

Anthropological Survey of India
EN-79, Sector – V, Salt Lake City, Kolkata – 700091.
(Information published in pursuance of Section 4(1)(b) of Right to Information Act 2005)

SELF APPRAISAL REPORT (2025-2026)

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Anthropological Survey of India Link to AnSI website https://ansi.gov.in/ https://ansi.gov.in/contact
		(ii) Head of the organization	Prof. BV Sharma, Director Link to AnSI website https://ansi.gov.in/director
		(iii) Vision, Mission and Key objectives	Link to AnSI website https://ansi.gov.in/vision-mission https://ansi.gov.in/objectives Vision: To be a centre of excellence in anthropological research through documentation and preservation of India's rich cultural heritage and biological diversity. Mission: To conduct comprehensive research on bio-cultural aspects of various communities of India and contribute to nation building through:

		Systematic study of biological and cultural diversity Documentation of endangered communities and languages Preservation of traditional knowledge systems Dissemination of research findings for policy formulation Objectives: The Anthropological Survey of India has the following objectives: - To conduct anthropological research on tribes and other communities of India - To undertake studies in physical anthropology, socio-cultural anthropology and linguistic anthropology - To document endangered communities, cultures and languages - To maintain and develop anthropological museums - To publish and disseminate research findings - To provide training in anthropological research methods - To advise government on matters related to tribal welfare and development - To collaborate with national and international institutions for research - To preserve and promote traditional knowledge systems - To create awareness about India's cultural diversity
	(iv) Function and duties	Link to AnSI website https://ansi.gov.in/functions The Anthropological Survey of India performs various functions in the field of anthropological research: Research Functions - Conduct research in Physical, Social-Cultural, and Linguistic Anthropology - Study of tribal and other communities of India - Bio-anthropological studies on population diversity

			Documentation of endangered communities and cultures Documentation Functions Preparation of ethnographic films and audio-visual materials Photography and documentation of cultural practices Recording of endangered languages Publication Functions Publication of research findings in books and journals Bringing out memoirs and reports Dissemination of anthropological knowledge Museum Functions Maintenance of anthropological museums Collection and preservation of artifacts Public exhibition and education
		(v) Organization Chart	Link to AnSI website https://ansi.gov.in/organization
		(vi) 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	Link to AnSI website https://ansi.gov.in/history
1.2	Power and duties of its officers and	(i) Powers and duties of officers (administrative, financial and judicial)	Link to AnSI website https://ansi.gov.in/rti a) Director – All administrative and financial powers of the Survey as delegated

	employees [Section 4(1) (b)(ii)]		to the Head of the Department as per the Government of India's Orders issued from time to time. b) Head of Office- All administrative and financial powers of the Head Office and respective Regional Centres as delegated to the Head of Office as per the Government of India's Orders issued from time to time. c) Drawing & Disbursing Officer – Financial powers as delegated to the Drawing & Disbursing Officer of the Head Office and other Regional Centres as per the Government of India's Orders issued from time to time.
		(ii) Power and duties of other employees	No other powers have been delegated to the other employees, but duties have been distributed as per the nature of duties of the respective posts. Link to AnSI website https://ansi.gov.in/rti
		(iii) Rules/ orders under which powers and duty are derived and exercised	Survey adheres to the Service rules and other Government Orders issued by the Ministry of Finance and DOPT from time to time, and implemented where deem fit.
		(iv) Work allocation	Allocation of work always been maintained in due process.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Anthropological Survey of India
		(ii) Final decision making authority	Director, Anthropological Survey of India.
		(iii) Related provisions, acts, rules etc.	As per Government Act and Rules issued from time to time.
		(iv) Time limit for taking a decisions, if any	Time limit depends on the nature of cases but most of the decisions have been taken within stipulated time.
		(v) Channel of supervision and accountability	Sectional/Divisional Heads supervise the works of the respective Section/ Division and the Sectional/Divisional Heads fix the accountability. Thereafter the Head of Office makes the overall supervision and then it is brought under the notice of the Head of the Department.

