

MANUAL-1: PARTICULARS OF NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY (NISST), FUNCTIONS AND DUTIES 1

BACKGROUND

The need for Human Resource Development and Technology Up-gradation in the secondary steel sector comprising mainly the steel melting units with EAF or IF, and the Re-rolling units has been felt since long. A similar opinion was expressed by the Advisory Committee on Steel Rolling Industries, set up by Ministry of Steel, Government of India in 1984. It was primarily based on these needs and also the demand from the industry that the National Institute of Secondary Steel Technology was set up as a registered society on 18th August, 1987 under the Chairman of Development Commissioner for Iron & Steel.

The following areas of secondary steel sector are under the purview of the Institute:

- Electric Arc and Induction Furnace
- Ladle Refining
- Rolling Mills (Hot & Cold)
- Direct Reduced Iron units

OUR VISION

“NISST will be the premier institute in the country channelizing state of art knowledge and expertise catering to the various needs of the industries of secondary steel sector and helping the country to achieve the desired fast and healthy growth of this core industrial sector, resulting in big economic, environmental and societal gains in the long run of the country.”

AIMS AND OBJECTIVES

- ❖ To provide trained technical manpower to the secondary steel sector through short-term and long-term courses and to update their knowledge base.
- ❖ To bring awareness about the State of Art Technology by holding Seminars, Workshops, Symposia etc.
- ❖ To provide various industrial services and testing facilities.
- ❖ To extend consultancy services to industries in term of solving technological problems, improving efficiency and reducing pollution levels.
- ❖ To conduct research, Development and Design work in frontier areas for providing update technology to this sector.
- ❖ To organize for documentation and information retrieval services to the industry.
- ❖ To provide the platform for interaction between industry and educational as well as research institutions....

NISST is headquarter at Mandi Gobindgarh, Punjab. The Institute is engaged in various technical activities such as Industrial Consultancy, Training, Energy & M&V Audits, Safety Inspection & Audit testing and Research Development.

MANAGEMENT

NISST is headed by Joint Secretary, Govt. of India, Ministry of Steel as a Chairman and managed by a Board of Governors consisting of members from Industry, Educational, Institutions, Industrial Associations & Ministry of steel under the Chairmanship of Development Commissioner for Iron & Steel ([Annexure-A](#)).

CAMPUS

The Institute has its own campus constructed on six acres of land located on G.T. Road, (National Highway No.1), Mandi Gobindgarh (Punjab) having a covered area of 7000 sq.mtrs. which consists of Administrative Block, Technical Block having different laboratories/lecture halls, hostel and residential block.

MAIN OFFICE

POST BOX NO.92, G.T. ROAD, MANDI GOBINDGARH, DISTT. FATEHGARH SAHIB,
PUNJAB-147301.

TEL: 01765-510141, 511142

E-MAIL: info@nisst.org, WEBSITE :www.nisst.org

AS ON 21.11.2022 totalemployee strength of NISST is 20* comprising of 07 executives and 13 non-executives.

***One executive is on deputation to MOS.**

MANUAL-II : POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

ShriRajib Kumar Paul, Director, NISST is also Secretary to the Board of National Institute of Secondary Steel Technology. Director is responsible for the overall functioning of the organization. He reports to Jt. Secretary, Ministry of Steel and Chairman NISST. Board of the Institute has delegated powers to the Director in order to carry out the functions of the organization. He is assisted by respective In-charge of different Technical/Laboratories, Course Department, Personnel & Administration and Finance & Accounts Departments who carry out their respective functions.

DELEGATION OF POWER TO THE DIRECTOR

1. The Director is being authorized by the Board of Governors to exercise the powers vested with the Board of Governors in accordance with the broad policy and guidelines approved by the Board except those listed in the Appendix which will require prior approval of the Board of Governors. The exercise of these powers by the Director will be subject to the provisions of the Memorandum of Associations and Rules & Regulations of the Society and the policies laid down by the Board of Governors from time to time.
2. The Director may sub-delegate powers conferred on him to the Deputy Director, Heads of Department and other officers under him.
3. Director will have full powers to Institute, defend, abandon legal proceedings or refer claims to arbitration and execute powers of attorney and sign vakalatnamas. Mukhtarnamas, complaints, written statements and all other documents and papers in connection with cases in Law Courts, etc., for and on behalf of the Society.
4. In regard to matter involving financial implications, the delegated powers will be exercised in consultation with Finance.
5. Director may within the ambit of operational necessity and efficiency or to meet an emergency, take such action as may be necessary or appropriate, provided however, that a report is made to Chairman within a reasonable period of time and ex-post-facto sanction or approval of Chairman/Board obtained wherever necessary.
6. All the powers delegated hereby shall be in addition to and not in derogation of Powers of the Director mentioned in Clause 14.2 of the Rules and Regulations.

