

**PROACTIVE DISCLOSURE UNDER SECTION 4(1)(B) OF  
RIGHT TO INFORMATION ACT, 2005**

**INSTITUTE OF SEISMOLOGICAL  
RESEARCH**

**(SCIENCE & TECHNOLOGY DEPARTMENT)**

**Building of Economic & Statistics,  
1<sup>st</sup> Floor, Sector-18, Gandhinagar.**

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## INSTITUTE OF SEISMOLOGICAL RESEARCH

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# Manual-1

## **Particulars of Organisation, Function and Duties**

Subsequent to the devastating earthquake of January-26, 2001, during R&R process a need had been felt to enable further research in the area of seismic Sciences. A search of a research scenario indicated that there is no dedicated institution in the country and state for research and development work in the field of Seismology. Looking this the Institute of Seismological Research (ISR) has been established by the Government of Gujarat vide Resolution No. ISR/2003/687/DST dated 27/8/2004 of the Science and Technology Department. The ISR is register as a Society and Trust under respective Acts with effect from October 1<sup>st</sup> 2004.

### **Objectives :-**

“Institute” shall have the following aims and objectives :

1. To undertake, promote and encourage various levels of long term original research, education and training in pure and applied seismology. The focus can be on developing earthquake system science to understand origins, properties and consequences of earthquakes.
2. To develop new knowledge based techniques of probabilistic earthquake forecasting, micro and macro zoning of various vulnerable zones. There should be survey of earthquake science in India from ancient times to the present day.
3. To undertake earthquake monitoring through standardized surface, ocean bottom and satellite observations. The use of modern digital technology in establishment of regional seismic networks including strong motion instruments, data acquisition and dissemination by exchange of catalogues, databases and bulletins from various sources.
4. To undertake development and deployment of broadband seismometers, GPS surveys, gravimeters, strain gauges, boreholes, ocean-bottom seismometers and remote sensing information from earthquake zones, laboratory apparatus for investigating fault friction and means for simulation of massive streams of observation should be evolved.
5. To undertake research in Earthquake Mechanics and Engineering for development of new concepts, new algorithms and numerical simulation of geological structures. The chaotic nature of brittle deformation and detection of various kinds of precursory signals.
6. To use multidisciplinary development in geological, geodetic, archaeological, physical and mathematical sciences, geo-chronological and paleo-seismic studies for understanding a seismic-tectonic framework under plate tectonics theory and non linear dynamics. The approach would be for accurate fault characterization, global and regional forecasting, fault system dynamics, earthquake source physics and ground motion prediction.
7. To undertake application of high performance computational seismology, modeling and interpretations, including use of artificial intelligence tools for visualization of earth processes, delineating hydrocarbon reservoirs and other resources for sustainable development.
8. To study and make recommendations relating to reduction of earthquake losses, use sound disaster mitigation policy and practices. Application in pre-earthquake and post-earthquake scenarios including modeling of socio-

economic impacts can help in seismic hazard studies, site effects and seismic event analysis among other things. There is a need to improve seismic safety and performance in build environment especially in highly vulnerable urban areas.

9. To organize workshops/seminars/conferences in pure and exploration seismology and publish research papers, books, journals, periodicals, newsletters, leaflets devoted to seismology.
10. To pursue multi-institutional collaboration and participation in similar programs of advances institutions in related areas.
11. To undertake steps and efforts to communicate earthquake science to engineers and use the knowledge base for creating public awareness by various methods in modern communication and media methodologies in society.
12. To evolve and participate in the development of seismic policies, seismology syllabus in academic institutions, study tours at regional, national and international organizations so as to develop quantitative understanding of limits of earthquake predictability and explain concerns to public institutions.
13. To develop and establish mechanisms for research, training and collaboration with national and international organizations in related fields.
14. To award relevant senior/junior fellowships, prizes, trainee-ships, financing of specific research in areas considered relevant to the development of seismology and its awareness in Gujarat.
15. Any other areas, issues, subjects related to seismology, geophysics, geology or related disciplines which the Governing Council of the Institute may decide from time to time.

### **Power and Functions of the Governing Council**

The general superintendence, management and control of the affairs of the Institute shall vest in the Governing Council. Save as herein expressly provided, the duties, powers, functions and rights whatsoever consequential on or incidental to carrying on the objectives of the Institute shall be exercised by the Governing Council.

Subjects to the provisions of the memorandum, the Governing Council may

- (a) Take steps for making, amending or repealing any rules, regulations and byelaws of the Institute and in compliance with the provisions contained in the Act.
- (b) Accept and give grants, loans, guarantees/gifts, donation and subscriptions whether in cash or in securities or in any other form, in furtherance of the objectives of the Institute.
- (c) Purchase, acquire, take on lease or hire, accept as gift any movable property and to deal with the same for furtherance of the objects and activities of the Institute.
- (d) Sell, assign, mortgage, lease, exchange or otherwise dispose off any movable or immovable property of the Institute as may be necessary or convenient for the working of the Institute.

