

No. A/2-1/2007-WII (Vol. VIII: 2014-15)

Dated 14<sup>th</sup> November 2014

To,

Sh. Pradipta Pal  
C/o M. Madhusudan, Plot M-3/47  
15-Maruti Vihar, Raghunathpur  
PO Barang,  
Bhubaneswar, Odhisha-754005

**Sub.: Information under Right to Information Act, 2005- reg.**

- Ref.: (i) Your Online RTI Application MoENF/R/2014/60807, dated 30.09.2014  
(ii) Under Secretary to the Government of India & CPIO (P.II), letter No. A-65011/52/2014-P.II, dated 8<sup>th</sup> October 2014.

Sir,

With reference to your above mentioned RTI application, the required information as obtained from the concerned officer of the Institute is annexed herewith in 11 pages for your reference.

In case you are not satisfied with this reply and want to appeal as per the provisions of RTI Act, 2005, the address of Appellate Authority is being given as follows:

Dr. V.B. Mathur, Director & Appellate Authority, Wildlife Institute of India, Chandrabani, Dehradun – 248 001, Ph.: 0135-2640910.

Thanking you.

Yours faithfully,



(Aseem Shrivastava)  
CPIO

Copy to: Sh. M.K. Rai, Under Secretary to the Government of India & CPIO (P.II), Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi – 110003 – for information.

  
14/11/2014

**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN**

No. A/2-2/2009-WII

Dated 12 November 2014

**Sub.: Note from CPIO dated 11.11.2014 – regarding RTI application from Mr. Pradipta Pal under RTI-2006 through MOEFCC – reg.**

Sl. No	R. T. I. Questions raised by Pradipta Pal	Replies by the Institute
1.	Give detail names and designation and complete information of the group- A level new officers such the rank of as deputy secretary, additional secretary, joint secretary, assistant secretary and secretary who have joined in your department/ ministry from June 2014 to October 2014 till date	For the period from June 2014 to October 2014 one Group-A Officer Ms. Malvika Onial has joined as Scientist-E in WII Dehradun on contract basis for one year.
2..	Give the detail subject names/dates and number of circulars/notifications/orders issued by your departments/autonomous organization/ undertaking under your ministry for ensuring an improved work culture and work environment including hygiene and cleanliness of the work place from June 2014 to October 2014 till date.	Circular No. WII/ADM/2014-15/033 dated 26 <sup>th</sup> September 2014 was issued during June 2014 to October 2014 is at <b>Annexure-1</b> .
3.	Who takes charge or the authorized officer in charge to look after for ensuring an improved work culture and work environment including hygiene and cleanliness of the work place in your departments/ministry/ autonomous organization undertaking under your ministry.	Dr. Parnab Pal, F.T.O.
4.	Give the details of visit inspection of the secretary, central minister/cabinet minister /prime minister of India with day and date to your department offices, sub-ordinate department and organization from June 2014 to October 2014 till date.	Hon'ble Minister of State (Independent Charge) Shri Parkash Javdekar, Minister of Environment, Forest & Climate Change visited WII on 30.08.2014.

5.	What is the amount of money or budget sanctioned or funds earmarked by your department/ministry to organize improved work culture and work environment including hygiene and cleanliness of the work place for the year 2014.	Copy of budget allocation of WII for 2014-15 is at <b>Annexure-2</b> .
6.	Give the detail steps taken and action undertaken by your department/ministry/undertaking with day and date to organize cleanliness drive improve work culture. How much time is spent on cleanliness drive in your department/ministry in weekly basis SINCE-JUNE-2014 TILL DATE.	No specific time has been earmarked, however, the management inspects the work environment regularly.
7.	Give the detail steps taken and action undertaken by your department/ministry/undertaking to digitalize files and weeding out old and useless and outdated files.	Presently, focus is on e-governance and having stabilized that, other measures will be taken.
8.	Is there a hygienic toilet/bathroom dustbin, spit bin your departments/ministry/autonomous organization FOR EMPLOYEES. Is smoking cigarette, chewing paanmasala, gutka and drinking liquor is banned during office hours in your department/ministry.	Yes

B  
13.11.2014  
(Baljot Kaur)

A.O. (on leave)

Registrar

Ans  
13/11/14

CP/O

Pl. do the needful & put up.

