

**Format for compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

**Jawaharlal Nehru Aluminium Research Development & Design Centre, Opp. Wadi Police Station, Amravati Road. Nagpur- 440023 (www.jnarddc.gov.in)**

<b>S.N.</b>	<b>Item</b>	<b>Description / Index and page nos.</b>
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>	
<b>1.1.1</b>	Name and address of the Organization	<b>Jawaharlal Nehru Aluminium Research Development And Design Centre Opp Wadi Police Station Amaravati Road NAGPUR 440 023</b>
<b>1.1.2</b>	Head of the Organization	<b>Dr Anupam Agnihotri Director</b>
<b>1.1.3</b>	Vision, Mission and Key Objectives	<p><b><u>VISION :</u></b></p> <p><b>To be renowned nationally and globally as primary research hub for all aluminium products and processing.</b></p> <p><b><u>MISSION :</u></b></p> <p><b>To undertake innovative research projects for providing complete technological solutions to meet the challenges for sustainability of aluminium industry</b></p> <p><b>Objective / purpose of the public authority</b></p> <ul style="list-style-type: none"> <li>● <b>To assimilate and adapt the technologies suitable for raw materials available in India for the production of alumina and aluminium and to develop indigenous know-how and basic engineering packages for future alumina and</b></li> </ul>

		<p>aluminium plants to be set up in the country.</p> <ul style="list-style-type: none"> <li>● To undertake research programs especially in the area of reduction in material and energy consumption and to provide analytical services to the industries.</li> <li>● To set up and operate data banks in the areas of bauxite, alumina and aluminium production for the benefit of the industries.</li> <li>● To provide training to the personnel employed in the Indian aluminium industry through organisation of workshops, seminars and group training programs.</li> <li>● To provide technological assistance to the secondary aluminium industry especially in the areas of downstream processes and wastes recycling.</li> </ul>
<p><b>1.1.4</b></p>	<p>Function and Duties</p>	<p>The main function of JNARDDC is to provide modern technological inputs to primary as well as secondary aluminium industries based on optimum utilisation of existing facilities and further development of technical capabilities and to create a state of art Research Institute for the development of</p>

		<p>technologies and provide services to both primary and secondary aluminium industries with a special emphasis on environmental sustenance.</p> <p>Identified long-term research activities for achieving technology goals:</p> <ul style="list-style-type: none"> <li>• Medium temperature and double digestion technology for Eastern ghat bauxites.</li> <li>• Economically viable technology options for small to medium smelters.</li> <li>• Reduction of energy consumption for Aluminium Smelters in India.</li> <li>• Eco-friendly technology for large scale recycling of aluminium,</li> <li>• Development of new applications for aluminium products in India.</li> </ul>
<b>1.1.5</b>	Organization Chart	Enclosed as <b>Annexure – 1</b>
<b>1.1.6</b>	Any other details-the genesis, inception, formation of the department and HoD from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Enclosed as <b>Annexure – 2</b> (Departmental constitution) and <b>Annexure - 3</b> (List of Internal Committees)
<b>1.2</b>	<b>Power and Duties of its officers and employees [ Section 4 (1) (b) (ii)]</b>	

