

Right to Information Act

Mahatma Gandhi National Council of Rural Education

Information under section 4(1)(b) of the Right to Information Act 2005

I. The Particulars of Organisation,function and duties

The Mahatma Gandhi National Council of Rural Education (MGNCRE) aims at human resource development and capacity building of higher education on rural India. Established in 1995 by the Government of India under the Union Ministry of Human Resource Development, the MGNCRE seeks to usher in rural change and inclusive growth as a catalyst organization.

Mahatma Gandhi National Council of Rural Education under the Ministry of Human Resource Development, in Government of India strives to promote resilient rural India through Higher Education interventions. MGNCRE designs, develops and promotes curriculum inputs for higher education programmes offered by Universities and Autonomous Institutions in India. The higher educational streams of focus for MGNCRE include: Rural Studies, Rural Development, Rural Management, Social Work and Education. The curriculum inputs are both theoretical and practical field-related relevant to rural India.

Vision:

To involve higher education curriculum in India in the process of building resilient rural India i.e., Uthkrisht Gram for Unaat Bharat

Mission:

Formulate and recognise curricular inputs and accredit courses and higher educational institutions, which enable development of sustainable, climate and disaster resilient rural livelihoods.

Rationale:

Livelihoods in rural India covering 70% of population are subjected to vagaries of climate and disasters. Without building resilience in them it is always a first step and not higher step in their path of development. In spite of years of hard work it continues to be a hardship ridden life. Rural India was the source of civilisational growth and it has to regain its prime place in the nation building and placing India on the top in the comity of nations in the world. In today's climate vagaries and disaster prone world, it is not enough to develop livelihoods but it is also essential to make them sustainable by continuous attempts to make them resilient. Higher educational

institutions in the country have an important role in formulating and building curriculum for promoting continuous student and institutional engagement in study, research and improvement of the resilience of rural livelihoods and rural critical infrastructure.

Established in 1995 by the Government of India under the Union Ministry of Human Resource Development, the MGNCRE, founded by the Late Prime Minister Sri P V Narasimha Rao, seeks to usher in rural change and inclusive growth as a catalyst organization.

The MGNCRE interfaces with rural institutes of higher learning like Rural Universities, Rural Development Institutes, National Rural Livelihoods Mission and State Livelihood Action Units.

Human Resource Development is our operational framework and Human Development is the goal. Sab Ka Sath Sab Ka Vikas would be the guiding philosophy and strategy of MGNCRE, as enunciated by the Prime Minister of India, Sri Narendra Modi.

Development of higher education curriculum addressing the needs of backward rural areas and their representative higher educational institutions, boosting the flagship social and rural development programmes with focus on education, skill development, employment, livelihoods and Swachh Bharat comprise the core initiatives.

The MGNCRE seeks to strengthen the rural higher education curriculum and the faculty members transacting it. Empowerment of the functionaries will be a well designed corollary.

Capacity building and professionalization of Rural Institutes, skill development, entrepreneurship, livelihoods, community initiatives, creativity of local groups and proactive development action constitute the core content of MGNCRE research and interventions. The curriculum development programmes of MGNCRE mainly include workshops and rural table discussions.

As part of its proactive and continuing research and training endeavour, the MGNCRE has to date initiated Research Projects in different parts of the country. Between 1995-2016, 115 such projects have been completed and appraised by the specialists.

The MGNCRE's governance structure includes the Council and the Governing Body, that are supported by specially constituted committees for planning and monitoring.

Over the years, a number of eminent personalities have been associated with the MGNCRE. Prominent among them are Dr. M. Aram (former MP, Rajya Sabha), Dr. L. C. Jain (former member of the Planning Commission & High Commissioner to South Africa), Prof. B.H. Briz-Kishore (former Member UGC & Prof. JNTU Hyderabad), Dr. S.V. Prabhath IAS and Prof. Ramakrishna Ramaswamy (former VC of University of Hyderabad) functioned as the Chairmen at different points of time.