PA (CTI)

13.11.14

**Wildlife Institute of India**  
Chandrabani, Dehradun

No. WII/ADM/2014-15/033

Dated 26 September, 2014

Circular

**Sub: National Cleanliness Campaign –reg.**

Participation of All have been called upon by the Hon'ble Prime Minister for a 'Swachh Bharat' in order to make it a campaign of mass movement. The effort aims to realize Gandhiji's dream of a clean India by the 150<sup>th</sup> birth anniversary of Mahatama Gandhi in 2019.

The campaign has begun on 25<sup>th</sup> September, 2014 and it has been decided that, on 02<sup>nd</sup> October, 2014, 'Swachhta Shapath' (Pledge) will be administered to all in Government offices and cleanliness drive led by senior officers will be undertaken in all government and public offices.

While, the campaign is going to be a continuous and sustained process, the activities to be undertaken in the Wildlife Institute of India upto 02<sup>nd</sup> October, 2014 have been decided as under –

**1. Participation**

All employees, researchers, students and trainees are required to participate in all activities detailed below with zeal and enthusiasm.

**2. Activity upto 01<sup>st</sup> October, 2014**

- (a) From 1630 hrs to 1730 hrs on working days, all employees shall organize their files in orderly manner; clean up their drawers and office tables and chairs.
- (b) All public toilets, Kitchen of Guest House and Hostels will be properly sanitized and cleaned. Dr. Pranab Pal, FTO will arrange the cleaning material and co-ordinate with the concerned officers and staff to ensure that the activity is completed by 01<sup>st</sup> October, 2014.
- (c) The committee already constituted for preparation of lists of condemnable/scrap stores will expedite the process so that the junk can be disposed from the campus appropriately. Dr. V.P. Uniyal will supervise and coordinate this activity.
- (d) Dr. Pranab Pal will ensure that the three rooms in teaching block, presently being used as store for condemnable articles will be cleared of all material and cleaned up.

- 124
- (e) The major water tank and all water coolers in the Institute will be cleaned. Dr. Pranab Pal, FTO will take necessary measures in this regard.
- (f) The old newspapers, magazines etc. piled up in the library will be exchanged for office files e.t.c. with the concerned agency. Shri P.K. Aggarwal, A.O. will coordinate this activity.

3. Activities on 02<sup>nd</sup> October, 2014

- (a) 'Swachhita Shapath' (Pledge) will be administered by DWII at 0900 hrs in the Auditorium Hall of the Institute. All employees, researchers, students and trainees should be seated in the Hall latest by 0855 Hrs.
- (b) Thereafter, will be a presentation on domestic waste management. Dr. Pranab Pal, FTO will coordinate.
- (c) Thereafter, all employees, researchers, students and trainees shall participate in the cleaning process in and around their respective work places.

  
(P.K. Aggarwal)  
Administrative Officer

- Encl: (1) Letter D.O. NO. CS-14771/2014 dated 20.09.2014 from Cabinet Secretary, Government of India.
- (2) Message dated 25 September, 2014 of Hon'ble Prime Minister of India

**WILDLIFE INSTITUTE OF INDIA**  
**CHANDRABANI, DEHRADUN**

No. WII/FIN/2014-15/15/Accts

Date: 21<sup>st</sup> May 2014

**CIRCULAR**

**Budget Allocation for Financial Year 2014-15**

The budget appropriation for 2014-15 to carry out the activities of the Institute is hereby conveyed for necessary action.

The MoE&F has allotted Rs. 1949 Lakhs under Plan (revenue), Rs. 150.00 Lakhs under plan (Capital) and Rs. 115 Lakhs under Non-Plan.

In view of the fund constraints, it is impressed upon the Concerned Officials/Course Directors/Nodal Officers that the expenditure be restricted within the allocation under each head/activity.

Finance Officer should ensure control over expenditure under various items as per the allocation.

This issues with the approval of the Competent Authority.

*Suresh Dalal*  
(Suresh Dalal)  
Registrar

**Distribution:**

1. PA to Director
2. PA to Dean
3. PA to Registrar
4. Nodal Officer AV Unit
5. Nodal Officer Computer Cell
6. Research Coordinator
7. Course Director (Diploma)
8. Course Director (Certificate)
9. Course Director (M. Sc.)
10. In-charge Research Lab.
11. In-charge Forensic Lab
12. In-charge Genetic Lab.
13. In-charge Health Lab.
14. In-charge Herbarium.
15. Librarian
16. Administrative Officer
17. Finance Officer
18. Academic Officer
19. FTO/AEO
20. Store Keeper
21. Guard File