<p><b>1.2.1</b></p>	<p>Powers and duties of officers ( administrative, financial and judicial)</p>	<p><b>1.2 Powers and duties of officers and employees</b>  <b>POWERS AND DUTIES OF THE DIRECTOR</b>  <b>(As per the Memorandum of Association and Rules &amp; Regulations of JNARDDC)</b></p> <p>1 Subject to any order that may be passed by the Government or by the Chairman in exercise of the powers delegated to him by the Governing Body, and the decisions of the Governing Body, the Director shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body. He shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Regulations.</p> <p>2 Not later than the 1<sup>st</sup> February of each year, the Director will prepare detailed estimates of the receipts and expenditure, and the anticipated opening and closing balance of the Society for the ensuing financial year.</p> <p>3 The funds of Society will consist of the Following :-</p> <p>a) Lump sum and recurring grant made by the Government. b) Fees and other charges received by the Society. c) All other money received by the Society.</p> <p>All funds of the Society shall be deposited into the Society's account with Branches of the State Bank of India or its subsidiaries or in a scheduled/nationalized bank and its branches, and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered by the Chairman.</p> <p>4 The funds of the Society shall not be appropriated for expenditure on any item which has not been</p>
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		<p>approved by the competent authority under these Rules and Regulations.</p> <p>5 The funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Director who will have full powers to appropriate sums therefrom to meet expenditure on each item which has been approved by the competent authority.</p> <p>6 The Director shall have power to re-appropriate funds from one unit of appropriation to another provided that :</p> <ul style="list-style-type: none"> <li>i) the total sanctioned cost of each approved scheme be not thereby exceeded except to the extent permitted by Rules and Regulations.</li> <li>and</li> <li>ii) such-appropriation shall not have the effect of involving the Society into further outlay in the following years on the same Scheme.</li> </ul> <p>7. All the Investment of the funds of the Society shall be made in the name of the Society. The surplus funds will be invested only in modes approved by Section 11 (5) of the IT Act, 1961. All purchases, sales or alterations of such investments shall be affected on the authority of the Director and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Society funds shall be executed by an Officer authorized by the Director.</p> <p><b>As per the JNARDDC Personnel Manual Rule-8 of Conduct Rules</b></p> <p><b><i>Integrity and Devotion to duty</i></b></p>
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<b>1.2.2</b>	<b>POWERS AND DUTIES OF OTHER EMPLOYEES</b>	As instructed by the HoDs and project incharge.
<b>1.2.3</b>	Rules / orders under which powers and duty are derived and	<b>From Memorandum of Association</b>
<b>1.2.4</b>	Exercised	<b>By Director</b>
<b>1.2.5</b>	Work Allocation	<b>By competent authority</b> Director, JNARDDC
<b>1.3</b>	<b>Procedure followed in decision making process [ Section 4(1)(b) (iii)]</b>	
<b>1.3.1</b>	Process of decision making identify key decision making points	Cases are processed as per extent Government's instructions and rules and regulation of the Centre and put up

1.3.2	Final Decision making authority	to Higher Officer for orders/approval. Thereafter, the same are communicated to the concerned. Decisions' are taken at the level of Director / Chairman (Secretary-Mines)/ General Body/ Governing Body / Research Advisory Committee / Project Monitoring Committee depending upon the nature of each case. Rules / Orders /Instructions issued by Ministry of Mines etc from time to time. In addition, JNARDDC Personnel Manual Rules, Central Civil Service Rules, Leave Rules, Conduct Rules, FR, SR etc. etc. are followed to arrive at a particular decision. Decisions are taken at different levels depending on the case.
1.3.3	Related Provisions, acts, rules, etc	
1.3.4	Time limit for taking a decisions, if any	
1.3.4	Channels of supervision and accountability	
1.4	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>	
1.4.1	Nature of functions / services offered	Scientific and technical research oriented work. Undertaking projects approved by SSAG and other Aluminium Industries such as NALCO, Vedanta, HINDALCO etc. Consultancy work for aluminium industries, Testing services for 3 <sup>rd</sup> party coal referee lab samples and other samples and Training services
1.4.2	Norms / standards for functions / service delivery	As described in approved Project Proposals/ Work Order.
1.4.3	Process by which these services can be accessed	CTSC (Consultancy Testing Services Cell )
1.4.4	Time limit for achieving for the targets	Duration of project is defined at the time of submission of project proposal / Work Order.
1.4.5	Process of redress of grievance	Committee Constituted by the Director
1.5	<b>Rules, Regulations, instructions manual and records for discharging functions [Section 4(1) (b) (v)]</b>	

1.5.1	Title and nature of the record/ manual / instruction	JNARDDC Personal Manual is uploaded on the portal of the Centre
1.5.2	List of Rules, regulations, instructions manual and records	
1.5.3	Acts, Rules manuals etc	
1.5.4	Transfer policy and transfer orders	As per JNARDDC Manual and service rules as applicable from time to time.
1.6	<b>Categories of Documents held by the authority under its control [Section 4(1) 9b) (vi)]</b>	
1.6.1	Categories of documents	Technical and Administrative Documents as per NABL standards
1.6.2	Custodian of documents	Quality Manager as per NABL terms as Controlled Documents
1.7	<b>Boards Councils, Committees and other Bodies constituted as part of the Public Authority</b>	
1.7.1	Name of Board, Council, Committee etc	<b>General Body : Annexure- 5</b> <b>Governing Body : Annexure- 6</b> <b>RAC: Annexure- 7</b> <b>PMC: Annexure- 8</b>
1.7.2	Composition	
1.7.3	Dates from which constituted	Since inception
1.7.4	Term / Tenure	General Body and Governing Body- Ex Officio RAC/PMC – Three years / renewed/ constituted by GB
1.7.5	Powers and functions	<b>Annexure- 9</b>
1.7.6	Whether their meetings are open to Public	No



