

# **RIGHT TO INFORMATION ACT, 2005**

**Effective from 12-10-2005**

**Public information Officer**

**Shri Arunbhai B. Patel**  
Research Officer

**Appellate Officer**

**Dr. Chandrakantbhai B. Upadhyay**  
Director



**TRIBAL RESEARCH AND TRAINING INSTITUTE**

Gujarat Vidyapith, Ahmedabad-380 014

# TRIBAL RESEARCH AND TRAINING INSTITUTE

Gujarat Vidyapith, Ahmedabad-380 014

Implementation of Right to Information Act, 2005

## CHAPTER I

### Introduction :

#### 1.1 Information regarding background of this booklet (Right to information Act, 2005).

1.1 This booklet will be useful to get the information about Research and Training in respect of Scheduled Tribes.

#### 1.2 Objective of the booklet

1.2 Everyone who works in this field who thinks about these issues as well as the members of Scheduled Tribes and all other citizens have right to know the required information. They can now know whatever they want to know in this regard, through this booklet.

#### 1.3 To which individuals / institution / organisations is this booklet useful ?

1.3 This booklet will be useful to

- Government
- Researchers
- People working among with schedule tribes or the institutions and organisations who are active in the field of Welfare of Scheduled Tribes.

#### 1.4 What is the framework of the information contained in this booklet ?

1.4 The activities of the Tribal Research and Training Institute is mainly divided into three main divisions; viz.

- (1) Research (2) Training and (3) Museum

#### 1.5 Definitions :

(Please define the terms contained in this booklet)

1.5 (A) **Information** means record, documents, memo, e-mail, opinions, advice, press-note, circulars, orders, logue book, contracts, reports, letters, samples, models, information into e-media, material or any form that any public authority can collect from any private body or organisation under any law that is in force at that particular time.

(B) **Record** contains the following :

- (1) Any document, manuscript or file
- (2) Any other information or material as produced through computer or any other instrument.

(C) **Right to information** means the right to get information from any public authority or the organisations under the control of such public authority under this Act. The Right includes :

- (1) Right to examine the work, the documents and record
- (2) Right to get the notes, abstracts or certified copies from the documents or the record.

- (3) Right to get authentic proofs of the material.
- (4) Right to get the Discates, Floppies, Tape, Vedio Cassetts or any other electronic method when such information is stored in a computer or such other instruments. This includes getting a print out of any such information.
- (D) **"The State Information Commission"** means the State Information Commission constituted under section 15, sub section (1) of the Act.
- (E) **"The Chief Information Commissioner"** and the "Information Commissioner" of the State means the Chief Information Commissioner of the State and the Information Commissioner of the State appointed under section 15, sub section (3) of the Act.
- (F) **"The Public Information Officer of the State"** means the Public Information Officer of the state as identified under section 5, sub section (1) of the Act. This also includes the **Assistant Public Information Officer** of the State as appointed under sub-section (2) of the said section.
- (G) **'The Third Party'** means any other individual other than the citizen who has requested for the information. This also includes the public authority.
- 1.6 The name of the contact person; who could be contacted for the additional information on the subject matter contained in this booklet.**
- 1.6 Research Officer,**  
Tribal Research and Training Institute, Gujarat Vidyapith, Ahmedabad-380 014 and for still further information;
- Director,**  
Tribal Research and Training Institute,  
Gujarat Vidyapith, Ahmedabad-380 014
- 1.7 The procedure for getting the information which is not contained in this booklet and the amount of fees to be paid for it.**
- 1.7 The above mentioned officers can be contacted personally or through correspondence.

**CHAPTER - II**  
**(Code of Rules - 1)**

**Details regarding the Organisation, its functions and duties**

**2.1 Objective of the Public organisation.**

- 2.1 (1) This is an Institute to study the existing conditions of the tribals, their socio-economic and educational problems and their development.
- (2) This Institute also prepares the Monograph of various scheduled tribes and prepares their development programmes.
- (3) The Institute also takes up evaluation programmes for development of tribals as sponsored by the Government.
- (4) The Institute imparts training to the Officers / Staff members / Workers of both Government and Voluntary sectors, associated with the tribal areas of the State.
- (5) The Institute is committed to the cause of tribals and tribal culture; and has established a Museum to enliven the tribal culture.

