidelines/ directives pertaining to SC/ST/OBC & Physically handicapped employees; Management of office support services of outsourcing contracts, etc.

**10. Officer:** Responsible for independently managing Academic & Administrative activities of the Institute including Stores, Purchase, Administration, Estate Management, Construction, Hostel or/and other activity(s), assigned to you from time to time.

**11. Computer Professional:** Responsible for Network & system maintenance and management of computing resources of the Institute in operation for IIMI Community.

**12. Executive Assistant/General Duty Assistant:** He/she works under the orders and supervision of the Faculty/CAO/Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by higher officers, he should put up a draft. In other cases, he will put up a note keeping in view the following points:

- To see whether all facts open to check have been correctly stated.
- To point out any mistakes or incorrect statement of the facts.
- To draw attention, where necessary, to precedents or Rules and Regulations on the subject.
- To put up the Guard file, if necessary, and supply other relevant facts and figures.
- To bring out clearly the question under consideration and suggest a course of action wherever possible.

**13. Private Secretary/Stenographer:** He/she will keep the Chair/Officer free from the routine nature of work by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information so as to give the Faculty/Officer more time to devote himself/herself to the work in which he/she has specialized. He/she will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/she will exercise his/her skill in human relations and be cordial with the persons who come in contact with his/her boss officially or who are helpful to his/her boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below:

- Taking dictation in shorthand.
- Fixing appointments.
- Screening the telephone calls and the visitors in a tactful manner.
- keeping a note of the movement of files

**14. Assistant Librarian/Library Professional Assistant:** Responsible for managing well organized library and information resource center to meet academic/research needs.

**15. Lower Division Clerk:** Lower Division Clerks are ordinarily entrusted with work of routine nature, for example registration of Dak, maintenance of File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and sub mission of routine and simple drafts etc.

### **1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]**

Process of decision making - Identify key decision-making points

Final decision-making authority

Related provisions, acts, rules etc.

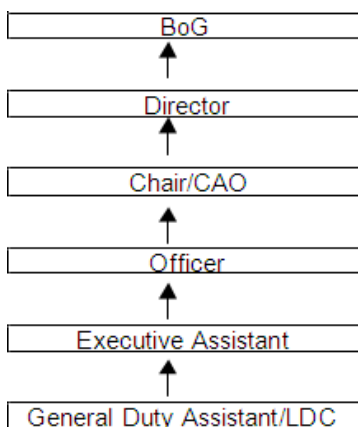
Time limit for taking a decision, if any

Channels of supervision and accountability

The Director shall exercise all powers as may be delegated to him by the BoG and certain powers have been re-delegated to his subordinate officers with the concurrence of the Chairman, BoG.

In cases where appointment /sanction expenditure, etc. is to be done based on the recommendations such recommendations are obtained and processed for final decision at the competent levels.

Action on routine papers is initiated at the level of Executive Assistant/ General Duty/ Assistant/ Lower Division Clerk and on important papers, at higher levels e.g., Faculty/Officer. Normal Channel of submission of papers is:



#### 1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]

Nature of functions/ services offered

Norms/ standards for functions/ service delivery

Wherever applicable the Institute follows norms for various items of work as laid down by the area/department. In other cases, norms as laid down in guidelines/circulars etc. of the Ministry itself are followed, wherever applicable.

The time limit for disposal of various cases depends upon the nature of the files and the level of disposal.

Process by which these services can be accessed

Time-limit for achieving the targets

Process of redressal of grievances

#### 1.5 Acts, rules, regulations, instructions, manuals and records for discharging functions [Section 4(1)(b)(v)]

Title and nature of the record/ manual /instruction

List of Acts, rules, regulations, instructions, manuals and records

Acts/ Rules/ manuals, etc.

##### **Part I: General**

Indian Institute of Management follows the Government of India instructions, rules and regulations issued by the concerned nodal Departments like Ministry of Finance, Planning Commission, Department of Personnel & Training, etc., wherever applicable. These general rules and regulations include General Financial Rules (GFR), Leave Rules, Rules on Advances to Government Servants, Delegation of Financial Powers, Central Services (Conduct) Rules etc.

##### **Part II: Acts, Rules, Regulations, Instructions, Manuals, Records specific to the Institute, used for discharging its functions.**

Details of Acts, Rules, etc. which are specific to this Department are given below: -

S. No.	Area/Dept.	Acts, Rules, Regulations, Instructions, Manuals/ Records used for Discharging functions
1	Admissions	Admissions Manual, Minutes of the CAT Group Meetings/ guidelines/ Admissions & Financial Committee meetings/ PGP Manual
2	Estate	CPWD Manual
3	Executive PGP	EPGP Student's Manual; EPGP Academic Manual
4	Finance and Accounts	Accounts Manual, Institute Standing Instructions, Audit Manual, Reports & recommendations of CAG/ Internal Audit/ IIMI Personnel Policy Manual
5	FPM	FPM Manual, Minutes Committee meetings
6	FDP	Programme Guide
7	IT	E-Registration Record, e-Complaint register, e-website updating; IT policy
8	MDP	MDP Manual
9	Personnel & Administration	Personnel Policy Manual, Minutes of Purchase & Personnel Committee meeting The Employment Exchange (Compulsory Notifications of Vacancies) Act 1959. The Contract Labour (Regulation & Abolition) Act, Employees Provident Fund and Miscellaneous Provisions Act, 1952 The Payment of Gratuity Act, 1972 The Employees' State Insurance Act the Apprentice Act 1961 Apprentice Rules, 1991 The Payment of Wages Act, 1936 The Minimum Wages Act, 1948 The Payment of Bonus Act, 1965 The Maternity Benefit Act, 1961 The Motor Transport Workers Act, 1961 The Workmen's Compensation Act, 1923 The Trade Unions Act 1926
10	PGP	PGP Manual, Hostel Manual
11	Placement	Placement Manual
12	Projects	CPWD Manual, Minutes of the Construction Committee
13	Stores & Purchase	Purchase Manual, Minutes of Purchase & Personnel Committee meeting, Purchase Manual
14	Students' Affairs	Hostel Manual, Minutes of the Hostel Committee
15	Reception	Reception Manual
16	Transport	Rules & regulations framed for drivers

## 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

Categories of documents

Custodian of documents/categories

## **SUB CLAUSE (vi) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

### **Statement of the categories of documents that are held by the Department or under its control**

#### **Part I: General**

##### **I. Documents Common to all**

1. Replies to Parliament Questions of respective areas
2. Annual Report of the Institute
3. Budget/Financial Sanctions
4. Audit Reports.
5. Orders constituting Committees from time to time, and Reports submitted by such Committees.
6. Circulars and Office Orders are issued from time to time.
7. Correspondence with other Government & other agencies/Persons.
8. List of employees with their contact numbers
9. Memoranda of Understanding/contracts/Agreements executed with various agencies in respect of the area/department
10. Press Releases issued from time to time

S. No.	Area/Dept.	Documents Held
1	Admissions	CAT candidate application, selected list CAT income & Expenditure statement Registers for receipts & dispatch
2	Engineering & Estate	Campus drawing, tender documents, Registers for receipts & dispatch
3	Executive PGP	EPGP participants list, original certificates of present batch, Registers for receipts & dispatch
4	Finance and Accounts	Registers for receipts & dispatch
5	FPM, F&PC	Registers for receipts & dispatch
6	IT	Manual/ CD/instruction booklets
7	MDP	Registers for receipts & dispatch Recruitment Data. Service records of employees. Orders of appointment, transfer, separation, forwarding of applications, service agreement. Minutes of various selection committee meetings. foreign visits of Officers of the Department and members of official delegations deputed by the Department. Contract agreements. Leave records, Salary input, lease agreement details, Reports of various commissions. Official Language Implementation. Logbooks of Institute vehicles. Registers for receipts & dispatch.
8	Personnel & Administration	
9	PGP	List of PGP participants, original certificates of present batch; Registers for receipts & dispatch
10	Placement	Registers for receipts & dispatch
11	Stores & Purchase	List of items purchased, asset register, work orders Tender documents; Minutes of Purchase Committee Registers for receipts & dispatch
12	Students' Affairs	Registers for receipts & dispatch
13	Transport	Vehicle register, petrol & diesel consumption register, petrol & diesel requisition book

### **1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]**

Name of Boards, Council, Committee etc.