1.7.7	Whether the minutes of the meeting are open to public	No
1.7.8	Place, where the minutes if open to the public are available ?	Not Applicable
1.8	<b>Directory of Officers and employees including system of compensation [Section4(1)(b)(x)]</b>	
1.8.1	Telephone, fax and email ID	<b>Annexure – 10</b>
1.9	<b>Monthly Remuneration received by officer and employees including system of compensation [Section 4(1)(b)(x)]</b>	
1.9.1	List of Employees with Gross monthly remuneration	<b>Annexure - 11</b>
1.9.2	System of compensation as provided in its regulations	
1.10	<b>Name, designation and other particulars of public information officers [Section r91)(b) ( xvi)]</b>	
1.101	Name and Designation of the public information officer (PIO), Assistant Public Information Officer (APIO) and Appellate Authority	CPIO Mrs R Vishakha Sr Administrative Officer <a href="mailto:vishakha@jnarddc.gov.in">vishakha@jnarddc.gov.in</a> 07104 -297014
1.10.2	Address, telephone numbers and email id of each designated official	Appellate Authority Dr Anupam Agnihotri Director <a href="mailto:director@jnarddc.gov.in">director@jnarddc.gov.in</a> 07104 220763


1.11	<b>No of employees against whom Disciplinary action has been proposed / taken (Section 4(2))</b>	
1.11.1	No of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Nil
1.11.2	(ii) Finalized for Minor Penalty or major penalty proceedings	Nil
1.12	<b>Programs to advance understanding of (RTI) (Section 26)</b>	
1.12.1	Educational programs	Training Programms attended by CPIO as and when organized by Ministry
1.12.2	Efforts to encourage public authority to participate in these programmes	Nominated by the Director for attending such training programmes regularly
1.12.3	Training of CPIO / APIO	As and when required
1.12.4	Update and Public guidelines on RTI by the public authorities concerned.	As and when received from Ministry
1.13	<b>Transfer policy and transfer orders [F No 1/6/2011-IR dated 15.04.2013]</b>	
1.13.1	Transfer policy and transfer orders [F No 1/6/2011-IR dated 15.04.2013]	NIL (No branch offices)