MATTERS REQUIRING SANCTION OF CHAIRMAN/BOARD**1.0 B U D G E T**

- 1.1 Budget for Capital and operational expenditure.
- 1.2 All long-term plans and programmes of the Institute.

2.0 PERSONNEL

- 2.1 Framing of rules and regulations relating to conduct, recruitment, placement, promotion, deputation and other conditions of service and changes therein in respect of employees of the Institute other than those procedural in nature or involving expenditure or concession to the extent of Rs. One lakh in a year.
- 2.2 Formulation of wage structure and scales of pay of employees of the Institute and any changes therein
- 2.3 Policy matters relating to bonus, traveling, dearness and other allowances.
- 2.4 Policy matters relating to incentive scheme, reward schemes, annual bonus etc.
- 2.5 Creation of and appointment/promotion to posts in the rank of first Deputy to the Director.
- 2.6 Any increase in manpower over the approved strength or annual manpower budget.
- 2.7 Employment, re-employment or extension of service of persons having attained the age of superannuation.
- 2.8 Number and terms of appointment of foreign technicians/experts not included in provisions made in this regard in approved agreement.
- 2.9 Cases of foreign training not included in provisions made in this regard in approved agreements of foreign training.

3.0 CAPITAL EXPENDITURE

- 3.1 Any capital expenditure costing more than Rs. One lakh in each case not included in annual programme of expenditure for the year subject to overall annual limit of Rs. 25 lakhs and subject to overall budgetary limit.
- 3.2 Excess over approved estimates of capital schemes where the excess over estimates is more than 10% for the total scheme.
- 3.3 In the case of an approved scheme, any estimate exceeding Rs. 1 lakh not forming part of a component indicated in the scheme, provided, however, that the limits of the sanctioned budget for the scheme are not exceeded.
- 3.4 Any deviation resulting in substantial modification in and/or the scope of the scheme for which sanction has already been given by Competent Authority.
- 3.5 A Project Report and Estimate as a whole for expansion of existing facilities and/or establishment of new units and facilities/additions/modifications costing over Rs.10 lakhs, in each case.

4.0 CONTRACTS

- 4.1 The placing of orders leading to any commitment if:
 - 4.1.1 the capital scheme has not been sanctioned.
 - 4.1.2 A basic component of a sanctioned capital scheme has not been approved.
- 4.2 Any contract and/or commitment involving a period longer than three years and of value exceeding 10 lakh rupees in each individual case except for items for which statutory price controls are in existence.
- 4.3 Acceptance of disputed claims for the value above Rs. 1.0 lakh.

5.0 WRITE OFF

- 5.1 Write off of any liability on the part of any person, firm or body corporate or irrecoverable value of stores, equipment, tools, plant and materials, Sundry Debtors, etc. above Rs. 0.5 lakhs in each case subject to a maximum of Rs. 5 lakhs in a years.
- 5.2 Write off of shortages of cash exceeding Rs. 2000/- in each case.

6.0 Acquiring of any shares, stock or securities in or of any company or undertaking.

7.0 GENERAL

- 7.1 Sale or alienation in any form of any immovable property vested in the Institute/Society.
- 7.2 Any expenditure on an object which has not been recognized as a fit object for expenditure by the Institute/Society.

TECHNICAL DEPARTMENT

1. ShriRajib Kumar Paul, Director,

- A. Ferrous Metallurgy, Steelmaking, Refractories Heat Treatment, Foundry,
- B. Overall management of the Institute
- C. Head of Technical Department
- D. Industrial Liaisoning, R&D
- E. Secretary to the Board of Governors of NISST

2. Shri Vishva Bandhu, Joint Director (Technical)

- A. Iron Making, Steelmaking, Rolling Technology, Metallurgy, Heat Treatment and Quality of Steel.
- B. Industrial Services, Consultancy, Energy Audit, Monitoring and Verification Audits
- C. In-Plant Training & Skill Development Programmes in all technological areas of iron and steel plant, On-line training programs in all technological areas
- D. Industrial and Manpower survey and assessment
- E. Marketing of NISST's services