Composition

Dates from which constituted

Term/ Tenure

Powers and functions

Whether their meetings are open to the public?

Whether the minutes of the meetings are open to the public?

Place where the minutes open to the public are available?

### **1.8 Directory of officers and employees [Section 4(1) (b) (ix)]**

Name and designation

Telephone, fax and email ID

## 1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

List of employees with Gross monthly remuneration

Emp. No.	Particulars	Pay Level	Basic Pay
2412	Prof. Himanshu Rai	17	As per 7 <sup>th</sup> CPC
2056	Prof. Ashish Sadh	14A	As per 7 <sup>th</sup> CPC
2066	Prof. B. Hariprasad	13A2	As per 7 <sup>th</sup> CPC
2100	Prof. Dipayan Datta Chaudhuri	14A	As per 7 <sup>th</sup> CPC
2111	Prof. Ganesh Kumar N.	14A	As per 7 <sup>th</sup> CPC
2105	Prof. Keyur B. Thaker	14A	As per 7 <sup>th</sup> CPC
2092	Prof. P. K. Panigrahi	14A	As per 7 <sup>th</sup> CPC
2077	Prof. Pawan Kumar Singh	14A	As per 7 <sup>th</sup> CPC
2079	Prof. Prashant Salwan	14A	As per 7 <sup>th</sup> CPC
2097	Prof. Sabita Mahapatra	14A	As per 7 <sup>th</sup> CPC
2063	Prof. Shubhamoy Dey	14A	As per 7 <sup>th</sup> CPC
2071	Prof. U. K. Bhattacharya	13A2	As per 7 <sup>th</sup> CPC
2119	Prof. Sumit Kumar Ghosh	14A	As per 7 <sup>th</sup> CPC
2003	Prof. L. V. Ramana	14A	As per 7 <sup>th</sup> CPC
2123	Prof. Vinay Singh Chawan	13A1	As per 7 <sup>th</sup> CPC
2131	Prof. Rohit Kapoor	14A	As per 7 <sup>th</sup> CPC
2132	Prof. Shubhabrata Basu	14A	As per 7 <sup>th</sup> CPC
2134	Prof. Ranjeet Nambudiri	14A	As per 7 <sup>th</sup> CPC
2136	Prof. Hasmukh Gajjar	13A2	As per 7 <sup>th</sup> CPC
2154	Prof. K. R. Jayasimha	14A	As per 7 <sup>th</sup> CPC
2138	Prof. Sanjog Ray	13A2	As per 7 <sup>th</sup> CPC
2140	Prof. Harshal Lowalekar	14A	As per 7 <sup>th</sup> CPC
2142	Prof. Siddhartha K. Rastogi	13A2	As per 7 <sup>th</sup> CPC
2153	Prof. Swatantra	13A2	As per 7 <sup>th</sup> CPC
2167	Prof. Kajari Mukherjee	14A	As per 7 <sup>th</sup> CPC
2169	Prof. Madhukar Dayal	13A2	As per 7 <sup>th</sup> CPC
2145	Prof. Srinivas Gunta	13A1	As per 7 <sup>th</sup> CPC
2171	Prof. Saripalli Bhavani Shankar	13A2	As per 7 <sup>th</sup> CPC
2163	Prof. Nagarajan Krishnamurthy	13A2	As per 7 <sup>th</sup> CPC



2174	Prof. Vikas Goyal	14A	As per 7 <sup>th</sup> CPC
2164	Prof. Gaurav Singh Chauhan	14A	As per 7 <sup>th</sup> CPC
2198	Prof. Bhavin J. Shah	14A	As per 7 <sup>th</sup> CPC
2218	Prof. Subhasankar Chattopadhyay	14A	As per 7 <sup>th</sup> CPC
2229	Prof. Rajhans Mishra	14A	As per 7 <sup>th</sup> CPC
2227	Prof. Amitabh Deo Kodwani	14A	As per 7 <sup>th</sup> CPC
2255	Prof. Sujay Kumar Mukhoti	13A2	As per 7 <sup>th</sup> CPC
2256	Prof. Sasanka Sekhar Chanda	14A	As per 7 <sup>th</sup> CPC
2258	Prof. Manoj Motiani	14A	As per 7 <sup>th</sup> CPC
2223	Prof. Deepak Sethia	13A2	As per 7 <sup>th</sup> CPC
2239	Prof. Joysankar Bhattacharya	13A2	As per 7 <sup>th</sup> CPC
2225	Prof. Aditya Billore	14A	As per 7 <sup>th</sup> CPC
2244	Prof. Sanjay C. Choudhari	13A2	As per 7 <sup>th</sup> CPC
2264	Prof. Nobin Thomas	13A1	As per 7 <sup>th</sup> CPC
2265	Prof. Manish Popli	14A	As per 7 <sup>th</sup> CPC
2266	Prof. Indrajit Thakurata	13A2	As per 7 <sup>th</sup> CPC
2268	Prof. Bipul Kumar	14A	As per 7 <sup>th</sup> CPC
2269	Prof. Radha Mukesh Ladkani	13A2	As per 7 <sup>th</sup> CPC
2277	Prof. Kousik Guhathakurta	14A	As per 7 <sup>th</sup> CPC
2284	Prof. Abhishek Mishra	14A	As per 7 <sup>th</sup> CPC
2292	Prof. Ajay Sharma	13A2	As per 7 <sup>th</sup> CPC
2295	Prof. Swapnil Garg	14A	As per 7 <sup>th</sup> CPC
2250	Prof. Shweta Kushal	13A1	As per 7 <sup>th</sup> CPC
2296	Prof. G. Venkat Raman	14A	As per 7 <sup>th</sup> CPC
2254	Prof. Saurabh Chandra	14A	As per 7 <sup>th</sup> CPC
2261	Prof. K. Kiran Kumar	14A	As per 7 <sup>th</sup> CPC
2298	Prof. Karthikeya Naraparaju	13A2	As per 7 <sup>th</sup> CPC
2299	Prof. Pritam Ranjan	14A	As per 7 <sup>th</sup> CPC
2300	Prof. Pradip Banerjee	14A	As per 7 <sup>th</sup> CPC
2303	Prof. Aekta Aggarwal	13A2	As per 7 <sup>th</sup> CPC
2306	Prof. Srinath Jagannathan	13A2	As per 7 <sup>th</sup> CPC
2307	Prof. Surbhi Dayal	13A1	As per 7 <sup>th</sup> CPC
2312	Prof. Sayantan Banerjee	13A2	As per 7 <sup>th</sup> CPC