- (e) Borrow or raise money that may be required by the Institute from such sources and on such terms as may be deemed desirable by the Governing Council and hold custody of the funds of the Institute.
- (f) Enter into agreement for and on behalf of the Institute.
- (g) Sue and defend all legal proceedings on behalf of the Institute.
- (h) Appoint committee/committees for the disposal of any business of the Institute or for rendering advice in any matter pertaining to the Institute.
- (i) Prepare and finalize the annual report, the annual accounts and the financial estimates of the Institute as it may deem appropriate.
- (j) Delegate to such extent as it may deem necessary any of its powers to the Director General or any other officer of the Institute or to a Committee/Committees of the Governing council.
- (k) Subject to the provision contained in the Act, take steps to make, adopt, amend, vary or rescind from time to time rules, regulations and byelaws of the Institute.

## **Manual-2**

### **The powers and duties of its officers and employees**

#### **Duties of Officers and Employees :-**

##### **Director General:**

1. The Director General is the Chief Executives Officer of the Institute. he is responsible for the administration of the affairs of the institute as well as of the conduct of the other officers and staff, under the overall supervision , direction and control of the governing council and the executive committee.
2. The Director General can also appoint temporary staff to meet the deadlines of various projects.

##### **Administrative Officer:-**

- Ø Office administration , supervision , monitoring and maintaining the office routine and accounting system work of ISR.

##### **Sr.Clerk:-**

- Ø All administration work of ISR

##### **Clerk:-**

- Ø Inward , outward , registry , store & routine work of ISR

### **Manual-3**

#### **The procedure followed in the decision making process, including channels of supervision and accountability ;**

Institute of Seismological Research (ISR) is registered Society under the Society Registration Act, 1860 and Bombay Public Trust Act, 1950. As per the Memorandum of Association & Rules and Regulation all the matters are to be put forward in the Governing Council/ Executive Committee/ Implementation committee for approval.

## **Manual-4**

**The norms set by it for the discharge of its function;**

**As per Memorandum of Association & Rules and Regulation of  
Institute of Seismological Research (I.S.R.)**

## **Manual-5**

**The rules, regulations, instructions, manuals and records,  
held by it or under its control or used by its employee for  
discharging its functions;**

**As per Memorandum of Association & Rules and Regulation of  
Institute of Seismological Research (I.S.R.)**

## **Manual-6**

**A statement of the categories of documents that are held by it or  
under its control;**

**As per Memorandum of Association & Rules and Regulation of  
Institute of Seismological Research I.S.R.**

## **Manual-7**

**The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or administration thereof;**

- Ø By virtue of writing suggestions to I.S.R. office
- Ø Through seminar, lectures, Workshops, exhibition.
- Ø Representation of the institution, Universities, Schools, R&D Institution etc.

## Manual-8

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

### Governing Council

1	Hon'ble Chief Minister	Chairman
2	Hon'ble Minister, Education/S&T, GOG	Vice-Chairman
3	Chief Secretary, GOG	Member
4	Secretary, Deptt. of Science & Technology, GOG	Member
5	Chief Executive Officer, Gujarat State Disaster Management Authority (GSDMA)	Member
6	Secretary (Expenditure), Finance Deptt., GOG	Member
7	Secretary, Urban Development Deptt., GOG	Member
8	Director, Space Application Center (SAC)	Member
9	Director, Physical Research Laboratory (PRL)	Member
10	Director General, Institute of Seismological Research, Gandhinagar.	Member Secretary

### Executive Committee

1	Chief Secretary, GOG	Chairman
2	Secretary, Deptt. of Science & Technology, GOG	Member
3	Director, Space Application Center (SAC)	Member
4	Director, Physical Research Laboratory (PRL)	
5	Director, Remote Sensing & Communication Center (RESECO)	Member
6	CEO, Gujarat State Disaster Management Authority (GSDMA)	Member
7	Vice-chancellor, Dhirubhai Ambani University, Gandhinagar.	Member
8	Principal Secretary to the Chief Minister, GOG	Member
9	Secretary, Finance Deptt., GOG	Member
10	Advisor, Gujarat Council on Science & Technology	Member
11	Director, Gujarat Engineering Research Institute	Member
12	Director General, Institute of Seismological Research, Gandhinagar.	Member Secretary

### **Scientific Advisory Committee**

1	Director, National Geophysical Research Institute (NGRI), Hyderabad.	Member
2	Director, National Institute of Oceanography, Goa	Member
3	Professor of Geophysics, Indian Institute of Technology, Roorkee.	Member
4	Director, Indian School of Mines, Dhanbad	Member
5	Director General, Indian Meteorological Deptt., New Delhi	Member
6	Director General, Geological Survey of India, Kolkata.	Member
7	Director, Research & Training, ONGC, Dehradun.	Member
8 & 9	Expert Invitees (2) decided by the Director General, Institute of Seismological Research (ISR).	Member
10	Secretary, Deptt. of Science & Technology, Government of Gujarat or his representative	Member
11	Director General, Institute of Seismological Research, Gandhinagar.	Convener & Member Secretary