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	Time limit depends on the nature of cases but most of the decisions have been taken within stipulated time.
		(v) Process of redress of grievances	Written application is submitted to the Director, Anthropological Survey of India and thereafter the matter is sent to respective sections for redressal. Link to AnSI website https://ansi.gov.in/grievances
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Complete Manual on Establishment and Administration, CCS CCA Rules, Delegation of Financial Powers Rules, Manual on Office Procedure, FRSR Part I- General Rules, FRSR Part II – Travelling Allowance, FRSR Part iii- Leave Rules, Conduct Rules, Pension Rules, CCS LTC Rules, Master Manual for DDOs and H.O.s, General Financial Rules, 2017, Central Treasury Rules etc.
		(ii) List of Rules, regulations, instructions manuals and records.	Complete Manual on Establishment and Administration, CCS CCA Rules, Delegation of Financial Powers Rules, Manual on Office Procedure, FRSR Part I- General Rules, FRSR Part II – Travelling Allowance, FRSR Part iii- Leave Rules, Conduct Rules, Pension Rules, CCS LTC Rules, Master Manual for DDOs and H.O.s, General Financial Rules, 2017, Central Treasury Rules etc.
		(iii) Acts/ Rules manuals etc.	Complete Manual on Establishment and Administration, CCS CCA Rules, Delegation of Financial Powers Rules, Manual on Office Procedure, FRSR Part I- General Rules, FRSR Part II – Travelling Allowance, FRSR Part iii- Leave Rules, Conduct Rules, Pension Rules, CCS LTC Rules, Master Manual for DDOs and H.O.s, General Financial Rules, 2017, Central Treasury Rules etc.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Category 'A', 'B' and 'C'
		(ii) Custodian of documents/categories	Anthropological Survey of India
1.7	Boards, Councils,	(i) Name of Boards, Council, Committee etc.	Link to AnSI website https://ansi.gov.in/rti

	Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(ii) Composition	Link to AnSI website https://ansi.gov.in/rti
		(iii) Dates from which constituted	Link to AnSI website https://ansi.gov.in/rti
		(iv) Term/ Tenure	Link to AnSI website https://ansi.gov.in/rti
		(v) Powers and functions	Link to AnSI website https://ansi.gov.in/rti
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Link to AnSI website https://ansi.gov.in/officers https://ansi.gov.in/staff https://ansi.gov.in/scientific-staff-profile
		(ii) Telephone , fax and email ID	Link to AnSI website https://ansi.gov.in/contact
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Link to AnSI website https://ansi.gov.in/rti
		(ii) System of compensation as provided in its regulations	Link to AnSI website https://ansi.gov.in/rti

1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Link to AnSI website https://ansi.gov.in/rti Central Public Information Officer Sudarshan Vaidya Keeper Link Officer C. Raghu Raghavendra Head Librarian Appellate Authority Prof. BV Sharma Director
		(ii) Address, telephone numbers and email ID of each designated official.	Link to AnSI website https://ansi.gov.in/contact https://ansi.gov.in/rti Anthropological Survey of India, Ministry of Culture, Government of India EN-79, Salt Lake, Sector-V, Kolkata-700091 Central Public Information Officer Sudarshan Vaidya vaidyasvaidya@gmail.com 9319705025 Link Officer C. Raghu Raghavendra 9441441995 Appellate Authority Prof. BV Sharma director@ansi.gov.in 033-2357-0090

1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) 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]		As per Government orders issued from time to time for posting and transfer. Link to AnSI website https://ansi.gov.in/downloads

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks
2.1	Budget allocated to each agency	(i) Total Budget for the public authority	Link to AnSI website

	including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]		https://ansi.gov.in/rti
		(ii) Budget for each agency and plan & programmes	Link to AnSI website https://ansi.gov.in/rti
		(iii) Proposed expenditures	Link to AnSI website https://ansi.gov.in/rti
		(iv) Revised budget for each agency, if any	Link to AnSI website https://ansi.gov.in/rti
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	Link to AnSI website https://ansi.gov.in/rti
		(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 d) Expenditure on the visit	Link to AnSI website https://ansi.gov.in/rti

		(iii) 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.	Link to AnSI website https://ansi.gov.in/rti
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NA
		(ii) Objective of the programme	NA
		(iii) Procedure to avail benefits	NA
		(iv) Duration of the programme/ scheme	NA
		(v) Physical and financial targets of the programme	NA
		(vi) Nature/ scale of subsidy /amount	NA
		allotted	
		(vii) Eligibility criteria for grant of subsidy	NA
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA
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	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA
2.5	Particulars of recipients of	(i) Concessions, permits or authorizations granted by public authority	NA

	concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(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	NA
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.	Nil