2302	Prof. Saumya Ranjan Dash	14A	As per 7 <sup>th</sup> CPC
2317	Prof. Debasish Maitra	14A	As per 7 <sup>th</sup> CPC
2245	Prof. I. Sridhar	13A1	As per 7 <sup>th</sup> CPC
2318	Prof. Subin Sudhir	13A2	As per 7 <sup>th</sup> CPC
2310	Prof. Shruti Tewari	13A2	As per 7 <sup>th</sup> CPC
2337	Prof. Shrihari Suresh Sohani	13A2	As per 7 <sup>th</sup> CPC
2338	Prof. Sanjeev Tripathi	14A	As per 7 <sup>th</sup> CPC
2341	Prof. Aditya Maheshwari	13A2	As per 7 <sup>th</sup> CPC
2342	Prof. Ajit Phadnis	13A2	As per 7 <sup>th</sup> CPC
2170	Prof. Biswanath Swain	13A2	As per 7 <sup>th</sup> CPC
2311	Prof. Kamal Sharma	13A1	As per 7 <sup>th</sup> CPC
2348	Prof. Rajesh Kumar Sinha	13A1	As per 7 <sup>th</sup> CPC
2248	Prof. Akhaya Kumar Nayak	13A1	As per 7 <sup>th</sup> CPC
2352	Prof. Amit Kumar Vatsa	13A2	As per 7 <sup>th</sup> CPC
2358	Prof. Jatin Pandey	13A2	As per 7 <sup>th</sup> CPC
2335	Prof. Mukul Gupta	13A2	As per 7 <sup>th</sup> CPC
2355	Prof. Saurabh Kumar	13A2	As per 7 <sup>th</sup> CPC
2343	Prof. Sutirtha Bandyopadhyay	13A1	As per 7 <sup>th</sup> CPC
2360	Prof. Sudipta Mandal	13A1	As per 7 <sup>th</sup> CPC
2364	Prof. Surya Bhushan Kumar	13A1	As per 7 <sup>th</sup> CPC
2354	Prof. Arnab Koley	13A1	As per 7 <sup>th</sup> CPC
2351	Prof. Raina Chhajer	12	As per 7 <sup>th</sup> CPC
2369	Prof. Mitul Surana	12	As per 7 <sup>th</sup> CPC
2365	Prof. Mit Vachhrajani	12	As per 7 <sup>th</sup> CPC
2373	Prof. Nishit Kumar Sinha	12	As per 7 <sup>th</sup> CPC
2370	Prof. Aparna Vincent	12	As per 7 <sup>th</sup> CPC
2377	Prof. Shekhar Shukla	12	As per 7 <sup>th</sup> CPC
2379	Prof. Devika Arumugam	12	As per 7 <sup>th</sup> CPC
2383	Prof. Varun Sharma	12	As per 7 <sup>th</sup> CPC
2409	Prof. Nimmagadda Ramakrishna Bhargav	12	As per 7 <sup>th</sup> CPC
2384	Prof. Udayan Sharma	12	As per 7 <sup>th</sup> CPC
2378	Prof. Punyashlok Dwibedy	12	As per 7 <sup>th</sup> CPC
2059	Mr. Unni K. R.	12	As per 7 <sup>th</sup> CPC

2032	Mr. Ghanshyam Prasad Shriwas	12	As per 7 <sup>th</sup> CPC
2104	Mr. Jigar Kantharia	12	As per 7 <sup>th</sup> CPC
2108	Mr. Ajaya Kumar Dash	12	As per 7 <sup>th</sup> CPC
2045	Mr. Anil Koushal	10	As per 7 <sup>th</sup> CPC
2080	Mr. Piyush Trivedi	10	As per 7 <sup>th</sup> CPC
2044	Mr. Armstrong Andrews	8	As per 7 <sup>th</sup> CPC
2043	Mr. Abhay Kulkarni	8	As per 7 <sup>th</sup> CPC
2101	Mr. Vilas	8	As per 7 <sup>th</sup> CPC
2009	Ms. Anusha Bhatia	7	As per 7 <sup>th</sup> CPC
2046	Mr. Premgi Kumar	11	As per 7 <sup>th</sup> CPC
2020	Mr. Anup R. Malleri	6	As per 7 <sup>th</sup> CPC
2083	Mr. Pradeep Kumar Kerketta	7	As per 7 <sup>th</sup> CPC
2018	Mr. Rakesh Kaushal	4	As per 7 <sup>th</sup> CPC
2019	Mr. Rameshwar G. Panchal	4	As per 7 <sup>th</sup> CPC
2029	Mr. Radheshyam Verma	4	As per 7 <sup>th</sup> CPC
2030	Mr. Satendra Singh Rawat	4	As per 7 <sup>th</sup> CPC
2027	Mr. Dinesh Singh Negi	3	As per 7 <sup>th</sup> CPC
2024	Mr. Ajay Mandal	3	As per 7 <sup>th</sup> CPC
2035	Mr. Arun Kumar Singh	3	As per 7 <sup>th</sup> CPC
2124	Mr. Jayprakash J. Sadhu	7	As per 7 <sup>th</sup> CPC
2128	Mr. S. M. Vaidya	10	As per 7 <sup>th</sup> CPC
2176	Mr. Mohammedmuabbid G. Shaikhchopdar	6	As per 7 <sup>th</sup> CPC
2177	Mr. Pradeep Kumar Sharma	7	As per 7 <sup>th</sup> CPC
2178	Mr. Uveshmohammed F. Chobdar	6	As per 7 <sup>th</sup> CPC
2179	Mr. Jitendra Singh Yadav	6	As per 7 <sup>th</sup> CPC
2180	Mr. Amit Prakash Sharma	6	As per 7 <sup>th</sup> CPC
2184	Ms. Neha Agrawal	6	As per 7 <sup>th</sup> CPC
2185	Mr. Vijay Kumar	6	As per 7 <sup>th</sup> CPC
2186	Mr. Abhishek Soni	6	As per 7 <sup>th</sup> CPC
2189	Mr. Animesh Singh Chauhan	6	As per 7 <sup>th</sup> CPC
2191	Mr. Kamal Tripathi	6	As per 7 <sup>th</sup> CPC
2194	Ms. Shilpa Bhushan Moghe	5	As per 7 <sup>th</sup> CPC
2196	Dr. Bhavya Kapoor	11	As per 7 <sup>th</sup> CPC

2199	Mr. Bhupendra Kumar Chouhan	6	As per 7 <sup>th</sup> CPC
2200	Ms. Pooja Sharma	6	As per 7 <sup>th</sup> CPC
2201	Ms. Smita Chinchkhede	6	As per 7 <sup>th</sup> CPC
2203	Mr. Manish Kumar Namdeo	6	As per 7 <sup>th</sup> CPC
2205	Mr. Vivek Morbaji Chinchkhede	6	As per 7 <sup>th</sup> CPC
2206	Mr. Mukesh Jain	8	As per 7 <sup>th</sup> CPC
2207	Mr. Kamlesh Bhatia	11	As per 7 <sup>th</sup> CPC
2214	Ms. Nisha Rathod Agrawat	6	As per 7 <sup>th</sup> CPC
2222	Mr. Dontamsetti Devi Vara Prasada Rao	7	As per 7 <sup>th</sup> CPC
2224	Mr. Manas Parihar	11	As per 7 <sup>th</sup> CPC
2232	Mr. Shyam Rao	6	As per 7 <sup>th</sup> CPC
2233	Mr. Sandeep Kumar Das	7	As per 7 <sup>th</sup> CPC
2237	Mr. Vijay Dadlani	11	As per 7 <sup>th</sup> CPC
2238	Ms. Abhilasha	6	As per 7 <sup>th</sup> CPC
2242	Mr. Bhupendra Pandey	11	As per 7 <sup>th</sup> CPC
2257	Mr. Sushil Kumar	12	As per 7 <sup>th</sup> CPC
2270	Mr. Pankaj Khode	7	As per 7 <sup>th</sup> CPC
2197	Mr. Shashikant Jatwa	7	As per 7 <sup>th</sup> CPC
2271	Mr. Pankaj Goswani	6	As per 7 <sup>th</sup> CPC
2272	Mr. Mukesh Choudhary	6	As per 7 <sup>th</sup> CPC
2273	Mr. Hemendra Sharma	6	As per 7 <sup>th</sup> CPC
2274	Mr. Samartha Shukla	6	As per 7 <sup>th</sup> CPC
2275	Mr. Alpesh Bhunjiya	6	As per 7 <sup>th</sup> CPC
2276	Ms. Neha Bhosle	6	As per 7 <sup>th</sup> CPC
2279	Mr. Dinesh Kumar	7	As per 7 <sup>th</sup> CPC
2281	Mr. Punit Pandey	7	As per 7 <sup>th</sup> CPC
2282	Mr. Shailesh Tatware	7	As per 7 <sup>th</sup> CPC
2283	Mr. Himanshu Kuril	6	As per 7 <sup>th</sup> CPC
2285	Mr. Anurag Kumar Rai	6	As per 7 <sup>th</sup> CPC
2286	Mr. Pravah Shukla	5	As per 7 <sup>th</sup> CPC
2291	Mr. Satyendra Gond	6	As per 7 <sup>th</sup> CPC
2308	Mr. Jainath Yadav	11	As per 7 <sup>th</sup> CPC
2322	Ms. Khushboo Jain	11	As per 7 <sup>th</sup> CPC