**2.2 What is the Mission and Vision of this public organisation ?**

- 2.2 The organisation has a single mission / vision to be helpful to Government in the development programmes for tribals and in both planning and policy making for tribals.

**2.3 Short history of the organisation and the context of its establishment.**

- 2.3 It has been the policy of Government of India to have such Tribal Research and Training Institute in each State having more than a million population of tribals. Accordingly, this Institute was established in the State of Gujarat since 1962. Incidentally it is located in Gujarat Vidyapith, Ahmedabad, which was established by Mahatma Gandhiji.

**2.4 Duties of the Organisation**

- 2.4 To conduct research in various aspects of tribal life and culture and to evaluate the schemes sponsored/conducted by Government for the development and welfare of tribals.

**2.5 Main Functions / Activities of the Organisation**

- 2.5 As the title of the Organisation indicates, the main functions and activities of the Organisation are Research and Training in the field of tribals. Besides the organisation undertakes following activities :

- To orient the officials, staff members, office bearers functioning in tribal areas regarding tribal life and life-style through training.
- To establish the tribal traditions in the Tribal Museum through models, pictures, photographs etc.
- To maintain and preserve several socio-cultural life-style of tribals which are now gradually decaying from tribal communities.
- To make the people of other communities aware about tribal life and culture through talks, lectures, literature, leaflets and through very sound and effective medium of Tribal Museum which is a living document of Tribal life.

**2.6 List of services provided by the organisation and brief description thereof.**

- 2.6 This is per se an academic organisation and not in the field of providing direct

services to community. Nevertheless, the Institute organises training courses in respective areas to bring awareness among scheduled tribe people or to orient them regarding schematic information related to planning.

**2.7 The Organisation chart of the organisation starting from state level, Director's Office, Regional Offices, District Offices, Block Offices etc. (whichever is applicable)**

2.7 This is a State level Institute. This is a Research/Training Institute; and as such has no sub-ordinate offices below.

**2.8 Expectation from people to strengthen the effectiveness and efficiency of the Organisation.**

2.8 People should get more sensitised towards problems of scheduled tribe people. They should have empathy towards their core issues of life.

**2.9 Systems and strategies to solicit public co-operation.**

2.9 Optimum use of social research methods and techniques; and to get first hand information of local conditions through the training programmes for village level workers.

**2.10 Existing Machinery for providing services, monitoring and public grievance redressal**

2.10 We have appointed one of our Research Officers as Public Information Officer under this Act. He will look after these functions under the guidance and supervision of the Director of the Institute.

**2.11 Main Office and addresses of the other sub ordinate offices at various level (please classify them district-wise to facilitate the user community)**

2.11 Main Office : Tribal Research and Training Institute,  
Gujarat Vidyapith, Ahmedabad-380 014  
(There is no any subordinate office)

**2.12 Office Time, starting time, closing time**

2.12 Starting Time of the Office 11.00 A.M.  
Closing Time of the Office 6.00 P.M.

**CHAPTER - III**  
**(Code of Rules - 2)**  
**Powers and Duties of Officers and Staff**

**3.1 Please provide details about powers and duties of the officers and staff members of the Institute.**

3.1 Powers and Duties of the Officers and Staff Members of the Institute :

Sr. No.	Designation	Powers	Duties
1.	Director	Administrative, Financial and controlling all the activities of the Institute	To systematise the management of the Institute
2.	Dy. Director	Assisting in Administrative and financial matters	Assisting in Management
3.	Research Officer/ Extension Officer/ Lecturer	Work related to Research Projects	Research, Training, Seminar etc.
4.	Research Assistant/ Field Assistant/ Statistical Assistant		Providing assistance in Research and Training
5.	Museum Assistant	To procure various items for development of Museum	Work related to Museum
6.	Accountant/ Administrative Assistant	To look after accounts and financial matters	All responsibilities related to Accounts & administration
7.	Clerk-cum-Typist	--	Correspondence, Typing of Research studies, other administrative work
8.	Driver-cum-operator	---	Driving of Vehicle and operating the apparatus
9.	Peon	---	Cleaning of Office, Messenger for movements of files/letters etc.

