

RIGHT TO INFORMATION

AND

OBLIGATIONS OF PUBLIC AUTHORITIES

(RTI Act 2005)

SASMIRA DOCUMENTS

Vision

To become a world class leading service driven and research based international association by upholding the guiding principles and trust, integrity and transparency in all aspects & interactions and dealings.

Mission

- To carry out research and development with innovation and dedication to achieve excellence in service, towards upgradation of mankind in general & textile industry in particular.
- To develop economically viable products and processes for the textile industry.
- To create awareness amongst the industry to sustains global competition by improving quality and productivity.
- To create human resource through education and training for the industry.

i) Particulars of its organisation, functions and duties

Organisation

Conceived after the independence, The Synthetic and Art Silk Mills' Research Association (SASMIRA), a co-operative endeavour in textile research, has become a reality through joint efforts of numerous institutions and dedicated individuals. At that period the pioneers of silk and art silk industry, composed of large number of small units with a rare foresight mooted the proposal for creating a co-operative research organisation. This proposal was supported by the Council of Scientific and Industrial Research (CSIR) and other Government agencies that culminated into establishment of SASMIRA, earlier known as Silk And Art Silk Mills' Research Association. SASMIRA entered into its golden jubilee in the year 2000 AD, coinciding with the new millennium.

SASMIRA is a research association registered under Societies Registration Act, 1860. SASMIRA is an autonomous institution run by the Governing Council of the Association under the overall supervision of Ministry of Textiles. The rules and regulations of the organisation is as given in Memorandum of Association vide

Annexure I.

The land mark building of SASMIRA at Worli in the heart of the city of Mumbai, the financial and industrial capital of India was at one time a lone majestic modern structure in an otherwise under developed area. The area is of course now the hub of commercial activities, housing some of the premier office buildings of reputed business houses and multi nationals. The imposing building covering nearly 12,000 sq.mts. of area was conceived as far back as in 1950, and completed in 1958. The association was earlier housed in Resham Bhavan at Churchgate area, which was later shifted to the new premises.

Functions

SASMIRA functions in the following areas:-

1. Research and development
2. Textile Physics Laboratory.

3. Textile Chemistry Laboratory.
4. Instrumentation.
5. Education & Training.
6. Pilot Plant.
7. Workshop.
8. Library.
9. Technical co-ordination & information centre.
10. Publication of Technical Journal.

Application of RTI Act

As mentioned above, SASMIRA is engaged in multifarious activities. As per Office Memorandum being issued by the Ministry of Textiles, Government of India letter No 42011/8/2005-O&M dated 9 January 2007 issued by the Dy. Secretary to Government of India, Ministry of Textiles, Udyog Bhavan, New Delhi “it has been decided that all Textile Research Associations may be brought under the ambit of RTI Act to the extent of the specific projects financed by Government funds”, as Non-government organisation. Accordingly, only its scientific research and development in the field of textiles financed by Government funds is covered under the Right to Information Act.

Duties

SASMIRA is engaged in multifarious activities with the prime objective of rendering scientific & technical assistance to the textile industry; thereby assisting its growth and development. These activities cover the field of research and development, consultancies, dissemination of technical information, organising seminars and conferences etc.

ii) Powers and duties of its officers and employees:

The duties and powers of all the officers and employees are as given below:

Council: The Council determines the policies as well as monitors and review from time to time, in respect of specific projects financed by the government funds.

Executive Director: The Executive Director of the organization is overall responsible for all the activities in connection with specific projects funded by the Government.

Deputy Director: The Deputy Director is the executive who is responsible for the Research and Development activities, government communications, consultancy services, technical co-ordination of seminars and conferences, etc. directly related to such projects.

Senior Scientist: The Senior Scientists are responsible for planning formulation, execution and research activities of projects funded by government. He/She is the Principal Investigator (P. I.) for the project. He/She reports to the Deputy Director.

Scientist: The Scientists are responsible for executing the projects in consultation with the P. I. He/She reports to the Principal Investigator of the project.