Dr. W. G. Prasanna Kumar is the present Chairperson. Shri P. Murali Manohar is the Member Secretary.

A Small team of research staff, consultants and administrators offer support services.

The Council releases updated information, as and when required, through its website: <http://www.MGNCRE.in>

The objectives for which the Council is established are to :

Established in 1995 MGNCRE strives :

To study rural society and rural economy through higher educational institutions in order to address the development needs and challenges through participatory mechanisms and appropriate technological responses basing on local resources.

To work with higher educational institutions covering Natural and Social Sciences, Management Sciences and Engineering for developing curricula addressing challenges of rural communities for finding appropriate technology options to promote a just and equitable economic and social development

To adopt interdisciplinary approach and work with faculty members and Post Doctoral Fellows, through workshops for addressing challenges of the rural communities in finding appropriate social and economic responses as per the local and global opportunities in livelihoods.

To develop a pool of researchers and academics across the disciplines interested in and working for rural communities leveraging academic inputs for higher education.

To enable studies on issues and impediments in human resource development initiatives of the Government of India focused on rural India, studying failure and success stories and fine tuning the programmes and their implementation through curriculum interventions in higher education.

To network with educational institutions of higher learning, local governments,

development agencies, Local Governments, gram sabhas and Industry in order to develop synergic convergence of human resources which are socially and economically just and inclusive for the vulnerable sections of rural India

II. Powers and duties of Officers and employees:

The powers of the officers and the employees are derived from various Government rules, instructions and executive orders issued from time to time. The officers and employees of this Council exercise powers and perform duties and roles as delegated to them by various Government Departments.

The Council presently follows the procedures as outlined in the Memorandum of Association(MOA); General Financial Rules, Fundamental and Supplementary Rules. The Financial powers to deal with any financial proposal in the Council are derived from the Delegation of Financial Power Rules (DFPRs) which have been issued by the Ministry of Finance.

a. Officers of the Council:

Officers of the Council include :

1. Chairman
2. Vice Chairman
3. Member Secretary

Chairman

The Chairman, who is the Chief Executive and Principal Administrative Officer, shall preside over all meetings of the Council and its Governing Body. He shall have all the necessary powers for carrying out the functions of the Council.

The Governing Body may, by resolution, delegate to the Chairman such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairman under the powers of delegation under this Rule, shall be reported at the next meeting of the Governing Body.

The Chairman shall be appointed by the Government of India for a term of five years or until he attains the age of 65 years, whichever is earlier. The outgoing Chairman shall be eligible for reappointment but no Chairman shall be appointed for more than two consecutive terms.

Provided that notwithstanding the expiry of the period of five years, the Chairman shall continue in office until his successor is appointed and enters upon his office.

The terms and conditions of service of the Chairman shall be such as may be prescribed by the Government of India from time to time.

Vice Chairman

Dr. Bharat Pathak

Member Secretary

The Member Secretary shall prescribe the duties of all officers and staff of the Council and shall exercise such supervision and disciplinary control as may be necessary subject to the Rules and the Bye-laws.

The person nominated by the Government representing the Ministry of Finance on the Governing Body shall be the Financial Adviser to the Council. In the event of disagreement between the Financial Adviser and the Chairman of the Governing Body on financial matters beyond the delegated powers of the Ministry / Department of the Government of India, the matter shall be referred to the Ministry of HRD, (Department of Education) i.e. the administrative Ministry concerned.

The remuneration, terms and conditions of service, powers and duties of the Member Secretary shall be as specified in the Regulations.

Subject to any order that may be passed by the Governing Body, the Member Secretary of the Council, shall be responsible for the proper administrative affairs of the Council under the direction and guidance of the Chairman.

b. Employees of the Council:

Assistant Director

Assist the Member Secretary in execution of various programmes designed and structured by the Planning Board and Standing Committee. To look after the publications undertaken by the organization. To attend the works allotted by Chairman from time to time.

Private Secretary

Taking dictation in shorthand and its transcription, fixing up appointments, attending phone calls and to the visitors in a graceful manner, keeping an accurate list of engagements and meetings.