**CHAPTER-IV****(Code of Rules - 3)****Rules, Regulations, Instructions, Manual and Records**

4.1 Please furnish the list of Rules, Regulations, Instructions, Manual and records to be used/followed by the officers and staff members of the organisation in the following proforma. This proforma is to be used for all kinds of documents.

4.1 The details as required as under :

Rules	As per Gujarat Vidyapith Rules
The copy of the Rules, Regulations, Instructions, Manual, Records etc. can can be had from the	<b>Address :</b> Tribal Research and Training Institute, Gujarat Vidyapith, Ahmedabad-380 014 Telephone : 079-27545165 Fax : 079-27545165
The amount of fees to be collected (if any) to provide copy of the Rules, Regulations, Instructions, Manual, Record etc.	As per Government Rules

**CHAPTER-V**

(Code of Rules - 4)

**Details regarding arrangements of consultation with or representation of the members of the public in framing of the policy or implementation of policy.**

**Policy Making :**

**5.1 is there any provision for making consultation with or soliciting partnership of people or their representatives in framing of policy ? If so, please furnish the details of such policy in the following proforma :**

Details		Proforma	
Sr. No.	Subject/ Issue	Is it necessary to ensure the partnership of people (yes/No)	Arrangements solicit such partnership of people
1.	Research	Yes	The Researchers visit the field areas
2.	Training	Yes	The Training programmes for the Office bearers are arranged at local level

**• How would this help the people to realise that the people's participation is actualised in the matters of policy making and their implementation ?**

Through the reports of Research studies and Training Programmes.



**CHAPTER-VI**

(Code of Rules - 5)

**Statement regarding the level of documents with the Organisation or the individuals under its control.**

**6.1 Please make use of the following proforma to provide information regarding Government documents. Also mention the places such as secretariate level, Directorate level, other etc. where such documents are available. (Instead of mentioning other, please mention specific level of office / place)**

<b>Sr. No.</b>	<b>Level of Documents</b>	<b>Name of Documents and its identification in a single line</b>	<b>Procedure to procure such documents</b>	<b>It is with /in possession of the following individual</b>
1.	Research studies	Name of the Particular Research study	In writing	Research Officer

**CHAPTER VII**

(Code of Rules - 6)

**Statement regarding Board, Council, Committees and other organisations constituted under the same**

\_\_\_\_\_ NIL \_\_\_\_\_

**CHAPTER - VIII**  
(Code of Rules - 7)

**Name, Designation and other details of Public Information Officers.**

**8.1 Please furnish the communication information of the Public Information Officers and Regional Legal (Appellate) Officer of the Organisation in the following proforma**

Details :

**Public Information Officers**

Sr. No.	Name	Designation	STD Code	Phone Office	Number Residence	Fax	Address
1.	Shri Arunbhai Patel	Research Officer	079	27545165	27414523	27545165	55, Shree Kunj Society, Nr.Ranna Park, Ahmedabad 380061

**Regional legal (Appellate) Officer**

Sr. No.	Name	Designation	STD Code	Phone Office	Number Residence	Fax	Address
1.	Dr.Chandrakantbhai Upadhyay	Director	079	27545165	27462133	27545165	B/41, New Naimesh-park, Sola Road, Ahmedabad 380061

**CHAPTER IX****Procedure to be followed in taking a decision**

**9.1 What procedure is followed to take a decision on various issues ? (you may also quote secretariate code of Rules or Rules of business / other rules and regulations etc.)**

9.1 In some matters, the decisions are taken on the basis of procedure followed in Gujarat Vidyapith administration.

**9.2 What are the documentary procedures / resolved procedures / fixed norms / rules etc. for taking decisions on important matters ? At what level, is the matter considered to take a decision ?**

9.2 Some of the decisions are taken alongwith Gujarat Vidyapith procedure; whereas in the matters of Research, Training etc. the decisions are taken under the guidance of Tribal Development Department of Government of Gujarat.