# Budget Estimate for Financial Year 2014-15

(Amount in lakhs)

Sl. No.	Major Head	Budget Allocation	Concerned Officer	Remarks
1	Salaries Plan	1375.00	Finance Officer	
2	Travel Expenses	23.00	Finance Officer	
3	Office Expenses	138.00	AO/Acamadic officer/ AEO/FTO	"Details in Annexure-I"
4	Estate Management	100.00	AEO	
5	Capital Assets	150.00	Junior Engineer	"Details in Annexure-II"
6	Books/Journals & Periodicals	25.00	Librarian	
7	Publication	5.00	NO AV Cell	
8	Computer Cell	20.00	NO Computer Cell	"Details in Annexure-III"
9	MSc	25.00	Course Director Msc	
10	Research Projects	100.00	Research Coordinator	
11	Furniture and Fixture	3.00	A.O.	
12	Academic & Teaching	90.00	Course Director PG Diploma/ Certificate	
13	Development of Research Laboratory	6.00	As per details as annexure	"Details in Annexure-IV"
14	Development of Forensic Laboratory	15.00	Dr. S.P. Goyal	
15	Herbarium	1.00	Dr. B.S. Adhikari	
16	Add Act: ARS / TRAC & Others	8.00	Research Coordinator/ Course Director	
17	Maint. of Civil & Electrical Works	15.00	Junior Engineer	"Details in Annexure-V"
	<b>Total (Plan)</b>	<b>2099.00</b>		
18	Salaries Non Plan	125.00	Finance Officer	
	<b>Total (Non Plan)</b>	<b>125.00</b>		
	<b>Grand Total (Plan + Non Plan)</b>	<b>2224.00</b>		

## Office Expenses for 2014-15

S. No.	Head	Budget Estimate for 2014-15
1	Telephone & Trunk calls	8.00
2	Postage & Telegram Charges	2.00
3	Electricity & Water Charges	75.00
4	Repair & Maintenance of equipments/furniture's	1.00
5	Maintenance of WII Campus	5.00
6	POL of WII Vehicles	17.00
7	Repair & Maintenance of WII Vehicles	8.00
8	Training for skill up gradation of technical/Administrative staff	0.50
9	Stationery & Computer Consumables/Peripherals	6.00
10	Contingencies & Misc. expenses like legal fees, Newspaper, publicity, CA Fees, conveyance, EPABX	10.00
11	Sports	2.00
12	Entertainment & Hospitality	2.00
13	Guest House Maintenance	1.50
Total of Office Expenses		138.00

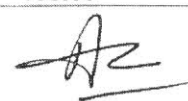




**Capital Assets 2014-15**

(Rs. in lakhs)

Sl. No.	Major Head	Budget Estimate for 2014-15
1	Renovation/up gradation of Twenty Rooms in New Hostel Block i.e. Electrical and Air-conditioning Work	55.00
2	Sitting arrangements of two rooms in Teaching Blocks	15.00
3	Sitting arrangements for students in Library Block (Up-gradation of Library)	35.00
4	Water supply in Block III Colony	15.00
5	Covering open courtyard in New Hostel Block	5.00
6	Purchase of New Vehicles as replacement vehicles	25.00
<b>Total</b>		<b>150.00</b>



**Computer Cell for 2014-15**

(Rs. in Lakhs)

Sl. No.	Head	Budget Estimate for 2014-15
1	AMC of Computer Hardware	5.00
2	Subscription of Mc Afee Antivirus & ALICE	1.00
3	Subscription of Internet Leased Line charges	11.00
4	Maintenance of Non AMC items and purchase of consumable item	3.00
	<b>Total of Computer Cell</b>	<b>20.00</b>



**Development of Research Labs for 2014-15**

(Rs. in lakhs)

Sl. No.	Head	Budget Estimate for 2014-15	Concerned Officer
1	Research Laboratory	3.00	Dr. K. Sankar
2	Genetic Laboratory	2.00	Dr. Y.V. Jhala
3	Health Lab	1.00	Dr. P.K. Malik
	<b>Total</b>	<b>6.00</b>	



Civil works & Electricals Works for 2014-15			(Rs. in lakhs)
Sl. No.	Head/Sub- Head	Budget Estimate 2014-15	
1	Repair and Maintenance of Civil Works	10.00	
2	Maintenance of Electrical & Plumbing Works	5.00	
TOTAL		15.00	

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