Accountant

Maintenance of cash book, ledger, stock register & other books of accounts manually & in computerised accounting package, maintenance of cash imprest, processing of all Bills payable & receipts, preparing of vouchers & cheques, preparation of Monthly Bank reconciliation statement & other financial statements, Preparation of monthly salaries of employees, scrutiny & processing of T.A/D.A bills, LTC claims, Medical claims, etc of staff and members, procurement of stationery, fixed assets, receipt & Issues of stocks, stationery, correspondence, preparing & submission of reports/statements to Ministry, C&AG, coordinating in conducting G.B/Council & other meetings, conventions, computation of income tax of employees & vendors, remittance of TDS to GOI, preparing & filing of quarterly TDS statements, preparation of final accounts i.e. Balance sheet, I&E , R&P, assisting in Internal audit & government audit (C&AG) parties, replies to Audit objections and preparing of Budget estimates & Revised estimates.

III. Procedure followed in Decision making Process, including Channels of Supervision and Accountability.

The work of the council is being carried out with the limited staff. Most of the work relating to General Administrative, Establishment and Cash matters is disposed off at Member-Secretary & Assistant Director Level. On all other issues relating to sectoral/sub-sectoral interactions or convening of meetings, the action is initiated at the level of Chairman / Member-Secretary who after careful consideration takes the decisions.

Cases which require the approval of the Chairman are placed before him by the Member Secretary for order/approval.

The channel of submission as generally followed is as under:

Sl.No	Items of work	Channel of submission
1.	General, Financial Establishment, Administrative and Miscellaneous matters.	Accounts-Administration- Assistant Director- Member-Secretary & Chairman
2.	VIP references, Parliament questions / Matters.	Administration- Assistant Director- Member-Secretary & Chairman
3.	Convening of Sectoral, sub-Sectoral / Sub-Group meetings	Administration- Assistant Director- Member-Secretary & Chairman
4.	Preparation of Minutes of the above meetings	Administration/Private Secretary- Assistant Director- Member - Secretary & Chairman

IV. Norms for the Discharge of Functions of Governing Body

1. To review from time to time the broad policies and programmes of the Council;
2. To suggest measures for the improvement and development of the Council;
3. To consider and adopt the Annual Report and Annual Accounts of the Council and the Audit Report on such Accounts; and
4. To advise the Chairman and the Government of India in respect of any matter which may be referred to it for advice;

V. Rules, Regulation, Instructions, Manual and Records for Discharging Functions

The Council discharges its function as per mandate given to it by the Government of India. In administrative and financial matters, Government of India rules are broadly followed.

VI. Statement of the Categories of Documents held by the council or under its control:

Files and documents related to work of the council / individuals are kept in the custody of administration section.

VII. Particulars of Arrangements for Consultation with or Representation by the Members of the Public in Relation to Formulation of Policy or Implementation Thereof.

1. To appoint advisory boards, expert committees and/or other special committees for such purposes and with such powers as the Council may think fit and to dissolve any/or all of them;
2. Powers, functions and conduct of business of such committees or advisory panels as may be constituted from time to time;
3. The Council has set up certain expert in the identified areas to avail the expert knowledge/ advice of leading professionals which include ten eminent persons/educationists, including Vice-Chairman of the Council, to be nominated by the Government including at least 2 heads of rural institutes/agencies on the recommendation of the Council. This composition shall include two women. four nominees of State Governments (by rotation in alphabetical order).
4. Six persons to represent Government who shall be nominated by the Government of India and shall include one representative each of the Department of Education, Department of Agricultural Research and Development, Department of Rural Development, Ministry of Finance (Dept. of Expenditure), University Grants Commission and Planning Commission.

VIII. Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additional information as to whether the minutes of the meetings of these are open to the public, or the minutes of such meetings are accessible to the public.

Minutes of the Meetings are circulated to the participants of meetings as well as to the Members of the Council.

