

INFORMATION HANDBOOK

Under

Right to Information Act 2005



**CENTRAL INSTITUTE OF HIGHER TIBETAN
STUDIES
(DEEMED UNIVERSITY)
SARNATH, VARANASI – 22107**

INTRODUCTION

The Right to Information Act intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any State Legislature or by notification issued by the appropriate Government. It includes body owned, controlled or substantially financed by the Government.

In accordance with the provision contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as per provisions of the law/rules.

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Section 4(1) (b) (I)

Particulars of organization, functions and duties

Objectives:

The eminent scholars under the Government of India under the guidance of His Holiness The Dalai Lama had framed following objectives which the Institute has been carrying on for over three decades (this may kindly be read in conjunction with the objectives of the Institute as contained in clause 3 of the Memorandum of Association (1988) of CIHTS Society:

- To Preserve the Tibetan culture and tradition.
- To restore ancient Indian sciences and literature preserved in the Tibetan Language, but lost in the original.
- To offer an alternative educational facility to students of Indian border areas who formerly availed the opportunity of receiving higher education in Tibet.
- To accomplish gains of teaching and scope of research in traditional subjects in a framework of the modern University system of education with the provision for award of degrees in Tibetan studies.

Brief History

The Central Institute of Higher Tibetan Studies (CIHTS) (Deemed University) is unique University of its kind in India which was originally established in **1967** under the kind aegis of Pt. Jawahar Lal Nehru in consultation with His Holiness the 14th Dalai Lama with a view to educate the youths of Tibet and the Himalayan border region.

The Institute while initially functioning as constituent wing of Sampurnanand Sanskrit University, Varanasi became an autonomous body under the then Department of Culture, Ministry of Education, Govt. of India in 1977. The march of excellence carried out by the Institute got further recognized in terms of Govt. of India granting status of “Deemed University” to it on **5th April, 1988**. Until 2000, the Institute was headed by Ven. Samdhong Rinpoche, the new Prime Minister of the Tibetan Government in Exile. The Institute is currently headed by Prof. Geshe Ngawang Samten, Director / Vice Chancellor, supported by learned faculty members of the Institute in achieving its goal of excellence in the field of Tibetology, Buddhology and Himalayan Studies.

In addition to its regular educational and teaching programme, the Institute has been equally associated with its research programme pursued by its won research scholars and many visitors from other academic Institutions in India abroad. In this context, the Institute provides a giant platform for interaction between Buddhist and non-Buddhist Indian Philosophical schools; between Buddhist and Western Philosophers; and between Buddhist scholars and scientists.

Services being provided by the Institute

The Institute does not provide services as interpreted for the purpose of service tax. However it facilitates the followings:

Teaching and Examination for following courses of studies:

- Poorva Madhyama (Secondary level)
- Uttar Madhyama (Senior Secondary/Intermediate level)
- Shastri (Graduate)
- Jyotish Shastri (Graduate)
- BTMS
- Acharya (Post Graduate)
- Shiksha Shastri (Bachelor of Education level)
- Vidya Varidhi (Doctoral level (Ph.D.))
- Vakpati (Post Doctoral research)

Research

- Restoration
- Translation
- Compilation of Dictionaries
- Research on rare Buddhist Tantra manuscripts so far not published

Library Services

Duties of the Institute

To conduct teaching and research and other allied academic activities in pursuance of the objectives of the Institute.

Expectation of the Institute from the public for enhancing its effectiveness and efficiency

The Institute expects, considered support from citizens of the country as well as persons directly associated with the affairs of the Institute for continued pursuance of its objectives.

Mechanism available for monitoring the service delivery and public grievance resolution

Management of the various activities of the Institute is supervised by the Director through rules/procedures. The affairs of Institute are monitored through various bodies of the Institute like, Society, BoG, AC, FC, BoS etc.

Address of the Institute

Central Institute of Higher Tibetan Studies
(Deemed University)
Sarnath, Varanasi - 221007
Website: www.cihts.ac.in (Under Construction)

Working hours of the Institute

Office hours: 10:00 a.m. to 5:00 p.m. (Monday to Saturday)

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Section 4(1) (b) (ii)

Powers and duties of the officers and employees

The Director/Vice Chancellor is the chief academic and executive officer of the Institute. He is responsible for appropriate administration, organization, instruction and management of affairs of the Institute.

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Section 4(1) (b) (iii)

Procedure followed to take a decision on various matters

Decisions in various matters are taken by the appropriate authorities of the Institute as per rules & procedure.

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Section 4(1) (b) (IV)

Norms set by the Institute for the discharge of its functions

The Institute is a Society funded by Ministry of Culture, Govt. of India, and the norms and standards prescribed by the authorities of the Institute are normally followed beside rules / procedure for routine matters which are approved by the Board of Governors and by the Director, who is also Chairman of the Board of Governors and the Academic Council of the Institute.

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Section 4(1) (b) (v)

Rules, regulations and instructions used

- Memorandum of Association and the Rules and Regulations of the CIHTS Society as amended time to time.
 - Rules/norms/standard/resolution/decisions/clarification as may be approved time to time by the authorities at Institute.
 - Rules/norms/decisions as approved by the Board of Governors of the Institute.
 - FR/SR of GOI and other GOI/UGC orders which may be adopted/applied at the Institute for teaching & non-teaching staff.
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Section 4(1) (b) (VI)

Official documents and their availability

Annual Reports of the Institute can be accessed in the Library of the Institute. However, there may be time lag between approved & printed versions.