3. Shri Anil Mohindru, Sr. Dy. Director (Electrical)

- A. In-charge-Electrical& Computer Lab
- B. Energy Audits, Mandatory Energy Audits & M&V Audits of BEE Designated consumers
- C. Safety Audit & Safety inspection
- D. R&D/Melting trials in Lab scale induction furnace
- E. Training & Skill Development, Consultancy
- F. Quality Manager for NABL Accreditation & BIS recognition

4. Shri Sandeep Pal Singh, Sr. Dy. Director (Technical)

- A. Rolling Mills and Reheating Furnaces.
- B. Incharge - Chemical, Mechanical & Metallography Lab.
- C. Energy Audits, Mandatory Energy Audits & M&V Audits of BEE Designated consumers
- D. Safety Audit & Safety Inspection, R&D
- E. Training & Skill Development
- F. Consultancy
- G. Testing

5. Shri Parmjeet Singh, Sr. Dy. Director (Technical) (Presently on Deputation to MOS)

- A. Faculty member of training programmes
- B. Services relating to energy audit, safety inspection of factories, industrial Services and consultancy in Rolling Mills
- C. Seminar/workshops, refresher courses/skill upgradation programmes, in-house Training programmes etc.

Presently on deputation to MOS, New Delhi as Additional Industrial Adviser

The technical department is assisted by Sr.Lab Superintendent (E&PC lab), Sr. Lab Superintendent (Mech), one Sr. Lab Superintendent (E) and three other staff members.

PERSONNEL & ADMINISTRATION DEPARTMENT

The entire personnel & administrative matters of the Institute are taken care by this department. **Shri V P Tewari, Sr. Dy. Director (P&A)** is the overall in-charge of the department. He is assisted by one Sr. Office Superintendent & Sr. Assistant. He is also looking after the work of Dy. Quality Manager and looking after the sample collection cell for testing of different laboratories and Central Public Information Officer (CPIO).

FINANCE & ACCOUNTS DEPARTMENT

The entire financial & accounting matters of the Institute are taken care by this department. **Shri B K Bansal, Sr. Dy. Director (F&A)** is the overall in-charge of the department. He is assisted by two Sr. Office Superintendent and one staff member.

The organization chart is given at [\(Annexure-B\)](#)

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.

No disciplinary action is initiated against any employee during the year 2019 – 2020.

(ii) Finalized for Minor penalty or major penalty proceedings.

NIL

**MANUAL-III : THE PROCEDURE FOLLOWED IN THE DECISION MAKING
PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

Overall Management of the National Institute of Secondary Steel Technology (NISST) is vested with the Board of Governors of NISST headed by Joint Secretary, Ministry of Steel, Govt. of India while the day to day management of the organization is entrusted with the Director which is performed in association with the Heads of Departments (HODs). The Director reports to the Addl. Secretary, Ministry of Steel, Govt. of India and Chairman NISST.

The Heads/In- Charges of Departments/Laboratories are responsible for the tasks assigned to respective departments/laboratories. They examine and co-ordinate the various proposals and submit their recommendations to the Director for his approval. On getting approval from the Director or the Chairman (as is the case) the orders are implemented by the respective departments. Certain matters related to policy formulation are placed as agenda items from time to time in the NISST Board meetings and decisions obtained. Expenditures are monitored closely through statutory audits. The accounts are placed before the NISST Board for approval.

MANUAL – IV:THE NORMS SET BY IT FOR DISCHARGE OF FUNCTIONS**Major Activities**

The major activities of the Institute include Human Resources Development, Industrial Consultancy, Industrial Research & development, Energy Audits, Safety Inspection of Factories, Testing Facilities, CAD/CAM/CAE, E-Commerce etc. These functions are discharged at the guidelines prescribed under certain standards/norms as defined from time to time.

Fund Management

The Institute has a corpus fund of its own. Deficit budgetary support is received from JPC. The investments are made by the Institute with nationalized banks. For such investments tender notices are issued and investments are done with the approval of Director.

Revenue and Capital Expenditure

The annual budget of the Institute is approved by the NISST Board. Necessary expenditure as per requirement is made through Administration Department in consultation with Finance department with the approval of Director/Chairman as the case may be.

Nature of functions/ services offered, Norms/ standards for functions/ service delivery, Process by which these services can be accessed, Time-limit for achieving the targets

For details click [Citizens Charter](#)

Process of redress of grievances

Grievances on any matter, if any, are required to be addressed to the Director, NISST in writing and are dealt with on a case to case basis by the consult officer under the supervision of the concerned HoD.