**9.3 What is the system to disseminate the decisions upto people's level ?**

9.3 Research studies.

**9.4 Who are the Officers, whose opinions are considered in the process of taking a decision ?**

9.4 Registrar, Gujarat Vidyapith, Ahmedabad.

**9.5 Who is the final authority in the process of decision making ?**

9.5 Director of the Institute and Registrar, Gujarat Vidyapith; Ahmedabad.

**9.6 Please furnish the information in following proforma regarding decisions being taken and on which important matters by the public organisation authority.**

**9.6 Proforma**

Subject matter on which the decisions are taken	Research, Training, Seminar etc.
Guidelines/guiding principles, if any	Tribal Advisory Committee
Process of Implementation	By the Tribal Development Department, Government of Gujarat
Designation of the Officers who are involved in the process of decision making	Director, Tribal Research and Training Institute, Gujarat Vidyapith, Ahmedabad.
Information regarding contact to the above mentioned officers	In person, at the office of the Institute on working days between working hours <b>OR</b> Phone -79-27545165
If one is not satisfied with the decisions, where to file an appeal and how ?	Commissioner, Tribal Development Dept., Gujarat State, Gandhinagar and Registrar, Gujarat Vidyapith, Ashram Road, Ahmedabad-380 014 In person or through on application

## CHAPTER - X

## Information regarding officers and staff members of the Institute

Sr. No	Name	Designation	Phone No.	Address
1.	Dr. Chandrakantbhai B. Upadhyay	Director	(O) 079-27545165 (R) 079-27462133	B/41, New Naimeshpark, Sola Road, Ahmedabad-380 061
2.	Shri Bhikhabhai Somabhai Patel	Research Officer	(O) 079-27545165 (R) 079-27487385	A/101, Keshavpriya Appartments, Opp. Ashray Flats, Nr. Gopalnagar, Naranpura, Ahmedabad-380 014
3.	Shri Kantilal D. Makwana	Research Officer	(O) 079-27545165 (R) 079-27560512	12, Uttara Society, First Floor, Nr. RTO Office, Gandhi Ashram, Ahmedabad-380 027
4.	Shri Arunbhai B. Patel	Research Officer	(O) 079-27545165 (R) 079-27414523	55, Shri Kunj Society, Nr. Ranna Park, Ghatlodia, Ahmedabad-380 061
5.	Shri Jashvantsinh N. Rathod	Research Officer	(O) 079-27545165	111, Alkapuri Co. op. Housing Society, Ghatlodiya, Ahmedabad-386061
6.	Shri Bachubhai S. Baranda	Extension Officer	(O) 079-27545165	35/22, Professors Colony, Nr. Gymnasium, Gujarat Vidyapith, Ahmedabad-380 014
7.	Shri Chandrakant S. Patel	Research Assistant	(O) 079-27545165	B-G/2/1, New Krishna Baug Apts., Nr. Balakrishna Temple, Ranip, Ahmedabad-5
8.	Shri Dilipkumar Bhagabhai Parmar	Research Assistant	(O) 079-27545165 (R) 079-27488693	F/43/601, Sagar Apts., Bhavsar Hostel, Nava Vadaj, Ahmedabad-380 014
9.	Shri Arvindbhai Bhalchandra Ghosalkar	Museum Manager	(O) 079-27545165 (R) 02717-573295	B/403, Abhinandan Complex, Opp. Inductotherm Ltd. Bopal, Ahmedabad-58
10.	Shri Ravindrabhai R. Pancholi	Research Assistant	(O) 079-27545165 (R) 079-27543466	35/14, Professors <i>Resider</i> Gujarat Vidhyapith, Ashram Road, Ahmedabad-380 014