**ORGANIZATIONAL STRUCTURE - JNARDDC, NAGPUR**



**Departmental constitution**

**Organization chart of JNARDDC as on Feb 2024**

Aluminium Electrolysis Division	Alumina Division	Downstream Division	Analytical Division	Bauxite Division	Administration Division	Business development group & Consultancy & Testing Cell (CTSC)
Sri M.T. <del>Nimic</del> Sr. Pr Scientist & HoD	Sri Amol U Mankar HoD	Sri R.N. Chouhan Sr. Pr Scientist & HoD	Dr. U. Singh Sr Pr Scientist & HoD	Dr. P.G. Bhukte Pr Scientist & HoD	Sri R. Srinivasan, Sr. Admin. Officer & HoD	Dr. A. Agnihotri Director & Group leader
Sri V.K. Jha Sr. Scientist	Dr. S. Rai Principal Scientist	Sri VNSU Viswanath Ammu, Sr. Scientist	Dr. Md. Najjar Principal Scientist	Mr. Gopal <del>Daware</del> , Sci. Asst.II	Mrs. R. Vishakha Sr Admin. Officer	BD Group – All HoDs & CTSC I/c
Sri S.K. <del>Thokal</del> Sr. Sci. Officer Gr-II & Elect I/c	Ms. <del>Prachiorava</del> Pradhan Jr. Scientist	Mr. R Anil Kumar Jr. Scientist	Dr <del>Paparao</del> Mondi Scientist	Sri V. Kshirsaut Tech. Asst.-III	Sri G.B. Bhaskar AAO (Accounts)	Sri V.P. Naik, Tech. Asst.- II & TA - Dir. Office (Reporting to R Srinivasan SAO)
Sri S.U. <del>Bagde</del> Sci. Asst.-III	Sri K.J. Kulkarni Sr. Sci. Officer Gr-I	Mr. Kola Immanuel Raju Jr. Scientist	Dr. Priyanka Nayar Scientist	Sri Amit Palade Lab Asst. (Trg)	Sri S. <del>Bachanburkar</del> , Personnel Officer (Director Off.)	<b>CTSC</b>
Mrs Shweta D Naik Sci. Asst.-II	Mrs. M. Panchal Scientific Officer	Dr Anas N. S. Jr. Scientist	Ms. Jyoti G. <del>Pendam</del> Jr. Scientist		Sri R.K. Meshram Personnel Officer	Sri N. Warhadpande Sci. Officer Gr-II <b>In-charge of CTSC</b>
	Sri S. Yadav Tech. Asst.-II	Mr. Suman Mukherjee, Sci. Asst. I	Mrs. K. <del>Janbandhu</del> , Sr. Sci. Officer Gr-II		Mrs. R. <del>Tembhurne</del> , Personnel Officer	Mr. Roshan Jasutkar, Jr Asst. (Coal)
		Sri Deochand S Thakare Peon-cum-Messenger	Sri D.R. Meshram Sci. Asst. IV		Sri N.D. Pethe Personal Secretary & Library I/c	
		Mr Dilip D <del>Dhooale</del> , Workshop Tech. (Contract)	Sri A.S. <del>Gijare</del> , Sci. Asst. IV		Sri K. Kishor Sr. Accountant cum Chief Cashier	
			Sri S.W. Kowe Sci. Asst.-II		Mr. Lalit Mohan, Sr Purchase cum Stores Asst.	
			Ms. <del>Naushin</del> J Ansari Sci. Asst.II (Trg)		Mr Piyush Kshirsaut Jr Asst.	
			Sri P. Manthena Tech. Asst. III		Mr Ravi Dhande Jr Asst.	
			Sri K.B. Gour Tech. Asst.-II		Sri A.J. <del>hatwar</del> , Driver-Cum-Lab. Attn. Sr. Gr.	
			Mr S Kr Chakrabarty, Tech. Consultant (Contract)		Sri R.C. Patley, Driver-cum-Lab. Attn. Sr. Gr.	
			Mr. Mayur Tirpude, Sci. Asst.II (Contractual)		Sri Raju Khobragade Driver- Cum-Lab. Attn. I	
						

**Inter Departmental Committees as on March 2024**

<b>SN</b>	<b>Name of Committee</b>	<b>Composition</b>	<b>Meeting Frequency</b>
1.	Technical & Financial Evaluation Committee (TAFE) cum Purchase & Tender Committee (* ) – <i>SAO shall be the admin representative in absence of the Secretary, TAFEC</i>	Mr M T Nimje, Sr Pr Scientist – Chairman Mr K J Kulkarni, Sr Sci Officer-I Mr R Anil Kumar, Jr Scientist Mr Lalit Mohan, Consultant (Admn) Secretary	As and when required Quorum - Three
2.	Project Staff Review Committee	Mr M T Nimje, Sr Pr Scientist – Chairman Respective HoD Respective PI Ms R Vishakha, SAO – Secretary <i>(Other SAO in absence of above SAO)</i>	Bi Annual
3.	Sports Committee	Mr K J Kulkarni, Sr Sci Officer-I – Chairman Mr V P Naik, Tech Asst II Mr Piyush Kshirsaut, Jr Asst. Mr. Ravi Dandhe, Jr Asst.	Monthly
4.	Newsletter Committee, Centre's Website & Webinars	Mr R N Chouhan, Pr Scientist (Chairman) Mr R Srinivasan, Sr Admin Officer Mr N Warhadpande, Sr Sci Officer Gr-II Dr Priyanka Nayar, Scientist Mr Ramavajjala Anil Kumar, Jr Scientist Ms Jyoti G Pendam, Jr Scientist Dr Anas N S, Jr Scientist Mr Roshan J, Jr Asst.	Monthly
5.	Computer & IT	Mr R N Chouhan, Sr Pr Scientist, Chairman Mr V K Jha, Sr Scientist Representative of LANWIN	Monthly
6.	EPABX & CCTV Camera	Mr K J Kulkarni, Sr Sci Officer-I – Chairman Mr Suman Mukherjee, Sci. Asst. I Mr. Prabhakar Hedao, Proj Asst	Monthly
7.	Library Committee	Mr V Ammu, Sr Scientist, - Chairman Dr Anas N S, Jr Scientist Ms N D Pethe, Personal Secretary	
8.	Patent & Publishing Committee	Dr A Agnihotri, Director – Chairman Dr M Najar, Pr Scientist (Secretary) Dr U Singh, Pr Scientist Mr Gopal Daware, Sci Asst II	Monthly
9.	Housing Allotment Committee	Mr R N Chouhan, Sr Pr Scientist - Chairman Ms. Prachi Pradhan, Jr. Scientist Mr R K Meshram, Personnel Officer	----