MANUAL – V: RULES / REGULATIONS / INSTRUCTIONS / MANUALS & RECORDS HELD IT OR UNDER ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Following rules have been approved by the Board of Governors of NISST and are available with the Personnel & Administration department:

01. MANPOWER PLANNING - HUMAN RESOURCE PLANNING-GUIDELINES
02. RECRUITMENT POLICY
03. (i) EXECUTIVE PERFORMANCE APPRAISAL SYSTEM (POLICY)
(ii) EXECUTIVE PERFORMANCE APPRAISAL SYSTEM (GUIDELINES)
- 04.PROMOTION POLICY FOR EXECUTIVES
05. RULES FOR PROMOTION FRAMED UNDER THE PROMOTION POLICY FOR EXECUTIVES
06. POLICY FOR PROMOTION FROM NON-EXECUTIVE TO EXECUTIVE CADRE
- 07.SYSTEM OF PROBATION& CONFIRMATION OF EXECUTIVES
- 08.POLICY ON TENURE POSTING WITHIN NISST
- 09.STANDARD TERMS OF DEPUTATION
- 10.TRANSFER BENEFITS ON MOVEMENT FROM NISST TO OTHER PSUS
- 11.EXECUTIVE SALARY STRUCTURE
- 12.NON – EXECUTIVE WAGE STRUCTURE
- 13.PAY FIXATION RULES
- 14.NISST ANNUAL INCREMENT RULES
- 15.REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES AND GUIDELINES FOR REGULATING REIMBURSEMENT OF TRANSPORT EXPENSES
- 16.ADVANCE FOR MEDICAL TREATMENT
- 17.FESTIVAL ADVANCE
- 18.LEAVE RULES FOR EXECUTIVES AND THOSE NOT GOVERNED BY STANDING ORDERS AND / OTHER RULES
- 19.CASUAL LEAVE RULES
- 20.ENCASHMENT OF LEAVE
- 21.LEAVE TRAVEL CONCESSION
22. SCHEME FOR FAREWELL TO RETIRING EMPLOYEES
23. ASSISTANCE FOR FUNERAL EXPENSES
24. NISST CONDUCT, DISCIPLINE & APPEAL RULES
25. CHANGE OF SURNAME
26. DETERMINATION OF DATE OF BIRTH
27. TRAVELLING ALLOWANCE RULES
- 28 LONG SERVICE AWARD SCHEME

Apart from the above in order to discharge all functions relating to personnel & administrative matters NISST follows those rules of JPC as considered applicable in case of NISST by the competent authority. Besides NISST Secretariat maintains the following documents that serves as guidelines.

1. Rules & Regulations([ANNEXURE –C](#))
2. Memorandum of Association([ANNEXURE –D](#))
3. Aims & Objectives([ANNEXURE –E](#))
4. Agenda & Minutes of the meeting of the board of Governors of NISST
5. Specific instructions in the form of letters, if any

Transfer Policy and Transfer Orders

In NISST transfer of officers/employees is affected on and as – and – where basis depending upon organizational requirements. Transfer orders are issue in all such cases. [\(ANNEXURE-F\)](#)

MANUAL – VI: CATEGORIES OF DOCUMENTS MAINTAINED**A. Director's Secretariat**

1. Agenda and minutes of the Board of governors of NISST
2. Various policy matters
3. Confidential matters
4. R&D Projects
5. Reports
6. Misc.

B. Technical Departments

- **Electrical Lab-** Audit & Testing Reports
- **Mechanical Lab-** Audit & Testing Reports

C. Laboratories

Laboratories maintain records of various tests and studies conduct by them.

D. Personnel & Administration Department

1. Personal files of the employees
2. Rules & regulations
3. Parliament and MOS queries
4. Contracts entered by P&A department
5. Dispatch & receipt register
6. Confidential matters
7. Legal matters
8. Minutes of Group Gratuity Trust
9. Provident fund related matters and correspondence
10. Personnel and Administration records
11. Miscellaneous

E. Finance & Accounts Department

1. Books of accounts
2. Finance & Budget related matters
3. Investments
4. Provident Fund related matters and correspondence
5. Pay
6. Taxation
7. Reports & returns
8. Financial Records
9. Miscellaneous

MANUAL – VII : THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THEPUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Nil

MANUAL – VIII : A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES 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 ([ANNEXURE-A](#))