### **Implementation Committee**

1	Secretary, Science & Technology Department	Chairman
2	Secretary (Expenditure), Finance Deptt., GOG	Member
3	Secretary, Roads and Buildings Department	Member
4	Additional/Joint Chief Executive Officer, GSDMA	Member
5	Joint Secretary, Science and Technology Department	Member
6	Director, BISAG	Member
7	Director General, ISR	Member
8	Administrative Officer, ISR	Member Secretary

The Committee Meetings are not open to public and its minutes are not accessible for public.

**Manual-9**  
**A directory of its officers and employees;**

<b>Sr. No</b>	<b>Name &amp; Designation</b>	<b>Telephone No.</b>
1.	Dr. B. K. Rastogi, Director General	079- 23259100 9427307515 (M)
2.	Smt.Bhartiben K.Vora, Administrative Officer	079- 23252703
3.	Shri P. M. Shrimali, Sr. Clerk	079- 23252703
4.	Shri A. I. Fakir, Clerk	079- 23252703

## **Manual-10**

### **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations ;**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Gross Amt. (In Rs.)</b>	<b>Deduction (in Rs.)</b>	<b>Net Amt. (in Rs.)</b>
1.	Dr. B.K.Rastogi	Director General	40,000/-	4,080/-	35,920/-
2.	Smt.Bhartiben K.Vora	Administrative Officer	(New Recruitment) Pay to be fixed		
3.	Shri P.M.Shrimali	Sr. Clerk	11,025/-	2,907/-	8,118/-
4.	Shri A.I.Fakir	Clerk	12,321/-	2,410/-	9,911/-
<b>Total</b>			<b>63,346/-</b>	<b>9,317/-</b>	<b>53,949/-</b>

## **Manual-11**

**The budget allocated to each of its agency,  
indication the particulars of all plans, proposed  
expenditure and reports on disbursement made;**

**Institute of Seismological Research (ISR)**

**Demand No. 90**

**M. H. 3425**

**60-Other**

**200-Assistance to other Scientific Bodies**

**(4) Institute of Seismological Research (Non-Plan)**

(Rs. in lac)

<b>Year</b>	<b>Plan</b>	<b>Non-Plan</b>	<b>Total</b>
2007-08	--	80.00	80.00

**Manual-12**  
**The manner of execution of subsidy programmes,**  
**including the amounts allocated and the details of**  
**beneficiaries of such programmes;**

- ✓ Subsidy programmes are not being implemented by Institute of Seismological Research (I. S. R.)

**Manual-13**  
**Particulars of recipients of concessions, permits**  
**or authorizations granted by it;**

- ✓ Institute of Seismological Research (I.S.R.) does not have any specific schemes for concession of permits etc.

**Manual-14**  
**Details in respect of the information, available to or**  
**held by it, reduced in an electronic form;**

✓ <http://dst.gujarat.gov.in/isr.htm>

## **Manual-15**

### **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

- ✓ Citizen can contact the PIO in the Institute of Seismological Research (ISR) office between office hours and the information can be obtained from the PIO.
  
- ✓ Through Telephonic contact or by post.

**Manual-16**  
**The names, designation and other particulars of**  
**the Public Information Officers;**

<b>Name</b>	<b>Designation</b>	<b>Residential Address</b>	<b>Telephone No.</b>
Dr. B.K. Rastogi	Director General	Sector-8, Plot:105, Gandhinagar.	079- 23259100 (O) 9427307515(M) 079- 23245667 (R)

## **Manual-17**

### **Such other information as may be prescribed;**

- ✓ The Gujarat Right to Information Rules, 2005 shall come in to force on 12<sup>th</sup> October, 2005.
  
- ✓ Application Fees :- Rs. 20 per application  
Any information available in the form of publication Actual price of publication  
Other information/documents:
  - A. i. A4, A3 size paper Rs. 2/- per page
  - ii. Larger size paper Amount of actual cost.
  - B. For sample, Model of Photographs. Amount of actual cost.
  - C. For inspection of records; No Fees for the first half an hour and thereafter Rs. 20 for each half hour.
  - D. For information to be in a floppy or a disc, wherever possible, Rs. 50/- per floppy or disc.
  
- ✓ FORM – A Application form for obtaining Information.
  
- ✓ FORM – B Receipt of an application.
  
- ✓ FORM – C Intimation to applicant to deposit fee and charges for required information and/or documents.
  
- ✓ FORM – D Supply of information to the applicant.
  
- ✓ FORM – E Transfer of application pertaining to other authority.
  
- ✓ FORM – F Order of rejection of application.
  
- ✓ FORM – G Form of First Appeal