SN	Name of Committee	Composition	Meeting Frequency
10.	Hindi Working / Implementation Committee	Dr U Singh, Pr Scientist, Chairman Mr R Srinivasan, SAO Mr R K Meshram, Personnel Officer Mr N D Pethe, Personal Mr Ravi Dandhe, Jr Asst.	Monthly
11.	Canteen Committee	Dr Paparao Mondri, Scientist (Chairman) Ms Prachiprava Pradhan, Jr Scientist Mr K B Gour, Tech Asst III Mr V P Naik, Tech Asst I	Monthly
12.	Grievance Redressal Committee	Mr M T Nimje, Sr Pr Scientist - Chairman Mr R N Chouhan, Sr Pr Scientist Dr S Rai, Pr Scientist Dr P G Bhukte, Pr Scientist & External member	Monthly
13.	Officer Under Section-23 of "The Rights of Persons with Disabilities Act, 2016"	Mr M T Nimje, Sr Pr Scientist & Grievance Redressal Officer Mrs R. Vishakha Sr Admin Officer & Liaison Officer	
14.	Auditorium, Conference Hall, Training Hall & Committee Room	Mr R Anil Kumar, Jr Scientist Mr I Raju, Jr Scientist Mr. Prabhakar Hedadoo, Proj. Asst (C) Representative of LANWIN IT	
15.	Hostel / Guest House – Allotment/ Maintenance	Mr R Srinivasan, SAO (Chairman) Mr S.W. Kowe, Sci Asst I Mr V Kshirsaut, Tech Asst III	
16.	Physical Stock Verification Committee	Mr S.U. Bagde, Sci Asst III Mr V Kshirsaut, Tech Asst III Mr S Yadav, Tech Asst II Mr Lalit Mohan, Sr Purc + Stores Asst. Secretary	
17.	Gratuity Trust	MT Nimje, Sr Pr Scientist – Chairman Mr R Srinivasan, SAO – Secretary Mr N Warhadpande, Sr Sci Off Gr-II- Trustee	
18.	Sexual Harassment Committee	Ms R Vishakha, SAO Chairperson Mr K J Kulkarni, Sr SO Gr-I Ms Jyoti Pendam, Jr Scientist Adv Swapnil Aloni (External)	
19.	Functions/ Celebrations committee [Republic Day, Independence Day, Foundation Day and arrangement for all other functions / meetings of JNARDDC in Auditorium / Conference Hall / Training Room / Aluminium Room etc]	Ms. R Visakha, Admin. Officer (Chairperson) Mr. Kola I Raju, Jr. Scientist Mr Gopal Daware, Sci. Asst.-II Mr Piyush Kshirsaut, Jr Asst. Mr Vipin P Naik, Tech. Asst.-II Mr Deochand S Thakare, P&M	