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	NA

	the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011- IR dt. 15.04.2013]	(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	NA
		Public- private partnerships (PPP)	NA
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
		(iv) Operation and maintenance manuals	NA
		(v) Other documents generated as part of the implementation of the PPP	NA
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NA
		(vii) Information relating to outputs and outcomes	NA
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NA
		(ix) All payment made under the PPP project	NA
3.2	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; (i) Policy decisions/ legislations taken in the previous one year	NA
		(ii) Outline the Public consultation process	NA

		(iii) Outline the arrangement for consultation before formulation of policy	NA
3.3	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 (i) Internet (website)	Details as well as time to time updates related to different programmes of the Survey is available in the website. Apart from the AnSI Museum, AnSI Library & Several Exhibition are organized which are accessible to public. Link to AnSI website https://ansi.gov.in/index
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Several Documentaries, films are made along with audio recording. Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship
		(ii) Printed format	AnSI has several in house publication easily accessible. Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship

			https://ansi.gov.in/internship
		(ii) At a reasonable cost of the medium	Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship

4. E. Governance

S.No.	Item	Details of disclosure	Remarks
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) Hindi	Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship
		(ii) English	Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship
		(iii) Vernacular/ Local Language	Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship

4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship
		(ii) Name/ title of the document/record/ other information	Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship
		(iii) Location where available	Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	Library & Museum. Central Museum located in Kolkata along with Zonal Anthropological Museum in 7 Regional and Sub-regional centres. EN-79, Sector – V, Salt Lake City, Kolkata – 700091.
		(ii) Details of information made available	Library has several books on Anthropology, journals both in English and vernacular languages. Museums has specimens on crafts, musical instruments, economic artefact, dress and objects related to tribal and non-tribal communities. Link to AnSI website https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions

			https://ansi.gov.in/fellowship https://ansi.gov.in/internship
		(iii) Working hours of the facility	During office hours
		(iv) Contact person & contact details (Phone, fax email)	Sudarshan Vaidya Keeper vaidyasvaidya@gmail.com 9319705025
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Written application would be submitted to the Director, Anthropological Survey of India. Link to AnSI website https://ansi.gov.in/grievances
		(ii) List of completed schemes/ projects/ Programmes	Link to AnSI website https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects
		(iii) List of schemes/ projects/ programme underway	Link to AnSI website https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects
		(iv) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Link to AnSI website https://ansi.gov.in/rti 1.M/s. Debayan Konar, Rs.17496793.59/- 31.07.2026 (One year). 2. M/s. Watch & Ward Security Services, Rs. 19093553.82, 31.02.2028 (Three years)
		(v) Annual Report	Link to AnSI website https://ansi.gov.in/rti
		(vi) Frequently Asked Question (FAQs)	Service related matters
		(vii) Any other information such as (a) Citizen's Charter	NA
		(b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	NA

4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Link here https://ansi.gov.in/rti
		(ii) Details of appeals received and orders issued	Link here https://ansi.gov.in/rti 1. Information on caste, communities and tribes. 2. Information related to projects of Anthropological Survey of India. 3. Programmes held in collaboration with other institutions / organizations. 4. Matter related to promotion, MACP etc
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Starred & Unstarred questions of Parliament from time to time. Link here https://ansi.gov.in/rti

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/
	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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	(a) Link to AnSI website https://ansi.gov.in/contact https://ansi.gov.in/rti Central Public Information Officer Sudarshan Vaidya Keeper vaidyasvaidya@gmail.com 9319705025 First Appellate Authority Prof. BV Sharma Director

			(b) Previous Central Public Information Officer Umesh Kumar Previous First Appellate Authority Sanjukta Mudgal,
	(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	(a) August, 2025 by Indian Rubber Manufacturers Research Association (b) Link to AnSI website https://ansi.gov.in/rti
	(iii)	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	(a) September 08, 2023 (b) Prof. BV Sharma Director
	(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	NA
	(v)	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	NA

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		All research results are published and put in public domain. Link to AnSI website https://ansi.gov.in/index https://ansi.gov.in/rti https://ansi.gov.in/newsletters https://ansi.gov.in/research-reports https://ansi.gov.in/ongoing-projects https://ansi.gov.in/past-projects https://ansi.gov.in/seminars-workshops-exhibitions https://ansi.gov.in/fellowship https://ansi.gov.in/internship
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	In process.