2324	Ms. Neha Gupta	6	As per 7 <sup>th</sup> CPC
2325	Mr. Anand Dodawad	7	As per 7 <sup>th</sup> CPC
2326	Ms. Amita Chourey	7	As per 7 <sup>th</sup> CPC
2328	Mr. Abhinav Parmar	6	As per 7 <sup>th</sup> CPC
2329	Mr. Rohit Sahu	7	As per 7 <sup>th</sup> CPC
2330	Ms. Anita Pawar	6	As per 7 <sup>th</sup> CPC
2331	Mr. Shiv Kumar Aggarwal	6	As per 7 <sup>th</sup> CPC
2333	Mr. Shiv Kumar	6	As per 7 <sup>th</sup> CPC
2334	Mr. Abhishek Koshti	6	As per 7 <sup>th</sup> CPC
2344	Mr. Brajpal Singh Mandloi	5	As per 7 <sup>th</sup> CPC
2357	Dr. Anjali Lalwani	11	As per 7 <sup>th</sup> CPC
2385	Mr. Pankaj Chouhan	5	As per 7 <sup>th</sup> CPC
2386	Mr. Pankaj Jain	10	As per 7 <sup>th</sup> CPC
2390	Ms. Nupur Solanki	5	As per 7 <sup>th</sup> CPC
2391	Ms. Soniya Chauhan	5	As per 7 <sup>th</sup> CPC
2393	Mr. Punit Mishra	5	As per 7 <sup>th</sup> CPC
2395	Mr. Anush Hatodiya	5	As per 7 <sup>th</sup> CPC
2397	Mr. Abhishek Vijay	5	As per 7 <sup>th</sup> CPC
2398	Mr. Madhav Muzalda	10	As per 7 <sup>th</sup> CPC
2399	Mr. Gaurav Raj Chouhan	5	As per 7 <sup>th</sup> CPC
2400	Ms. Varsha Patel	5	As per 7 <sup>th</sup> CPC
2401	Mr. Yogesh Pyase	5	As per 7 <sup>th</sup> CPC
2403	Ms. Ruchita Sharma	5	As per 7 <sup>th</sup> CPC
2404	Mr. Hemanth S G	5	As per 7 <sup>th</sup> CPC
2405	Ms. Hridaya Vyas	5	As per 7 <sup>th</sup> CPC
2278	Mr. Anil Yadav	10	As per 7 <sup>th</sup> CPC
2413	Mr. Kunal Mishra	5	As per 7 <sup>th</sup> CPC
2416	Mr. Hemant Sethi	5	As per 7 <sup>th</sup> CPC
2417	Mr. Manish Dave	5	As per 7 <sup>th</sup> CPC
2423	Vineet Kumar Jain	10	As per 7 <sup>th</sup> CPC
2425	Monica Bharan	10	As per 7 <sup>th</sup> CPC
2427	Ashoka R	10	As per 7 <sup>th</sup> CPC
2428	Varun Yadav	5	As per 7 <sup>th</sup> CPC

2429	Sona Patidar	5	As per 7 <sup>th</sup> CPC
2430	Suresh Kumar Verma	5	As per 7 <sup>th</sup> CPC
2431	Rajat Pal Singh Panwar	5	As per 7 <sup>th</sup> CPC
2432	Richa Pandey	5	As per 7 <sup>th</sup> CPC
2433	Sonali Tapaswi	5	As per 7 <sup>th</sup> CPC

System of compensation as provided in its regulations

#### **1.10 Name, designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]**

Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority

Address, telephone numbers and email ID of each designated official

#### **1.11 Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)**

Number of employees against whom disciplinary action has been (i)  
Pending for minor penalty or major penalty proceedings

Finalized for minor penalty or major penalty proceedings

#### **1.12 Programmes to advance understanding of RTI (Section 26)**

Educational programmes

Efforts to encourage public authority to participate in these programmes

Training of CPIO/APIO

Update & publish guidelines on RTI by the Public Authorities concerned

#### **1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]**

Transfer policy and transfer orders [F No. 1/6/2011- IR Dt. 15.4.2013]

### **2. Budget and Programme**

#### **2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]**

Total Budget for the public authority

Budget for each agency and plan & programmes

Proposed expenditures

Revised budget for each agency, if any

Report on disbursements made and place where the related reports are Available

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

#### **Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)**

## Budget

Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government 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

### **Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**

Name of the programme of activity

Objective of the programme

Procedure to avail benefits

Duration of the programme/ scheme

Physical and financial targets of the programme

Nature/ scale of subsidy /amount allotted

Eligibility criteria for grant of subsidy

Details of beneficiaries of subsidy programme (number, profile etc)

### **Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]**

Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions

Annual accounts of all legal entities who are provided grants by the public Authorities

### **Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]**

Concessions, permits or authorizations granted by public authority

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

### **CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]**

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of Parliament

**Annexe-I**

## **A FRAMEWORK FOR TRANSPARENCY AUDIT**

### **2. Budget and Programme**

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and	(i) Total Budget for the public authority	-
		(ii) Budget for each agency and plan & programmes	<b>No Grant in Aid has been received till date from Govt. of India</b>

	reports on disbursements made etc. [Section 4(1)(b)(xi)]	(iii) Proposed expenditures	<b>Proposed (Budget Estimate) Capital Expenditure for 2024-25 of Rs. 41937/- lakhs and Proposed (Budget Estimate) Revenue Expenditure for 2024-25 of Rs. 21005/- lakhs as per approved Budget of the Institute.</b>
		(iv) Revised budget for each agency, if any	<b>Proposed (Budget Revised Estimate) Capital Expenditure for 2024-25 of Rs. 17832/- lakhs and Proposed (Budget Revised Estimate) Revenue Expenditure for 2024-25 of Rs. 24079/- lakhs as per approved Budget of the Institute.</b>
		(v) Report on disbursements made and place where the related reports are available	<b>No disbursements made towards Grant in Aid</b>
		(vi) 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.	-
<b>2.2</b>	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	<b>Not Applicable</b>
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government 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	<b>Not Applicable</b>



		d) Expenditure on the visit	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	-
		(ii) Objective of the programme	-
		(iii) Procedure to avail benefits	-
		(iv) Duration of the programme/ scheme	-
		(v) Physical and financial targets of the programme	-
		(vi) Nature/ scale of subsidy /amount allotted	-
		(vii) Eligibility criteria for grant of subsidy	-
		(viii) 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]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<b>Other than specific Project Grant, No Discretionary and non-discretionary grants have been received.</b>
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	<b>Other than specific Project Grant, No Grant in Aid has been provided.</b>
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	-
		(ii) For each concessions, 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 authorisations d) Date of award of concessions /permits of authorizations	-

<b>2.6</b>	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<b>Please find CAG Report up to the F.Y. 2023-24 on <a href="https://www.iimidr.ac.in/about-us/annual-reports/">https://www.iimidr.ac.in/about-us/annual-reports/</a></b>
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### 3. Publicity and Public interface

