

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)

TRANSPARENCY AUDIT (2022-2023)

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/head-office-location/
		(ii) Head of the organization	Sanjukta Mudgal, Director,.. https://ansi.gov.in/directors-profile/
		(iii) Vision, Mission and Key objectives	Link to AnSI website https://ansi.gov.in/profile/ https://ansi.gov.in/principal-objectives/ Vision: Anthropological Research Mission & Key Objectives: To study Tribes and other communities that form the population of India both from biological & cultural point of view To study & preserve the human skeletal remains both from ancient and contemporary period. To collect, preserve, maintain and document the bio-cultural heritage, traditional art and craft of people.

		(iv) Function and duties	Link to AnSI website https://ansi.gov.in To pursue Anthropological Research in government set up and to publish result of researches of Anthropology and allied disciplines.
		(v) Organization Chart	Link to AnSI website https://ansi.gov.in/organizational-chart/
		(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/profile/
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	a) Director – All administrative and financial powers of the Survey as delegated 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.
		(iii) Rules/ orders under which powers and duty are derived and	Survey adheres to the Service rules and other Government Orders issued by the Ministry of Finance and DOPT from time to time.
		(iv) Exercised	Implemented where deem fit.
		(v) 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	
		(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.
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.	-do-
		(iii) Acts/ Rules manuals etc.	-do-
		(iv) Transfer policy and transfer orders	As per Government orders issued from time to time for posting and transfer.

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, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(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/staff-list-as-on-2022/
		(ii) Telephone , fax and email ID	Link to AnSI website https://ansi.gov.in/contacts-email/ https://ansi.gov.in/head-office-location/ https://ansi.gov.in/andaman-nicobar-regional-location/ https://ansi.gov.in/central-regional-center-location/ https://ansi.gov.in/eastern-regional-location/ https://ansi.gov.in/north-east-regional-center/ https://ansi.gov.in/north-west-regional-center/ https://ansi.gov.in/southern-regional-center/ https://ansi.gov.in/sub-regional-center/ https://ansi.gov.in/western-regional-center/ https://ansi.gov.in/camp-office/ https://ansi.gov.in/field-station/

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<p>(i) List of employees with Gross monthly remuneration</p> <p>(ii) System of compensation as provided in its regulations</p>	<p>Link to AnSI website https://ansi.gov.in/staff-list-as-on-2022/</p> <p>Not applicable.</p>
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	<p>(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority</p> <p>(ii) Address, telephone numbers and email ID of each designated official.</p>	<p>Link to AnSI website https://ansi.gov.in/head-office-location/</p> <p>Central Public Information Officer Umesh Kumar</p> <p>Senior Ecologist umesh.kumar.ansi@gov.in</p> <p>Link Officer Amit Kumar Ghosh Superintending Anthropologist</p> <p>Appellate Authority Sanjukta Mudgal, Director</p> <p>Link to AnSI website https://ansi.gov.in/head-office-location/</p> <p>Central Public Information Officer Dr. Umesh Kumar</p> <p>Anthropological Survey of India, 27, Jawaharlal Nehru Road Kolkata – 700016 umesh.kumar.ansi@gov.in</p>

			<p>Link Officer Amit Kumar Ghosh nbuamit@gmail.com/amit.ghosh.ansi@gov.in 9531870934/9674973811</p> <p>Appellate Authority Sanjukta Mudgal, director@ansi.gov.in</p>
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	<p>No. of employees against whom disciplinary action has been</p> <p>(i) Pending for Minor penalty or major penalty proceedings</p> <p>(ii) Finalised for Minor penalty or major penalty proceedings</p>	
1.12	Programmes to advance understanding of RTI (Section 26)	<p>(i) Educational programmes</p> <p>(ii) Efforts to encourage public authority to participate in these programmes</p> <p>(iii) Training of CPIO/APIO</p> <p>(iv) Update & publish guidelines on RTI by the Public Authorities concerned</p>	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Rs. 50.87 crore
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	Rs. 48.54 crore
		(iv) Revised budget for each agency, if any	
		(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	
		(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	TE (F) = Nil TE (D)= Rs. 4,95,443/-

		(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.	All procurement is done through GeM.
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	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of	(i) Concessions, permits or authorizations granted by public authority	

	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	
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.	CAG and PAC paras are nil in respect of the Survey. However 08 (eight) outstanding Paras by the Audit (Central) Kolkata which are under process.

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 the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011- IR dt. 15.04.2013]	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
		(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) (i) Details of Special Purpose Vehicle (SPV), if any	NA
		(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	
		(iii) Outline the arrangement for consultation before formulation of policy	
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.
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.
		(ii) Printed format	AnSI has several in house publication easily accessible.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	NA

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) English	NA
		(ii) Vernacular/ Local Language	NA
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	NA
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	NA
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	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.
		(iii) Working hours of the facility	During office hours
		(iv) Contact person & contact details (Phone, fax email)	Umesh Kumar Senior Ecologist 9433032127 umesh.kumar.ansi@gov.in

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.
		(ii) Details of applications received under RTI and information provided	Link here https://ansi.gov.in/right-to-information/
		(iii) List of completed schemes/ projects/ Programmes	“Ethnographic study on Denotified, nomadic and semi-nomadic communities”.
		(iv) List of schemes/ projects/ programme underway	“Anthropological Study of 329 Denotified communities”.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	M/s. S.S. Enterprise, Kolkata. Security = Rs. 84,49,072/- Upkeepment :- Rs. 1,15,74,351/- During Financial year 2022-2023.
		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	Service related matters
		(viii) a)Any other information such as Citizen’s Charter	
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen’s Charter	

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/right-to-information/
		(ii) Details of appeals received and orders issued	Link here https://ansi.gov.in/right-to-information/ 1. Information in 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.

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/head-office-location/ Central Public Information Officer Umesh Kumar Senior Ecologist umesh.kumar.ansi@gov.in First Appellate Authority Sanjukta Mudgal, Director (b) Previous Central Public Information Officer D N Pandey

			Previous First Appellate Authority Gouri Basu
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	(a) October, 2022 by Institute of Secretariat Training & Management, New Delhi (b) https://ansi.gov.in/right-to-information/
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Link to AnSI website https://ansi.gov.in/directors-profile/ Sanjukta Mudgal, 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 all put in public domain.
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)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	NA
