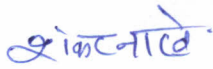


## **Cover Note to the 'Organization Manual' of RRCAT**

The RRCAT Organization Manual was prepared in Aug. 2018. Information relevant to RTI Act viz. Para 7.5 (Appellate Authority), 7.6 (Vigilance Officer, Nodal Officer for handling Parliament Matters), 7.6.1 [Liaison Officer for work relating to Scheduled Caste/Scheduled Tribes (SC/STs), Liaison Officer for matters relating to Persons with Disabilities (PWDs)], 7.7 (Grievance Officer), & 7.8 (Chairperson, Internal Complaints Committee) is updated and attached with this cover note as 'Annexure-1'

The Organization Manual will be updated in due course of time.

  
(Shankar V. Nakhe)  
Director, RRCAT

June 30, 2021

## Annexure-I

**Updated information relevant to the RTI Act viz. Para 7.5 (Appellate Authority), 7.6 (Vigilance Officer, Nodal Officer for handling Parliament Matters), 7.6.1 [Liaison Officer for work relating to Scheduled Caste/Scheduled Tribes (SC/STs), Liaison Officer for matters relating to Persons with Disabilities (PWDs)], 7.7 (Grievance Officer), & 7.8 (Chairperson, Internal Complaints Committee).**

Following bodies constituted by Director, RRCAT ensure smooth running of the organisation:

- **Group Boards:** Every Group Board is chaired by the Director of the respective Group and in his/her absence, by the Associate Group Director of that Group. All officers in a Group in level 14 (SO/H) and above, are members of the Group Board. Some more members from other Group Boards are also nominated by Director, RRCAT to become members of a given Group Board, to maintain uniformity of decision making in various Group Boards. In case a Group does not have anyone in level 15 and above to become the Group Director, Director RRCAT will be the default Group Director, unless some other Group Director is given the concurrent responsibility of that Group. All proposals to go to the higher committees need the approval of the Group Board.
- **Scientific Committee of RRCAT (SCR):** This Committee is chaired by Director, RRCAT. Directors of all Groups and all Heads of Divisions and Independent Sections (HoDIS) are members of SCR. All scientific decisions related to the Centre are taken by this Committee. To increase transparency, the minutes of SCR meetings are conveyed to all Group Boards.

- **Director's Advisory Committee (DAC):** This Committee is chaired by Director, RRCAT. Directors and Associate Directors of all Groups, Regional Director (Indore Regional Purchase and Stores Unit), Chief Administrative Officer, Joint Controller (Finance & Accounts)/ Deputy Controller of Accounts, and Chief Engineer, are members of DAC. All major administrative decisions related to the Centre are taken by this Committee. To increase transparency, the minutes of DAC meetings are conveyed to SCR.
- **Council for RRCAT:** This committee is also chaired by Director, RRCAT. The *Council for RRCAT* consists of senior most officers of RRCAT and senior officials from other DAE and non-DAE organisations. All major policy decisions related to the Centre like scrutiny of new projects to be taken up, and decisions related to high value purchase / construction are taken by this Committee. The Council for RRCAT is appointed by the Secretary, DAE.

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<p><b>Liaison Officer for work relating to Scheduled Casts / Scheduled Tribes (SCs/STs)</b></p>	<p><b>Shri N.S. Benerji</b>  <b>Head, High Energy Laser Development Lab.</b>  <b>Phone: +91-731-2442626</b>  <b>Email: nsb (at) rrcat.gov.in</b></p>
<p><b>Liaison Officer for work relating to Other Backward Casts (OBCs)</b></p>	<p>Shri Sanjay Chouksey  Head, Planning &amp; Machining Section  Design &amp; Manufacturing Technology Division  Phone: +91-731-248 8720  Email: <b>chouksey@rrcat.gov.in</b></p>
<p><b>Liaison Officer for matters relating to Persons with Disabilities (PWDs)</b></p>	<p><b>Shri N.S. Benerji</b>  <b>Head, High Energy Laser Development Lab.</b>  <b>Phone: +91-731-2442626</b>  <b>Email: nsb (at) rrcat.gov.in</b></p>

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