#### **Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]**

Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

Available on the Institute website under the link:

[https://iimidr.ac.in/wp-content/uploads/2020/06/iimi\\_rti2005.pdf](https://iimidr.ac.in/wp-content/uploads/2020/06/iimi_rti2005.pdf)

a) Arrangements for consultation with or representation by 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

Available on the Institute website under the link:

[https://iimidr.ac.in/wp-content/uploads/2020/06/iimi\\_rti2005.pdf](https://iimidr.ac.in/wp-content/uploads/2020/06/iimi_rti2005.pdf)

Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any

Public- Private Partnerships (PPP)- Detailed project reports (DPRs)

Public- Private Partnerships (PPP)- Concession agreements

Public- Private Partnerships (PPP)- Operation and maintenance manuals

Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP

Public- Private Partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government

Public- Private Partnerships (PPP) -Information relating to outputs and Outcomes

Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)

Public- Private Partnerships (PPP) - All payment made under the PPP Project

Does not seems to be applicable to IIM Indore

#### **Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]**

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

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

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

Not Applicable

### **Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**

Use of the most effective means of communication - Internet (website)- <http://www.iimidr.ac.in/>

### **Form of accessibility of information manual/ handbook[Section 4(1)(b)]**

Information manual/handbook available in electronic format- <http://www.iimidr.ac.in/>

Information manual/handbook available in printed format-Yes

### **Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]**

List of materials available Free of cost- Free of cost available, on our website <http://www.iimidr.ac.in/>

List of materials available at a reasonable cost of the medium- Free of cost available, on our website  
<http://www.iimidr.ac.in/>

## **4. E-Governance**

### **Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]**

Hindi-Staff Induction manual  
English-Staff Induction - PGP/IPM/HOSTEL/Internal Audit/ICC Manuals)  
Vernacular/ Local Language-Yes (Hindi)

### **When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]**

Last date of Annual updation- Staff Induction Manual –  
1 August 2024

### **Information available in electronic form[Section 4(1)(b)(xiv)]**

Details of information available in electronic form -Yes  
Name/ title of the document/record/ other information-  
Location where available

### **Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]**

Name & location of the facility  
Details of information made available  
Working hours of the facility  
Contact person & contact details (Phone, fax, email)

### **Such other information as may be prescribed under Section 4(i) (b)(xvii)**

Grievance redressal mechanism -RTI – PIO & ICC, Anti-Ragging Committee  
List of completed schemes/ projects/ Programmes

1. Beautification of ER1 and nearby area.
2. Solar tree

3. Indoor Plantation
4. Beautification of Hostel area.
5. Digitization
- 6.AQI

List of schemes/ projects/ programme underway

1. Beautification of Hostel area 15 to 20
2. Beautification of ER1
3. Waste Management
4. Digitization
5. Badminton court
6. Organic farming
7. Water conservation

Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

4.5.2. List of completed schemes/ projects/ Programmes for Financial year 2024-25

S. no.	Area	Description	Cost	Contractor/ Vendor
1.	Beautification of Executive Residence- 1 and nearby area.	Artificial floor mat Plant	₹ 13,924 0000	Balson Techno solution In-house
2.	Solar Tree	-	₹ 4,94,040	Vision Tech Sales
3.	Indoor Plantation	Plantation of different species		In-house
4.	Beautification of Different Hostel areas	Grass Surface levelling Plants	₹ 26,250 ₹ 27,524 0000	Sonali Nursery AB Construction In-house
5.	Digitization	QR code	₹ 72,000	Shreyas Arts
6.	Air Quality Index (AQI)	Air Quality monitoring system	₹ 1,51,700	Sciencetech Technologies Pvt. Ltd
7.	Carbon Stock Assessment	Phase- I (Carbon Footprint)	₹ 4,01,200	M/s Eco Morphosys
8.	Convocation Ceremony	Decoration	₹ 2,50,000	

4.5.3. List of schemes/ projects/ Programme underway

S. no.	Area	Description	Cost	Contractor/ Vendor
1.	Beautification of different Hostel areas	Black soil Surface Levelling Plants	₹ 29,400 ₹ 7,700 0000	Shubham Singh Rana Om Sai Ram Developers In- house
2.	Carbon Stock Assessment	Phase- II (Carbon Sequestration)	₹ 2,50,000	M/s Eco Morphosys
3.	Waste Management	Organic Waste Convertor Machine (outsourced)	₹ 5,66,400	M/s SWAHA Resource Management Private Limited
4.	Digitization	QR code	₹ 6000	Shreyas Arts
	Badminton court	Plants	0000	In-House

Annual Report- Yes Available on website

Frequently Asked Question (FAQs)

Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's

Charter- No

## **Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]**

Details of applications received and disposed

Details of appeals received and orders issued

### **Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]**

Details of questions asked and replies given

## **5. Information as may be prescribed**

### **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]**

Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015

Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out

Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the Officers

Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers

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

## **6. Information Disclosed on own Initiative**

### **Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]**

Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

<https://iimidr.ac.in/rti/>

**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 Grievance and Pensions, Govt. Of India)**

Whether STQC certification obtained and its validity- Safe to Host Certificate validity: 11th March 2026

Does the website show the certificate on the Website? Yes



S. No.	Sub-clause of Section 4(1) (b), RTI Act	Description
1	(i)	Particulars of Organization, Functions and Duties of the Institute
2	(ii)	Powers and Duties of officers and employees of the Institute
3	(iii)	Procedure followed in the decision-making process, including channels of supervision and accountability.
4	(iv)	Norms set by the Institute for the discharge of its functions
5	(v)	Act, Rules, Regulations, Instruction, Manuals and Records held by the Institute or under its control, or used by its employees, for discharging its functions
6	(vi)	Statement of the categories of documents that are held by the Institute or under its control
7	(vii)	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Institute's policy or implementation thereof
8	(viii)	Statement of Boards, Councils, Committees or other bodies consisting of two or more persons constituted as a part of the Institute or for 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
9	(ix)	Directory of officers and employees of the Institute
10	(x)	Monthly Remuneration received by each of Department's officers and employees, Salary including the system of compensation as provided in its regulations.
11	(xi)	Budget allocated to each of the Department's agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
12	(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
13	(xiii)	Particulars of recipients of concessions, permits or authorizations granted by the Department
14	(xiv)	Details in respect of the information available to or held by the Department reduced in an electronic form
15	(xv)	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
16	(xvi)	Names, designations and other particulars of the Public Information Officer



**Particulars of the Institute, Functions and Duties of the Department**

Established in 1996, Indian Institute of Management Indore (IIM Indore) is the sixth in the family of state-supported management schools. The location of the Institute was chosen by Government of India to give an impetus to management education in central India. Since its inception, IIM Indore has been acting as a pioneer in the field of management education, interfacing with the industry, government sector and PSUs. IIM Indore is registered as a Society under Societies Registration Act, 1973. It is promoted, nurtured and funded by the Ministry of Human Resource Development, Government of India.

Situated atop a scenic hillock, the 193 acre campus provides an ideal backdrop for contemplative learning. IIM Indore has infrastructure ranging from a residential campus, state-of-the-art sports complex and hostels, a strong IT backbone and the latest in teaching aids and rich learning resources. The geographical proximity to the fastest growing industrial belt in India and the presence of Special Economic Zones around Indore provide the right environment for giving hands-on experience to the students as well as enabling the industry to make use of the wealth of management expertise available in the Institute.

IIM Indore's vision is:

- To have a dominant presence in all segments of management education in India and overseas;
- To illustrate and experience the uniqueness of embedding a business school in a social science setting;
- To propagate, assimilate and develop contemporary innovative management practices and systems to contribute to social capitalism;
- To evolve as a contextually relevant business school with world-class academic standards and,
- To emerge as one among the Top 5 management institutes in the country at the earliest.