Sr. No.	Name	Designation	Phone No.	Address
11.	Dr. Niranjana N. Patel	Research Assistant	(O) 079-27545165	31, Mangaleshwar Society, Opp. Chandrika Park, Ghodasar, Ahmedabad-380 050
12.	Shri Devchandbhai Manubhai Vahonia	Field Assistant/ Statistical Assistant	(O) 079-27545165	35/17, Professor's Residence, Gujarat Vidyapith, Ashram Road, Ahmedabad-380014
13.	Shri Ratnabhai Vastabhai Desai	Clerk-cum-Typist	(O) 079-27545165	O/2, Kalpturu Flats, Opp. Ganesh Vidyalay, Nava Vadaj, Ahmedabad-380 014
14.	Shri Satishkumar D. Darji	Clerk-cum-Typist	(O) 079-27545165	167, Harsiddhnagar Sector-24, Gandhinagar
15.	Shri Hiralal H. Patel	Driver-cum-Operator	(O) 079-27545165 (R) 079-27541148 Ext.- 217	25/2 Staff Quarters, Gujarat Vidyapith, Ashram Road, Ahmedabad-380 014
16.	Shri Shukarbhai G. Halpati	Peon	(O) 079-27545165	37/5, Staff Quarters, Gujarat Vidyapith, Nr. Water Tank, Ashram Road, Ahmedabad-380 014
17.	Shri Ashokbhai R. Halpati	Peon	(O) 079-27545165	36/12, Gujarat Vidyapith Staff quarters, Near Water Tank, Ashram Road, Ahmedabad-380 014

**CHAMPTER - XI**

(Code of Rules - 10)

**Monthly emoluments received by each officer and staff member of the organisation  
alongwith pay-scales / procedure for payment of salary as laid down in ruies / bye-laws.**

Proforma

Sr. No.	Name	Designation	Monthly emoluments	Procedure as laid down in rules/regulations for deciding the salary
1.	Dr. Chandrakantbhai Upadhyay	Director	32,001	As per rules and regualtions of the Higher
2.	Shri Bhikhabhai S. Patel	Research Officer	22,048	Education Department and the Government of
3.	Shri Kantilal Makwana	- do -	21,095	Gujarat
4.	Shri Arunbhai Patel	- do -	21,429	
5.	Shri Jashvantsinh Rathod	- do -	20,571	
6.	Shri Bachubhai Baranda	Extension Officer	24,248	
7.	Shri Chandrakantbhai Patel	Research Assistant	19,524	
8.	Shri Dilipbhai Parmar	- do -	19,524	
9.	Shri Arvindbhai Ghosalkar	Musium Assistant	21,095	
10.	Shri Ravindrabhai Pancholi	Research Assistant	12,450	
11.	Dr. Niranjnanaben Patel	- do -	11,917	
12.	Shri Devchandbhai Vahonia	Statistical Assistant	10,913	
13.	Shri Ratanbhai Desai	Clerk-cum-Typist	7,732	
14.	Shri Satishbhai Darji	Clerk-cum-Typist (Accountant Adm.Assistant)	7,161	
15.	Shri Hiralal Patel	Driver-cum-Operetar	9,867	
16.	Shri Shukarbhai Halpati	Peon	6,839	
17.	Shri Ashokbhai Halpati	- do -	5,104	

**CHAPTER-XII**

(Code of Rules - 11)

**Budget outlay provided to each Organisation**

Details of Reports of proposed expenditure and payments made  
For the Public Organisations responsible for Development, construction and technical works.

(Rs. in lakhs)

**For other Public Organisations****Proforma**

Head	Proposed Budget	Sanctioned Budget and No. of instalments	Amount Released	Total expenditure
2225 Scheduled Tribes Demand No.93	45.61	83.62*	83.62*	40.62
Welfare of Scheduled Tribes and backward classes	10.00	14.84*	14.84*	11.49

\* In Demand No.93, Rs. 36.21 lakhs have been received from Government of India towards grants for development.

\* In Demand No.96, Rs. 4.84 lakhs have been received towards survey for villages of Khanpur Taluka of Panchmahal District.