- **Boards of Governors of NISST**
- **Composition – As per Rules & Regulation at [Annexure-C](#)**
- **Dates from which constituted – 18th August, 1987**
- **Term/ Tenure – Three Years as per Rules & Regulation at [Annexure-C](#)**
- **Powers and functions as per Rules & Regulation at [Annexure-C](#)**
- **Whether their meetings are open to the public? - No**
- **Whether the minutes of the meetings are open to the public? – Yes**
- **Place where the minutes if open to the public are available? – At [Annexure -G](#)**

MANUAL-IX : A DIRECTORY OF THE OFFICERS AND EMPLOYEES

NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY

(Established by Ministry of Steel, Govt. of India)

P.B No 92, G T Road, Mandi Gobindgarh (Punjab) 147301

TELEPHONE NO : (01765) - 510141&511142**Email:-info@nisst.org, Website: www.nisst.org**

SL.NO.	NAME (S/Shri)	DESIGNATION	TELEPHON EOFFICE	MOBILE	TELEPHONE RESIDENCE	Email Id
1.	Ms. Ruchika Chaudhry Govil, IRS	Chairperson	011-23063297	9810009919		ruchika.govil@nic.in ,
2.	RajibKumarPaul	Director	01765-510141& 511142	9560004102		rajib210@gmail.com , rajib.paul@nisst.org ,
3.	VishvaBandhu	Joint Director (Tech)		9822714907		vishva63@gmail.com , vishva@nisst.org ,
4.	AnilMohindru	Sr. Dy.Director(Elect)		9815904568	(0172)2564568	anil_mohindru@rediffmail.com , anil.mohindru@nisst.org ,
5.	SP Singh	Sr. Dy.Director(T)		9815829399	(01762)221111	spsinghweb@vahoo.co.uk , spsingh@nisst.org ,
6.	BKBansal	Sr.Dy.Director(F&A)		9814897414	(01765)256414	bimalbansal91@rediffmail.com , bimal.bansal@nisst.org ,
7.	VP Tewari	Sr.Dy.Director(P&A)		8283823312	(01762)402650	tewarivp2002@gmail.com , ved.tewari@nisst.org , admin@nisst.org ,

MANUAL –X: REMUNERATION OF EXECUTIVES AND NON-EXECUTIVES

EXECUTIVES			
SL NO	NAME & DESIGNATION S/SHRI	GRADE	PAY SCALE (IN RS)
1.	Rajib Kumar Paul Director	E-8	51300-3%-73000
2.	VishvaBandhu Joint Director (Technical)	E-7	51300-3%-73000
3.	Anil Mohindru Sr. Dy. Director (E)	E-6	43200-3%-66000
4.	Sandeep Pal Singh Sr. Dy. Director (Tech)	E-6	43200-3%-66000
5.	Bimal Kumar Bansal Sr. Dy. Director (F&A)	E-6	43200-3%-66000
6.	Ved Prakash Tewari Sr. Dy. Director (P&A)	E-6	43200-3%-66000

NON-EXECUTIVES			
SL NO	NAME & DESIGNATION S/SHRI	GRADE/SCALE	PAY SCALE (IN RS)
1.	B K Batish Sr. Lab Supdt(E&PC)	S-11	18000-3%-43950
2.	Ms. Bandana Saha Sr. O S	S-11	18000-3%-43950
3.	Jagbir Singh Sr. O S(P&A)	S-11	18000-3%-43950
4.	V.S. Patwal Sr. O S	S-11	18000-3%-43950
5.	Alok Kumar Jha Sr. O S (Computer)	S-11	18000-3%-43950

6.	Praveen Kumar Sr. Lab Supdt (Mechanical)	S-11	18000-3%-43950
7.	Milind N Tupkar Sr. Office Supdt	S-11	18000-3%-43950
8.	Kuldeep Singh Sr. Lab Supdt. (E)	S-10	17900-3%-42030
9.	Vimal Kumar Sr. Assistant (P&A)	S-7	17600-3%-31230
10.	K.P. Prasad Record Keeper	S-6	17500-3%-30070
11.	HariBahadur Office-cum-Lab Attendant	S-6	17500-3%-30070
12.	Mrs. Renu Bala Roy Lab Assistant	S-5	17300-3%-27540
13.	Vikas Kumar Lab Technician (Gr-IV)	S-4	17100-3%-25540

MANUAL –XI: THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF PLANTS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

1. The expenditure of the Institute is controlled through the approved budget of the year.
2. Details of Budget and Actual Expenditure for last three years is given below:-

YEAR	2021-22	2020-21	2019-20
Budget (In Rs. Crores)	501.50	510.53	581.20
Actual Expenditure (In Rs. Crores)	433.82	452.76	507.86

3. Proposed Expenditure

Proposed Budget of NISST for F/Y 2022-23	
Budgetary Heads	Proposed Plan (In Rs. Crores)
Total Expenditure of NISST	547.50

4. In case of an over run under any budgetary head, the revised approval is obtained through the Revised Estimates of the Budget.