IIM Indore believes that the essence of management lies in managing one's own ambitions and responding to emerging opportunities. A strong theoretical foundation is the basis of good corporate practice. This, coupled with grounding in management, is the underlying theme of the academic programmes. Experiential learning, IT orientation and social sensitivity are some of the unique features of IIM Indore's academic programmes.

The academic courses offered by IIM Indore, aimed at students and participants from the industry, are listed below:

**A. Academic Programmes**

- Post Graduate Programme in Management (PGP)
- Post Graduate Programme in Management, Mumbai (PGP-Mumbai)
- Executive Post Graduate Programme in Management (EPGP)
- Fellow Programme in Management (FPM)
- Post Graduate Programme in Management-MX, Mumbai (PGPMX-Mumbai)
- Fellow Programme in Management-Industry (FPM Industry)
- Five Year Integrated Programme in Management (IPM)
- Faculty Development Programme

**B. Executive Programmes**

- Management Development Programme (MDP)
- Post Graduate Programme in Management-MX, Mumbai (PGPMX-Mumbai)
- Executive Post Graduate Programme in Management (EPGP)
- Customised Programmes
- Certificate Course in Business Management for Defense Officers (CCBMDO)
- Virtual Learning Programme for Executives (VLPE)

Details of the above programmes are available at [www.iimindr.ac.in](http://www.iimindr.ac.in)

## GOVERNANCE OF THE INSTITUTE

The society of the Institute shall carry out the administration and management of the Institute for the furtherance of the objectives of Institute through following authorities:-

- a) Society of the Institute
- b) Board of Governors
- c) Such other authorities as may be declared by the authorities of the Institute

### Academic & Administrative Administration

The Institute is headed by a Director who acts as the administrative and academic head of the Institute. Director's Advisory Committee and Area Chairperson assist Director in day-to-day academic administration of the Institute.

Chief Administrative Officer is reporting to the Director and headed at administrative level and is assisted by Officers of various departments.

The Institute follows a flat organization structure where the emphasis is on communication networking rather than hierarchy. Department is the lowest organizational unit in the administrative support system and it consists of Officer/Executive Assistant/Accountant/General Duty Assistant/Lower Division Clerk. All Administrative Departments working under Chief Administrative Officer and the administrative sectional heads administratively reports to CAO and functionally reports to the concerned area chairperson.

## SUB CLAUSE (ii) OF SECTION 4(1)(b) OF THE RTI ACT, 2005

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE DEPARTMENT

#### Part I: General

Powers and Duties of Director, Faculty and Administrative Staff of the Institute –

**16. Director:** Director is the principal academic and executive head of the Institute and shall exercise general supervision or control over the affairs of the Institute and implementing the decisions of all authorities of the Institute. The Director may, if he is of the opinion that immediate action is called for any matter, exercise any power conferred upon any authority of the Institute under the rules, in consultation with the Chairman of the BoG to take such action(s). The director shall exercise the all powers as may be delegated to him by the BoG and have the power to re-delegate what has been delegated to him to any of his subordinate officers with the concurrence of the Chairman, BoG. Director has all powers relating to the proper maintenance and discipline of the Institute. Director shall have the power to convene or cause to be convened meeting of the various bodies of the Institute.

**17. Faculty/ Professor/Associate Professor/Assistant Professor:** PGP teaching is the core activity of the faculty member. Faculty member is expected to offer cross-functional electives, in addition to the core courses in the area of his specialization, in different programmes, viz, EPGP/MDP/FPM of the institute, and actively participate in research - publish cases/working papers/papers in peer reviewed international journals & refereed journals, present paper in seminar and conferences, supervision of doctoral work, consultancy, take part in administration of academic and supportive activities and institution building activities of the Institute.

**18. Chief Administrative Officer (CAO):** CAO provides total administrative support for all the activities and to lead a team of Officers in the Institute and guide them in their day to day activities. The CAO duties and powers include:

- To assist the Director in the day-to-day functioning of the Institute and to attend to visitors, foreigners visiting the Institute, public relations etc. as stipulated in the Memorandum of Association.
- Overall in-charge of administrative functions, responsible to Director/ Board/ Society, Non-member Secretary of the Board, Non-member Secretary of the Finance & Personnel Committee of the Board
- To exercise administrative and financial powers delegated by the Board.

## Board

- Drawing and disbursing Officer of the Institute accounts
- To deal with employees/ unions and settle the problems by negotiations etc.
- To prepare the annual reports of the Institute.
- Liaison with Institute's architects

## Financial

- To examine the budget proposals of the Institutes.
- To examine the Income & Expenditure accounts, Receipts and Payments.
- Generally to exercise the administrative powers as delegated by the Board and to issue financial sanctions within the approved budget for purchase of various items and for maintenance and repair of items.

## Academic/Programmes

- Responsible for making arrangements for annual convocation and conferences.
- Coordination of Institute Convocation where invariably a VIP or VVIP is the Chief Guest Member of various academic committees.

## Others

- To examine proposals of the Institute Engineer and responsible for construction and maintenance of buildings and Institute campus.
- Implementation of various other guidelines and orders received from the Government of India

**19.Librarian:** Responsible for managing well organized library and information resource center to meet academic/research needs.

**20.Executive Engineer:** Responsible for construction & maintenance activities of the Institute. EE is also responsible for Estate, Engineering & Administrative activities of the Institute.

**21. Finance & Accounts Officer:** Responsible for managing the Finance & Accounts Department. Duties and responsibilities broadly includes day-to- day activities of Finance & Accounts Department, preparation of balance sheet, investment planning, audit control, reporting to the funding agencies, computerized accounting, budgeting & control systems, managing the Gratuity & Superannuation Trusts and providing support services to faculty, academic & administrative staff. She/he is the ex-officio member of Finance & Personnel Committee of the BoG.

**22. Accounts Officer:** Responsible for managing the finance and accounts department including accounting, budgeting and control systems, investment planning, audit controls, processing of bills, finalization of accounts, cash, budget, investments, etc.

**23. Stores & Purchase Officer:** Responsible for purchase and inventory management, award of contracts/annual maintenance contracts, inventory planning, tendering, disposal of unused items, etc.

**24.Personnel Officer:** Responsible for Personnel & Establishment functions of the Institute. This includes, recruitment, salary & benefits administration, Conduct Rules and disciplinary matters, statutory compliance of various labour laws; compliance of reservation guidelines/ directives pertaining to SC/ST/OBC & Physically handicapped employees; Management of office support services of outsourcing contracts, etc.

**25. Officer:** Responsible for independently managing Academic & Administrative activities of the Institute including Stores, Purchase, Administration, Estate Management, Construction, Hostel or/and other activity(s), assigned to you from time to time.

**26. Computer Professional:** Responsible for Network & system maintenance and management of computing resources of the Institute in operation for IIMI Community.

**27. Executive Assistant/General Duty Assistant:** He/she works under the orders and supervision of the Faculty/CAO/Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by higher officers, he should put up a draft. In other cases he will put up a note keeping in view the following points:

- To see whether all facts open to check have been correctly stated;
- To point out any mistakes or incorrect statement of the facts;
- To draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- To put up the Guard file, if necessary, and supply other relevant facts and figures;
- To bring out clearly the question under consideration and suggest a course of action wherever possible.

**28. Private Secretary/Stenographer:** He/she will keep the Chair/Officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the Faculty/Officer more time to devote himself/herself to the work in which he/she has specialized. He/she will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/she will exercise his/her skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his/her boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below:

- Taking dictation in shorthand;
- Fixing up of appointments ;
- Screening the telephone calls and the visitors in a tactful manner;
- keeping a note of the movement of files

**29. Assistant Librarian/Library Professional Assistant:** Responsible for managing well organized library and information resource center to meet academic/research needs.