IX. Telephone Directory of Mahatma Gandhi National Council of Rural Education:

S.No. Name & Designation Telephone No.

1.	Chairman	040-23212120
2.	Member Secretary	040-23422117
3.	Assistant Director	040-23422112
4.	Private Secretary	040-23422105
5.	Accountant	040-23422113

X. The monthly remuneration received by each of its officers and employees of MGNCRE.

Designation	Pay Band & Grade Pay (in Rs)
Chairman	67,000 to 79,000
Member Secretary	37,400 to 69,000, Grade Pay Rs. 8,700
Assistant Director	15,600 to 39,100, Grade Pay Rs.5,400
Private Secretary	9,300 to 34,800, Grade Pay Rs.4,800
Accountant	9,300 to 34,800, Grade Pay Rs.4,200

XI. Budget allocated to each agency (Particular of all plans, proposed expenditure and reports on disbursement made.

The Budget allocations are given below: (Rs. in lakhs)

Mahatma Gandhi National Council of Rural Education	2016-17 Budget Major Head		Total
	Plan	Non-Plan	
	100.00	151.00	251.00
Grand Total	100.00	151.00	251.00

XII. The manner of execution of subsidy programmes including the amounts allocated and the details and beneficiaries of such programmes:

Not applicable

XIII. Particulars of recipients of concessions, permits or authorization granted by MGNCRE:

Not applicable

XIV. Details of the information, available to or held by MGNCRE, reduced in an electronic form

The Council's website: <http://www.MGNCRE.in> contains all important information, which is updated from time to time.

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 use:

For obtaining information the Council's website may be accessed. No Library or reading room is maintained by the Council for public use.

XVI. The Names, designations and other particulars of the public information officers:

Name, designation and other particulars of the Public Information Officer of the Council are given as under:

Member-Secretary
Mahatma Gandhi National Council of Rural Education
Ministry of HRD, Government of India
Shakar Bhavan, Ground Floor #5-10-174
Fateh Maidan Road, Hyderabad-500 004, INDIA
Landline: 040-23422117, Fax : 040 - 23212114. Email: ms@MGNCRE.in

XVII Such other information as may be prescribed:

NIL

Implementation of 'The Right to Information Act, 2005'

The Right to Information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15th June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority.

Whereas, some provisions of this act have come into effect immediately on its enactment (that is on 15th June 2005), other provisions shall come into effect on 100 / 120 days of its enactment.

The Right to Information Act has set out a relatively simple process for accessing information.

Public Information Officer (PIO), who accepts requisitions and provides information

Who gives the Information?

The Public Information Officer

How to access information?

1. Request to be made in writing to the Central/ PIO
2. No reason to be given by the applicant for requesting the information
3. No personal details except that necessary to contact the applicant
4. Information sought for relates to another Public Authority or subject more closely connected with the functions of another Public Authority shall be transferred to the concerned authorities within 5 days under intimation to the applicant.

What it costs to obtain Information?

1. Application fee of Rs.10 - by way of cash, DD, or bankers cheque
2. Rs.2 for each page (A4 or A3 size) created or copies
3. Actual in case of large size paper
4. Actual cost of samples/modules

Exemption from payment of Fees

1. No fee to be collected from persons who are of below poverty line
2. Applicant should prove by way of a certificate/document that he/she belongs to BPL
3. No fee if the Public Authority fails to comply with the time limits

Time limit for supply of information

1. Within 30 days on payment of fees
2. Provide information or reject
3. Within 48 hours if information concerns life or liberty of a person
4. If no reply or information is received as above, it is presumed to have been rejected

What information will not be disclosed?

1. Affecting Sovereignty and integrity of India
2. Forbidden by Court of Law
3. Would cause breach of privilege
4. Trade secrets, IPRs etc.
5. Information available in a fiduciary position
6. Received in confidence from foreign Government
7. Endanger life or physical safety
8. Impede process of investigation
9. Cabinet papers (decision made shall be made public)
10. Unwarranted invasion of privacy of a person