Senior Research Assistant (SRA) and Research Assistant (RA): They help the Scientists and P.I's in testing, experiments, trials, etc. They report to the Scientists/P. Is.

iii) The procedure followed in the decision making process, including channels of supervision and accountability

The procedure followed is as below:

1. **Concept of project:** New ideas for the project are conceptualized by the Scientist depending upon the market survey / literature.
2. **Literature survey:** Extensive literature survey for the idea is then carried out to check the feasibility of the idea.
3. **Identification of industry partner:** Based on the topic for proposed research, the relevant Company/Organisation is approached as probable industry partners.
4. **Preparation of project proposal:** Depending on the government funding agencies, the idea is converted into a project proposal as per the prescribed format (if available) of the funding agency.
5. **Defending project proposal:** Once the project proposal is ready, it is forwarded to the relevant government department for approval for funding. The same is defended at the meeting of the project evaluation Committees.
6. **Approval of project:** The project is either approved by the government as such or some changes are incorporated in the original plan as suggested during the meeting and the project is finally sanctioned.
7. **Preparation of Design of Experiments:** Once the project is funded, the design of experiments to execute the project is chalked out.
8. **R & D activities:** As per the design of experiments, the project team starts the R & D activities for the execution of the project. The pilot scale trials of the project are carried out under this head.
9. **Procurement of equipment / raw material:** A plan for the procurement of equipment and raw material is finalized and the same are procured for the actual commencement of the project.
10. **Analysis of data:** The experiments are analysed for their performance either by chemical testing or mechanical testing. The results are analysed and mid term corrections are carried out, if necessary.
11. **Trials at industry whenever applicable:** After the successful pilot scale trials, wherever applicable, industry trials are carried out, preferably with in collaboration of the industry partner.
12. **Preparation of project report:** Once the trials are completed, the results are tabulated and the project completion report is prepared as per the prescribed format of the Government.
13. **Presentation of project report:** The project completion report is sent6 (specific number of copies) to the Government.

14. **Presentation to the sponsor:** As and when required, the findings of the project are presented to the sponsors.
15. **Application for patent, wherever applicable:** The worthy findings are applied for patenting, as per the format of the patent granting agency.
16. **Publication of R & D results in journals:** Efforts are being made to publish the results of the project in national and international journal of repute.
17. **Conducting seminars / workshops to disseminate R & D results:** The information dissemination of the project findings is conducted through specific seminars and workshops.

The decision making Process

- P. I. prepares the road map for execution of the research activities. The same is put up to the Executive Director through Deputy Director for approval. Whenever required, Council is apprised by the Executive Director.
- Financial aspects are decided at the level of Executive Director / Council.

Supervision and Accountability

- Quarterly Progress review is carried out by the Deputy Director and Executive Director.
- Government Bodies also review the progress from time to time.
- Accountability is collective of the project team.

iv) Norms set by the organization for the discharge of its functions:

The overall functioning of the organization is governed by the Members of the Council.

Since RTI act is applicable to the extent of the specific projects financed by the Government, the norms are accordingly restricted to such projects only.

As described in Chapter iii, the norms set by SASMIRA to discharge the functions for executing an R & D project by the technical team is as under:

- Project conceptualization.
- Literature Survey.
- Identification of Industry Partner.
- Preparation of project proposal.
- Representation of the project to the Government.
- Planning and execution of the project.
- Achieving of the objectives of the project.
- Submission of report to the Government Patenting if necessary.
- Dissemination of the information through publication, seminar, etc.
- Commercialisation as application.

v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

SASMIRA's main activity is R & D. Employees are appointed by standard procedure of **selection**. The application form for employment of all employees is as per **Annexure II**.

Once selected the employees are in general governed by the industrial employment standing orders Act, 1946, enclosed as **Annexure III**.

For all other set of rules employees of SASMIRA and its management undergoes a memorandum of settlement i.e., modification of settlements under Section 2(P) read with Section 18(1) of the industrial disputes Act, 1947 read with Rule 62(4) of the industrial Disputes (Bombay) Rules, 1957 is given as per **Annexure IV**.

Gratuity Fund scheme is given in **Annexure V**. The Provident Fund of the employees is covered under Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the notification is enclosed in **Annexure VI**.