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Section 4(1) (b) (vii)

Mode of public participation

The Society and Board of Governors of the Institutes comprises of eminent academicians and representative of the Ministry of Culture, Government of India and His Holiness the Dalai Lama. The composition of Society and BOG are as under:

Composition of CIHTS Society

- | | | |
|----|---|----------|
| 1. | Secretary
Ministry of Culture
Govt. of India
Or an eminent scholar of repute
in the fields of Tibetology, Buddhology
Or Philosophy or Himalayan Studies
Or Ancient Art and Culture
Or such other allied subjects for which the Institute is
conducting teaching or research,
to be nominated by the Government of India | Chairman |
| 2. | Director of the Institute | Member |
| 3. | Two persons nominated by H.H. the Dalai Lama | Member |
| 4. | One representative of University Grants Commission | Member |
| 5. | One representative of Ministry of External Affairs,
Govt. of India | Member |
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6.	One representative of Ministry of Culture, Govt. of India	Member
7.	One representative of Dept. of Education Govt. of India	Member
8.	Three representatives of Teaching Staff of the Institute One from Professors, One from Readers and One from Lecturers to be nominated by the Chairman of the Society in rotation as per the seniority	Members
9.	Five non-official subject expert members to be nominated by the Government of India from amongst reputed scholars of the subject in which the Institute is conducting teaching or Research	Members
10.	Registrar of the Institute	Non-Member Secretary

Composition of Board of Governors of the Institute

1.	Director of the Institute	Chairman
2.	One representative of H.H. the Dalai Lama	Member
3.	One representative of University Grants Commission	Member
4.	One representative of Dept. of Culture Govt. of India	Member
5.	One representative of Ministry of External Affairs Govt. of India	Member
6.	One representative of Ministry of Finance Govt. of India	Member
7.	Three non-official members nominated by the Government of India for which at least two nominees must be from amongst the outstanding scholars of Tibetology or Buddhology or Philosophy or Himalayan Studies or such other allied subjects.	Members
8.	Two representatives of Teaching Staff Nominated by Chairman of the Board of Governors in rotation	Members
9.	Registrar of the Institute	Non-Member Secretary

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Section 4(1) (b) (viii)

Body & Committees under the Institute

- Society
- Board of Governors
- Academic Council
- Finance Committee
- Library Committee

NB: As per requirement time to time, Committees are also constituted on case to case basis for examining and recommending suitable action for consideration & approval by the Director/Board of Governors.

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Section 4(1) (b) (ix)

List of officers & employees at Institute may be obtained on payment basis as per RTI rules.

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Section 4(1) (b) (x)

Monthly remuneration received by each of its employee

The pay scales of various teaching and non-teaching staff are as prescribed by the UGC/Government of India.

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Section 4(1) (b) (xi)

Budget

The annual budget and the financial statements are as per recommendations of the Finance Committee and as approved by the Board of Governors of the Institute for sanction of the Ministry of Culture, Govt. of India.

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Section 4(1) (b) (xii)

Manner of execution of subsidy programmes

Not applicable.

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Section 4(1) (b) (xiii)

(a) Concessions granted by the Institute

Not Applicable

(b) Concessions availed by the Institute

Not Applicable

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Section 4(1) (b) (xiv)

Information available in electronic form

The website of the Institute is under construction and will be available shortly for information of the General Public.

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Section 4(1) (b) (xv)

Means, methods and facilities available to citizens for obtaining information

Through the notice boards and annual reports.

Publications like books, research works are priced and can be obtained by paying the stipulated amount.

Un-priced information for the general public is disseminated occasionally through press releases and advertisements etc.

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Section 4(1) (b) (xvi)

Public Information Officer

Shri R. K. Mishra

Shantarakshita Library

Central Institute of Higher Tibetan Studies (Deemed University)

Sarnath, Varanasi – 221007

Phone: 0542-2586515

Appellate Authority

Dr Jampa Samten

Shantarakshita Library

Central Institute of Higher Tibetan Studies (Deemed University)

Sarnath, Varanasi - 221007

Phone: 0542-2586515

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Other information

Section 4(1) (b) (xvii)

The person seeking information may apply on the prescribed format attached hereto. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee (at present a fee of Rs.10/-). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the Institute. For the time being the rates are as follows:

- Rupees two for each page (in A-4 or A-3 size paper) created or copied.
- Actual cost or cost price of a copy in larger size paper.
- In case of printed material, the printed copies could be had from the Institute on payment.
- For information provided in diskette - subject to availability of information in electronic form - the fee will be rupees fifty per diskette; and
- For inspection of records, no fee for the first hour; and fee of rupees five for each subsequent hour (or fraction thereof)

Mode of payment of fees: The above fee may be paid either in cash to Accounts Section of the Institute or in the form of a Demand Draft drawn from any of nationalized bank in favor of "C.I.H.T.S., Varanasi" payable at Varanasi.

A major portion of the information will be available on the Institute website, which is under construction.