**MANUAL –XII : THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF THE
BENEFICIARIES OF SUCH PROGRAMMES**

Relevant information will be included as and when available.

**MANUAL –XIII: THE PARTICULARS OF RECIPIENTS OF CONCESSIONS,
PERMITS OF AUTHORIZATION GRANTED**

Relevant information will be included as and when available.

MANUAL –XIV

**THE DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD
BY IT IN AN ELECTRONIC FORM**

Relevant information will be included as and when available.

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

NISST is maintaining its own library at Head office, Mandi Gobindgarh. These libraries are accessible to the employees and students of this Institute only and not for public use.

MANUAL –XVI

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF APPELLATE AUTHORITY, PUBLIC INFORMATION OFFICERS

APPELLATE AUTHORITY	<p align="center">ShriRajib Kumar Paul Director National Institute of Secondary Steel Technology Post Box No..92, G.T. Road, Distt. Fatehgarh Sahib, Mandi Gobindgarh-147 301, PUNJAB TEL: 01765-510141, 511142 E-MAIL : info@nisst.org, rajib210@gmail.com, director@nisst.org WEBSITE : www.nisst.org</p>
Central Public Information Officers (CPIO)	<p align="center">Shri Ved Prakash Tewari Sr. Dy. Director (P&A) National Institute of Secondary Steel Technology Post Box No.92, G.T. Road, Distt. Fatehgarh Sahib, Mandi Gobindgarh-147 301, PUNJAB TEL: 01765-510141, 511142 E-MAIL : info@nisst.org, admin@nisst.org WEBSITE : www.nisst.org</p>

Name&Detailsof(b)EarlierCPIO &FAAsfrom01.01.2015

CPIO&APIOs	<ol style="list-style-type: none"> 1. Shri V.P.Tewari, Deputy Director (P&A) & CPIO Tel No.01765-258079 & Emailid-info@nisst.org 2. Shri Vishva Bandhu, Sr. Deputy Director (IS) & APIO Tel No.0712-2550685 & Emailid-ngp@rediffmail.com 3. Shri Debashish Chatterjee, Deputy Director (SM) & APIO Tel No.033-26685303 & Emailid-debasishnisst@rediffmail.com
APPELLATE AUTHORITY	<ol style="list-style-type: none"> 1. Shri R.K. Bagchi, Director, Tel No.01765-258080 Email-info@nisst.org

MANUAL –XVII

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATED THESE PUBLICATIONS EVERY YEAR

APPLICATION PROCEDURE FOR REQUESTING INFORMATION

1. Written application for seeking information **in person** shall be accompanied by an application fee of Rs. 10/- in cash against proper receipt or Demand Draft/Banker's cheque payable to **National Institute of Secondary Steel Technology**.
2. Written Application seeking information by **post/courier** shall be accompanied by an application fee of Rs.10/- **by way of demand draft/Banker's cheque only** payable to **National Institute of Secondary Steel Technology**. **No cash will be accepted through post/courier**;
3. Any citizen can submit their online application also at RTI portal- <https://rtionline.gov.in>
4. Thereafter, the fees or costs of the information requested for/to be provided are as under:
 - a. Rupees two for each page (in A-4 or A-3 size paper)
 - b. Actual charge or cost price of a copy in large size paper
 - c. Actual cost of or price for samples or models
 - d. For inspection of records, no fee for the first hour and a fee of rupees five for each subsequent hour (or fraction thereof)
 - e. For information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

5. Particulars of facilities available to citizen for obtaining information

National Institute of Secondary Steel Technology, Post Box No.92, Sirhind Side,
Mandi Gobindgarh, Punjab-147301.

Timing 09:30 AM to 05:30 PM (Monday to Friday except Gazetted Holidays)

Contact Person - Shri V.P. Tewari, Sr. Deputy Director (P&A),

Landline No- 01765-510141&511142,

Mob- 8283823312

Email id- info@nisst.org, admin@nisst.org, tewarivp2002@gmail.com