The manuals and records of the Research and Development activities are as per **Annexure VII**.

vi) A statement of the categories of documents that are held by it or under its control

The Government funded Project activities falling under the ambit of RTI Act holds the following documents under its control

1. Project proposal
2. Statement of expenditure, utilization certificates
3. Purchase documents for equipment, materials, consumables, etc.
4. List of capital equipment procured against such projects
5. Interim progress reports, wherever applicable.
6. Literature survey documents.
7. Communication documents with the Government / vendors / other quarter.
8. Test, Trial and evaluation data of the specific projects.
9. Project completion reports.
10. Publication of R & D results, if published.
11. Patent documents, where applicable

vii) 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 implementation thereof

Since the specific projects are sponsored by the Government departments, they formulate the policy and implementation thereof and generally the members of the public are not involved as such, except that in the R & D Committees / Screening Committees there are representatives of various organisations, industry, etc.

viii) A statement of the boards, councils, committee and other bodies consisting of two or more persons constituted as its part 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:

Since the projects are specifically dedicated to the requirement to achieve the objectives in proposal and as agreed by the Government, the R & D results and other details are available to the Government / Public in form of project report. However, Intellectual Property Right and Patent Laws are in place in certain cases, if applicable.

ix) Directory of its officers and employees:

The directory of its officers and employees related to the project activities is as given in **Annexure VIII.**

x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

Monthly remuneration received by each of its officers and employees related to the project activities is provided in **Annexure IX.**

xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Budget allocations are made by the Government as and when they assign such specific projects. In the absence of allocation of projects, budget allocation cannot be estimated.

However, budget allocations for following on-going projects are as under:

S. N	Specific Project	Budget Outlay (Rs in Lakhs)
1	Establishing a methodology for development of high strength light weight nanocomposite fabric	61.682
2	Moisture managing fruit & vegetable bag	31.00
3	Development of visible –near infra-red camouflage textile	58.02
4	Development and applications of green surfactant in textile processing	46.13
5	Development of a proto-type Shade net house for simultaneously increasing agricultural yield & generating green power	42.95
6	Development of Bio-methodology for efficient and environment friendly textile effluent treatment process by reducing phenol content	39.24

Plans, proposed expenditures and reports on disbursement are available.

xii) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Specific projects financed by the Government to SASMIRA which fall under the RTI Act, do not have any component of subsidy programmes, till now.

xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

Since SASMIRA is entitled to exemption from Income Tax as per Rule 6 of the Income-Tax rules for the purpose of clause ii) of sub-section (1) of section 35 of the Income – tax act 1961 under the category “Institution”. Details are furnished in **Annexure X**, the same will be applicable to specific projects also.

xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:

The official website of SASMIRA contains most of the information about the organization as well as the projects. The websites for SASMIRA are 1) www.sasmira.org 2) www.sasmiraagrotech.com

xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public

SASMIRA has a well equipped library to be used by researchers, students, etc. The details of the days and hours of functioning along with the fees for public are mentioned on SASMIRA's website.

xvi) The names, designations and other particular of the Public Information officers

The Names, designation, etc. of the Public Information Officers related to the specific projects sponsored by the Government (falling under the RTI Act) are as under:

The Appellate Officer: Dr. MANISHA MATHUR
DEPUTY DIRECTOR,

SASMIRA, SASMIRA Marg, Worli
Mumbai – 400 030
Tel: 022-24935351
Fax: 022-24930225
Email: sasmira@vsnl.com
Website: www.sasmira.org

Public Information Officer: Dr. REKHA RAMAKRISHNAN
SCIENTIST ‘B’

SASMIRA, SASMIRA Marg, Worli
Mumbai – 400 030
Tel: 022-24935351
Fax: 022-24930225
Email: sasmira@vsnl.com
Website: www.sasmira.org

xvii) Such other information as may be prescribed; and thereafter update these publications every year

The information related to the specific projects funded by the government are dedicated and owned by the sponsoring agencies. Updating of such information every year does not take place once the specific project is completed unless the sponsoring authority allocates further extension of such project.

However, updating of other related information is carried from time to time in our website.