**30. Lower Division Clerk:** Lower Division Clerks are ordinarily entrusted with work of routine nature, for example registration of Dak, maintenance of File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and sub mission of routine and simple drafts etc.

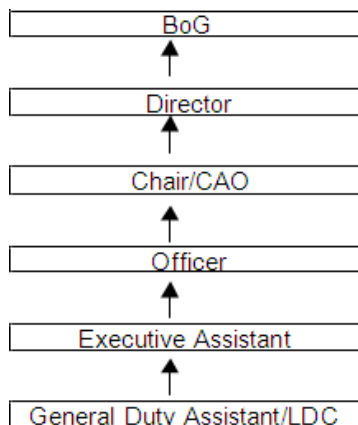
#### **SUB CLAUSE (iii) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

##### **Procedure followed in the decision-making process, including channels of supervision and accountability**

The Director shall exercise the all powers as may be delegated to him by the BoG and certain powers have been re-delegated to his subordinate officers with the concurrence of the Chairman, BoG.

In cases where appointment /sanction expenditure, etc. is to be done based on the recommendations such recommendations are obtained and processed for final decision at the competent levels.

Action on routine papers is initiated at the level of Executive Assistant/ General Duty/ Assistant/ Lower Division Clerk and on important papers, at higher levels e.g., Faculty/Officer. Normal Channel of submission of papers is:



#### SUB CLAUSE (iv) OF SECTION 4(1)(b) OF THE RTI ACT, 2005

##### Norms set by the Institute for the discharge of its functions

Wherever applicable the Institute follows norms for various items of work as laid down by the area/department. In other cases, norms as laid down in guidelines/circulars etc. of the Ministry itself are followed, wherever applicable.

The time limit for disposal of various cases depends upon the nature of the files and the level of disposal.

#### SUB CLAUSE (v) OF SECTION 4(1)(b) OF THE RTI ACT, 2005

##### Acts, Rules, Regulations, Instructions, Manuals and Records held by the Department or under its control or used by its employees for discharging its functions

###### Part I: General

Indian Institute of Management follows the Government of India instructions, rules and regulations issued by the concerned nodal Departments like Ministry of Finance, Planning Commission, Department of Personnel & Training, etc., wherever applicable. These general rules and regulations include General Financial Rules (GFR), Leave Rules, Rules on Advances to government Servants, Delegation of Financial Powers, Central Services (Conduct) Rules etc.

###### Part II: Acts, Rules, Regulations, Instructions, Manuals, Records specific to the Institute, used for discharging its functions.

Details of Acts, Rules, etc. which are specific to this Department are given below:-

S. No.	Area/Dept.	Acts, Rules, Regulations, Instructions, Manuals/ Records used for Discharging functions
1	Admissions	Admissions Manual, Minutes of the CAT Group Meetings/ guidelines/ Admissions & Financial Committee meetings/ PGP Manual
2	Estate	CPWD Manual
3	Executive PGP	EPGP Student's Manual; EPGP Academic Manual
4	Finance and Accounts	Accounts Manual, Institute Standing Instructions, Audit Manual, Reports & recommendations of CAG/ Internal Audit/ IIMI Personnel Policy Manual
5	FPM	FPM Manual, Minutes Committee meetings
6	FDP	Programme Guide
7	IT	E-Registration Record, e-Complaint register, e-website updation; IT policy
8	MDP	MDP Manual

		Personnel Policy Manual, Minutes of Purchase & Personnel Committee meeting
		The Employment Exchange (Compulsory Notifications of Vacancies) Act 1959;
		The Contract Labour (Regulation & Abolition) Act, Employees Provident Fund and Miscellaneous Provisions Act, 1952
		The Payment of Gratuity Act, 1972
9	Personnel & Administration	The Employees' State Insurance Act The Apprentice Act 1961The Apprentice Rules, 1991
		The Payment of Wages Act, 1936
		The Minimum Wages Act, 1948
		The Payment of Bonus Act, 1965
		The Maternity Benefit Act, 1961
		The Motor Transport Workers Act, 1961
		The Workmen's Compensation Act, 1923
		The Trade Unions Act 1926
10	PGP	PGP Manual, Hostel Manual
11	Placement	Placement Manual
12	Projects	CPWD Manual, Minutes of the Construction Committee
13	Stores & Purchase	Purchase Manual, Minutes of Purchase & Personnel Committee meeting, Purchase Manual
14	Students' Affairs	Hostel Manual, Minutes of the Hostel Committee
15	Reception	Reception Manual
16	Transport	Rules & regulations framed for drivers

#### **SUB CLAUSE (vi) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

##### **Statement of the categories of documents that are held by the Department or under its control**

##### **Part I: General**

##### **I. Documents Common to all**

11. Replies to Parliament Questions of respective area
12. Annual Report of the Institute
13. Budget/Financial Sanctions
14. Audit Reports.
15. Orders constituting Committees from time to time, and Reports submitted by such Committees.
16. Circulars and Office Orders issued from time to time.
17. Correspondence with other Government & other agencies/Persons.
18. List of employees with their contact numbers
19. Memoranda of Understanding/contracts/Agreements executed with various agencies in respect of the area/department
20. Press Releases issued from time to time

S. No.	Area/Dept.	Documents Held
1	Admissions	CAT candidate application, selected list CAT income & Expenditure statement Registers for receipts & dispatch
2	Engineering & Estate	Campus drawing, tender documents, Registers for receipts & dispatch
3	Executive PGP	EPGP participants list, original certificates of present batch, Registers for receipts & dispatch
4	Finance and Accounts	Registers for receipts & dispatch
5	FPM, F&PC	Registers for receipts & dispatch
6	IT	Manual/ CD/instruction booklets
7	MDP	Registers for receipts & dispatch Recruitment Data. Service records of employees. Orders of appointment, transfer, separation, forwarding of applications, service agreement. Minutes of various selection committee meetings. foreign visits of Officers of the Department and of members of official delegations deputed by the Department. Contract agreements. Leave records, Salary input, lease agreement details, Reports of various commissions. Official Language Implementation. Logbooks of Institute vehicles. Registers for receipts & dispatch.
8	Personnel & Administration	List of PGP participants, original certificates of present batch; Registers for receipts & dispatch
9	PGP	Registers for receipts & dispatch
10	Placement	List of items purchased, asset register, work orders Tender documents; Minutes of Purchase Committee Registers for receipts & dispatch
11	Stores & Purchase	Registers for receipts & dispatch
12	Students' Affairs	Vehicle register, petrol & diesel consumption register, petrol & diesel requisition book
13	Transport	

#### **SUB CLAUSE (vii) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**Particulars of any arrangement that exists for consultation with, or representation by the member of the Public in Relation to the Formulation of Department's Policy or Implementation thereof.**

Draft policy documents under consideration and reports of the Committee will be placed in the Institute website from time to time. ([www.iim.dr.ac.in](http://www.iim.dr.ac.in))

#### **SUB CLAUSE (viii) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**Statement of Boards, Councils, Committees or Other Bodies consisting of Two or More Persons Constituted as a Part of The Department or for 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.**

**Indian Institute of Management Indore -**

**Board of Governors**

Statement of Boards, Councils, Committees or other Bodies consisting of two or more persons constituted as a part of the Department or for 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.

