

Cover Note to the Organization Manual of RRCAT

The RRCAT Organization Manual was prepared in August 2018. Information relevant to RTI Act viz. Para 7.5 (Appellate Authority), 7.6 (Vigilance Officer, Nodal Officer for handling Parliament Matters), 7.6.1 [Liaison Officer for work related to Scheduled Castes / Scheduled Tribes (SCs/STs), Liaison Officer for matters related to Persons with Disabilities (PWDs)], 7.7 (Grievance Officer) & 7.8 (Chairperson, Internal Complaints Committee) is updated and attached with this cover note as 'Annexure-I'.

The Organization Manual will be updated in due course of time.

शंकर नाखे/26/6/2023.

(शंकर वि. नाखे/Shankar V. Nakhe)

निदेशक, राराप्रप्रौके/Director, RRCAT

Date: 26th June, 2023

Annexure-I

Updated information relevant to the RTI Act viz. Para 7.5 (Appellate Authority), 7.6 (Vigilance Officer, Nodal Officer for handling Parliament Matters), 7.6.1 [Liaison Officer for work relating to Scheduled Castes/Scheduled Tribes (SCs/STs), Liaison Officer for matters relating to Persons with Disabilities (PWDs)], 7.7 (Grievance Officer), & 7.8 (Chairperson, Internal Complaints Committee).

Following bodies constituted by Director, RRCAT ensure smooth running of the organisation:

- **Group Boards:** Every Group Board is chaired by the Director of the respective Group and in his/her absence, by the Associate Group Director of that Group. Selected officers in a Group in pay level 14 (SO/H) and above, are members of the Group Board. Some more members from other Group Boards are also nominated by Director, RRCAT to become members of a given Group Board, to maintain uniformity of decision making in various Group Boards. In case a Group does not have anyone in level 15 and above to become the Group Director, Director RRCAT will be the default Group Director, unless some other Group Director is given the concurrent responsibility of that Group. In case the Director, RRCAT is handling the responsibilities as Group Director, the Associate Group Director will chair the Group Board meetings. All proposals to be put for the higher committees from the Divisions/Sections under the Group, need the recommendation for the same from the concerned Group Board.
- **Scientific Committee of RRCAT (SCR):** This Committee is chaired by Director, RRCAT. Directors of all Groups and all Heads of Divisions and Independent Sections (HoDIS) are members of SCR. All scientific decisions related to the Centre are taken by this Committee. To increase transparency, the minutes of SCR meetings are conveyed to all Group Boards.

- **Director's Advisory Committee (DAC):** This Committee is chaired by Director, RRCAT. Directors and Associate Directors of all Groups, Regional Director (Indore Regional Purchase and Stores Unit), Chief Administrative Officer, Joint Controller (Finance & Accounts)/ Deputy Controller of Accounts, and Chief Engineer, are members of DAC. All major administrative decisions related to the Centre are taken by this Committee. To increase transparency, the minutes of DAC meetings are conveyed to SCR.
- **Council for RRCAT:** This Committee is also chaired by Director, RRCAT. The Council for RRCAT consists of senior most officers of RRCAT and senior officials from other DAE and non-DAE organisations. All major policy decisions related to the Centre like scrutiny of new projects to be taken up, and decisions related to high value purchase / construction are taken by this Committee. The Council for RRCAT is appointed by the Secretary, DAE.

Transparency Officer	<p>Shri Manoj Leelachand Gandhi Head, Precision Power Supplies & Control Section Phone :+91-731-248 8007 Email: mlg@rrcat.gov.in</p>
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Central Assistant Public Information Officer	<p>Administrative Officer-III (A-2) Phone: +91-731-248 8818 Email : ao3@rrcat.gov.in</p>
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Central Public Information Officer	<p>Chief Administrative Officer Phone: +91-731-248 8817 Email : cao@rrcat.gov.in</p>
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First Appellate Authority under RTI	Shri Prashant Khare Head, Cryomodule Development & Cryoengineering Application Section Phone: +91-731-244 2084 Email : prashant@rrcat.gov.in
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Vigilance Officer	Smt. Devaki S. Shetty Chief Administrative Officer Phone: +91-731-248 8816 Email : cao@rrcat.gov.in
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Nodal Officer for handling Parliament Matters	Shri Rakesh Kaul Associate Director, Materials Science & Advanced Technology Group Phone: +91-731-248 8383 Email: rkaul@rrcat.gov.in
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<p>Liaison Officer for work relating to Scheduled Castes/Scheduled Tribes (SCs/STs)</p>	<p>Shri Yashwant D. Wanmode Scientific Officer/G RF Systems Division Phone: +91-731-248 8014 Email: yash@rrcat.gov.in</p>
<p>Liaison Officer for work relating to Other Backward Castes (OBCs)</p>	<p>Shri Sanjay Chouksey Head, Superconducting Cavities Development Division Phone: +91-731-248 2297 Email: chouksey@rrcat.gov.in</p>
<p>Liaison Officer for matters relating to Persons with Disabilities (PWDs)</p>	<p>Shri Yashwant D. Wanmode Scientific Officer/G RF Systems Division Phone: +91-731-248 8014 Email: yash@rrcat.gov.in</p>
<p>Grievance Officer</p>	<p>Smt. Devaki S. Shetty Chief Administrative Officer Phone: +91-731-248 8816 Email: cao@rrcat.gov.in</p>
<p>Chairperson Internal Complaints Committee</p>	<p>Dr. Alpana Rajan Head, Computer Division Phone: +91-731-248 8938 Email: alpana@rrcat.gov.in</p>