**CHAPTER - XIII**

(Code of Rules - 12)

**Procedure regarding implementation of Subsidy Programmes**

\_\_\_\_\_ NIL \_\_\_\_\_

**CHAPTER - IXV**

(Code of Rules - 13)

**Details regarding Reliefs, Permits and receiving of Authority (Licence)**

\_\_\_\_\_ NIL \_\_\_\_\_

**CHAPTER - XV**

(Code of Rules - 14)

**Norms decided for performance of work**

**15.1 Please give details about the norms decided by the Department to undertake various activities / programmes.**

15.1 Priority is given to those Research Studies which are undertaken at the instance of Government of India or proposed / suggested by the Tribal Development Department of Government of Gujarat. Besides, the meeting of the Advisory Committee is held every year and the works related to Research Training or Development of Museum etc. are undertaken as per the suggestions of the Committee. Their suggestions are fully considered in this regard. Immediate work is given priority and likewise the urgent work gets such priority in principle and practice.

**CHAPTER - XVI**

(Code of Rules - 15)

**Information available in Electronic Form**

**16.1 Please give details about information about various schemes available in electronic form.**

16.1 Some informations about activiies of the institute are presented on web-site. The books and half-yearly issue of "Adivasi Gujarat" published by the Institute are available. The Reports of Research Studies are forwarded to the Tribal Development Department of Gujarat State, when finalised.

**CHAPTER-XVII**

(Code of Rules - 16)

**Details of the facilities available to the citizens to collect information.**

**17.1 Following facilities / instruments / procedures are available to people to get information :**

- Office Library
- Research Reports
- Half-yearly House-Journal "Adivasi Gujarat"
- Exhibitions / Museum
- Notice Board
- Inspection of records in the office of the Institute
- Website

**CHAPTER - XVIII**  
(Code of Rules - 17)  
**Other Useful Information**

**18.1 Questions asked by people and their replies**

18.1 The Questions asked are being replied by post or sometimes telephonically.

**18.2 For seeking Information :**

- Application Form (a copy of the filled in application form for ready reference)  
As decided by the Government.
- Fees - As decided by Government.
- How to make an application to get the information ? Some comments, suggestions etc.  
In the form of a proforma.
- When the request for information called for is rejected, what are the Rights of a citizen and the procedure to file an appeal,  
As per rules.

**18.3 In respect of Training provided by a Public Organisation.**

- (i) **Name of the Training Programme and the brief description thereof**
- (i) The training is imparted by the Institute to the Officers, Staff Members, Office-bearers at village level. Female workers of Anganwadi centres (ICDS) etc. working in the tribal areas with a view to orient them about tribal life-style, tribal culture, tribal social system and the problems faced by them etc. and help them to apply their mind in the direction of finding solutions to these issues.
- (ii) **Duration of the Training Programmes**
- (ii) Duration of the Training Programmes.

Sr. No.	Details	Duration
1.	Government Officers cl. II	12 days
2.	Government Officials Cl. III	4 days
3.	Female workers of Anganwadi (ICDS) Programme	4 days
4.	Teachers of Ashram Shalas	4 days
5.	Office bearers at village level	4 days
6.	Bit Guards of Forest Dept.	3 days
7.	Tribal Youth	3 days
8.	Government Officials (Refresher Course)	3 days

**(iii) Objective of the Training**

- (iii) The main purpose is to orient the trainee officials about tribal culture and their life-style so that they can work with them with ampathy and can reach the information about planning to the last of the last individual of tribal community.

**(iv) Physical and Financial Targets (last year)**

- (iv) Financial outlay Rs. 1,50,000  
Actual expenditure Rs. 1,69,642

**(v) Eligibility for Training**

- (v) The trainees are officers, staff members etc. working to tribal areas and selected by their respective department for training.

**(vi) Pre-requisites for training, if any**

- (vi) Nil

**(vii) Financial or any other assistance, if provided**

- (vii) Nil

**(viii) Time Table for the Training Programme, if available**

- (viii) Nil

**(ix) The system of informing the trainees about proposed time-table**

- (ix) The trainees are informed by their respective departments as well as by this Institute.

**(x) The arrangements required to be made by the public organisation to bring awareness among people, about the training programme.**

- (x) Nil