<b>Committee</b>	<b>Whether meeting of these Committees open to public</b>	<b>Whether minutes of the meetings accessible for public</b>
Board of Governor	No	Subject to provision of RTI Act
Finance & Personnel Committee	No	Subject to provision of RTI Act
PGP & AAs	No	Subject to provision of RTI Act
Executive PGP	No	Subject to provision of RTI Act
Admissions and Financial Aid Committee	No	Subject to provision of RTI Act
MDP Committee (including Consultancy and In-Company programmes)	No	Subject to provision of RTI Act
Research & Publication Committee (Including Fellow Programme, Journal, Case Unit, Academic Fellow	No	Subject to provision of RTI Act
Placement Committee (including Alumni and Experiential learning)	No	Subject to provision of RTI Act
Library & Information Services (including Web)	No	Subject to provision of RTI Act
Media Communications Committee	No	Subject to provision of RTI Act
Hostel & Student Affairs	No	Subject to provision of RTI Act
Purchase Committee	No	Subject to provision of RTI Act
Construction Committee	No	Subject to provision of RTI Act
Faculty Council	No	Subject to provision of RTI Act

**SUB CLAUSE (ix) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**Directory of Employees of the Institute:**

**SUB CLAUSE (x) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**Monthly Remuneration and Date of Joining Received by Each of Department's Employees, Including the System of on as Provided in Its Regulations**

**Regular Employees**



**A FRAMEWORK FOR TRANSPARENCY AUDIT****2. Budget and Programme**

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
<b>2.1</b>	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(vii) Total Budget for the public authority	-
		(viii) Budget for each agency and plan & programmes	No Grant in Aid has been received till date from Govt. of India
		(ix) Proposed expenditures	Proposed (Budget Estimate) Capital Expenditure for 2024-25 of Rs. 41937/- lakhs and Proposed (Budget Estimate) Revenue Expenditure for 2024-25 of Rs. 21005/- lakhs as per approved Budget of the Institute.
		(x) Revised budget for each agency, if any	Proposed (Budget Revised Estimate) Capital Expenditure for 2024-25 of Rs. 17832/- lakhs and Proposed (Budget Revised Estimate) Revenue Expenditure for 2024-25 of Rs. 24079/- lakhs as per approved Budget of the Institute.
		(xi) Report on disbursements made and place where the related reports are available	No disbursements made towards Grant in Aid
		(xii) Information related to procurements d) Notice/tender enquires, and corrigenda if any thereon, e) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, f) 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.	
<b>2.2</b>	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(iii) Budget	<b>Not Applicable</b>
		(iv) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. e) Places visited f) The period of visit g) The number of members in the official delegation h) Expenditure on the visit	<b>Not Applicable</b>
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(ix) Name of the programme of activity	-
		(x) Objective of the programme	-
		(xi) Procedure to avail benefits	-
		(xii) Duration of the programme/ scheme	-
		(xiii) Physical and financial targets of the programme	-
		(xiv) Nature/ scale of subsidy /amount allotted	-
		(xv) Eligibility criteria for grant of subsidy	-
		(xvi) 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]	(iii) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<b>Other than specific Project Grant, No Discretionary and non-discretionary grants have been received.</b>
		(iv) Annual accounts of all legal entities who are provided grants by public authorities	<b>Other than specific Project Grant, No Grant in Aid has been provided.</b>
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(iii) Concessions, permits or authorizations granted by public authority	-
		(iv) For each concessions, permit or authorization granted e) Eligibility criteria f) Procedure for getting the concession/ grant and/ or permits of authorizations g) Name and address of the recipients given concessions/ permits or authorisations h) Date of award of concessions /permits of authorizations	-
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<b>Please find CAG Report up to the F.Y. 2023-24 on <a href="https://www.iimidr.ac.in/about-us/annual-reports/">https://www.iimidr.ac.in/about-us/annual-reports/</a></b>



### **SUB CLAUSE (xiii) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

#### **Particulars of Recipients of Concession, Permits or Authorization Grant ED by IT.**

The Institute's income is exempt under section 10 (23C) (iiab) of the Income Tax act, 1961.

### **SUB CLAUSE (xiv) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

#### **Details in respect of the information n, available to or held by the Department, reduced in an electronic form**

Detailed information about the Institute is available on the website [www.iimidr.ac.in](http://www.iimidr.ac.in)

### **SUB CLAUSE (xv) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

#### **Particulars of Facilities Available to Citizen for Obtaining Information, Including the Working Hours of A Library or Reading Room, If Maintained For Public Use.**

A FACILITATION COUNTER of the Institute is functional at the Main Building Reception, Indian Institute of Management Indore, Prabhandh Shikhar, Rau-Pithampur Road, Indore-453556. Working Hours of Reception Counter are from 9.00 am to 5.30 pm on all working days.

The Facilitation Counter provides, interalia, the following services to citizens / clients / customers:

- (1) Information regarding the Institute's programmes
- (2) Forms etc. of public use.
- (3) Receiving, acknowledging and forwarding the grievances / applications/ requests/ forms etc. (related to the programmes of the Institute), and information on their status of disposal.

### **SUB CLAUSE (xv) OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

#### **Names, designations and other particulars of the Public Information Officers**

In terms of Section 5(1) of the Right to Information Act, 2005, the following officer of the Institute's designated as Public Information Officer (PIO) in respect of the specific subject matters mentioned against the name:

#### **Public Information Officer**

Name	STD Code	Phone No. Office	Phone No. Home	Fax	Email	Address
Mr. Jainath Yadav	0731	24397629		2439800	jainathy@iimidr.ac.in	Indian Institute of Management Indore, Prabhandh Shikhar, Rau-Pithampur Road, Indore 453556, MP

#### **Appellate Authority**

Name	STD Code	Phone No. Office	Phone No. Home	Fax	Email
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## SUB CLAUSE (xvi) OF SECTION 4(1)(b) OF THE RTI ACT, 2005

### OTHER USEFUL INFORMATION

#### Related to seeking information:

**Application:** Apply in writing in English or Hindi or in the official language of the area, to the PIO, specifying the particulars of the information sought for. Reason for seeking information is not required to be given;

**Application Fee:** A request for obtaining information under section (1) of the section 6 shall be accompanied by an application fee of Rs. 10/- (Rupees Ten only) by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order drawn on "Indian Institute of Management Indore" payable at Indore.

**Fee for Information:** For providing the Information under sub -section (1) of the section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the Institute at the following rates:-

- a) Rs. 2/- (Rupees two only) for each page (in A -4 or A -3 size paper) created or copied;
- b) Actual charges or cost price of a copy in larger size paper;
- c) Actual cost of price for sample or models; and
- d) For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof)."

For providing the information under sub -section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the Institute at the following rates :-

- a) For information provided in diskette or floppy Rs. 50/- (Rupees Fifty only) per diskette or floppy; and
- b) For information provided in printed form at the price fixed for such publication or Rs.2/- (Rupees Two only) paper) per page of photocopy for extracts from the publication.



**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 Grievance and Pensions, Govt. Of India)**



**APPLICATION FORM FOR  
INFORMATION**

(To be filled in Hindi/ English)

To

The Public Information Officer  
IIM Indore, Prabhandh Shikhar  
Rau-Pithampur Road  
Indore 453556, Madhya Pradesh

**1. Particulars of Applicant:**

- a) Full name of the applicant:.....  
b) Address with Phone Number/Email:.....

**2. Particulars of Information required:.....**

- a. Subject-matter of information:.....  
b. The period to which the information required:.....  
c. Description of the information required.....  
d. Whether the information is required by post or in person.....

**3. Form/format in which the Information sought :**

- a. Photocopy..... b.  
Floppy/ CD, etc., .....c.  
Inspection of Records:.....

**4. a. Does the request pertain to inspection of record?**

Yes/ No. ....

b. If yes, the number of days the applicant may take in inspecting the relevant record:

**5. Whether belongs to BPL category, have you furnished the proof of the same I state that the information sought does not fall within the restrictions contained in Section 6**

**6. Act, and to the best of my knowledge it pertains to your office.....**

**7. Details of fee paid:.....**

**Date & Place:**

**Signature of the applicant**

Disclaimer: While all efforts have been made to make this as authentic as possible, Indian Institute of Management Indore will not be responsible for any loss to any person caused by any shortcoming, defect, or inaccuracy in the information available on “website.” Any discrepancy found may be brought to the notice of the Indian Institute of Management Indore.