SN	Name of Committee	Composition	Meeting Frequency
20.	Governing Body and General Body	Mr R Srinivasan, SAO – Secretary Mr S Barhanpurkar, Personnel Officer	Bi annual
21.	RAC & PMC	Mr N Warhadpande, Sr Sci Officer Gr-II, Secretary	Bi annual
22.	Xerox Machines	Mr R K Meshram, Pers.Officer (Incharge) Mr Deochand Thakare, P-Messenger	
23.	Chief Vigilance Officer	Mr R N Chouhan, Pr Scientist	---
24.	Nodal Officer, Central Public Information Officer (CPIO) & all legal matters	Ms R Vishakha, SAO	---
25.	Hindi Rajbhasha Officer	Dr U Singh, Pr Scientist	---
26.	Security Contract	Ms R Vishakha, SAO	---
27.	Housekeeping Contract	Mr R Srinivasan, SAO (Incharge)	---
28.	Gardening Contract	Ms R Vishakha, SAO (Incharge)	---
29.	Electrical, AC, Water supply Maintenance Committee	Mr V K Jha, Sr Scientist (Chairman) Mr S K Thokal, Sr Sci Officer Gr-II Mr Suman Mukherjee, Sci. Asst. I	---
30.	Office and Township Civil Maintenance	Mr Kola I Raju, Jr Scientist (Incharge) Mr V Kshirsaut, Tech Asst II	---
31.	Summer Training / External Training programs	Dr A Agnihotri, Director (Chairman) Mr M T Nimje, Hod (AI Elec) Mr R N Chouhan, HoD (Downstream) Dr U Singh, HoD (Analytical) & (Alumina) Addl Charge Dr P G Bhukte, HoD (Bauxite) Mrs R. Vishakha, Admin Officer (Co-Ordinator)	---
32.	Canteen Tea coupons	Mr R K Meshram, Personnel Officer	---
33.	Smart Office	Mr R N Chouhan, Sr Pr Scientist – Chairman Mr V K Jha, Sr Scientist Mr Roshan Jasutkar, Jr Asst. Mr. Prabhakar Hedao, Proj.Asst (C) Representative of LANWIN	---

## Annexure – 4

### Duties and functions of Scientists & Scientific Officers



जवाहर लाल नेहरू एल्युमिनियम अनुसंधान विकास और अभिकल्प केंद्र,  
स्वायत्त निकाय (खान मंत्रालय), भारत सरकार, अमरावती रोड, वाडी, नागपुर -440023

Jawaharlal Nehru Aluminium Research Development & Design Centre,  
Autonomous Body (Ministry of Mines), Gol, Amravati Road, Wadi, Nagpur-440023

संख्या : 115 /जे.एन.ए.आर.डी.डी.सी/SAO/एडमिन /2022

दिनांक : 19.12.2022

#### कार्यालय आदेश / OFFICE ORDER

#### विषय : Job Description

Further to the self-appraisal / ACR format approved for Scientists and Scientific Officers by RAC, the following detail job description stands approved for each category of post :-

#### 1) Scientific Officers / Scientists / HoD

1) Research Projects a. Drafting and submission of new research project proposals to various agencies for securing grant b. Undertaking and completion of sanctioned projects c. Undertaking all activities involved in successful execution of the project such as literature survey, operation of instruments, procurement of capital items and consumables, scientific experimentation, field visits/ industry visits, technical testing, manpower planning and recruitment, effective equipment utilization, preparation of interim and final reports and all other works assigned by reporting / superior officers.
2) Filing of Patents / Copyrights / Transfer of Technology
3) Publication of Research papers in various journals specially SCI journals
4) Presentations at seminars / conferences / workshops (Conference proceedings)
5) Undertaking and guiding testing work and conducting training programs / workshops
6) Other technical activities and services. • Invited lectures • Training / Workshops • Acquiring additional qualifications • Guiding Ph.D. / M. Tech thesis • Discharging duties in various committees assigned by office • Adherence to office rules and regulations • Any other duties assigned by reporting officer / superiors / office

In addition to the above, the HoD shall be responsible for smooth and effective functioning of his department for the ensuring overall effective scientific output and enhanced internal revenue generation.

#### 2) Scientific Supporting Staff (Scientific / Technical Assts + Lab Assts)

Undertaking research activities required for smooth execution of projects, testing work and training programs as below: -

- Sample collection, Sample preparation & Sample testing
- Scientific experiments
- Set up, operation and maintenance of general and scientific lab equipments
- Report preparation
- Discharging duties in various committees assigned by office
- Adherence to office rules and regulations

Any other duties assigned by reporting officer / superiors / officers

यह कार्यालय आदेश, निदेशक के अनुमोदन के साथ जारी किया गया है.

आर श्रीनिवासन

(वरिष्ठ प्रशासनिक अधिकारी)

प्रतिलिपि : सूचना और आवश्यक कार्रवाई के लिए

- निदेशक महोदय
- HoDs (MTN / RNC / US / PGB / RS) & all employees and staff.
- NABL File



## Annexure – 5

### List of General Body Members of JNARDDC, Nagpur

<b>SN</b>	<b>Designation &amp; Address</b>	<b>Designation in the Body</b>
1.	Secretary to the Govt. of India, Ministry of Mines.	Ex-Officio Chairperson
2.	C.M.D , NALCO, Bhubaneshwar	Ex-officio Vice Chairman
3.	Secretary to Gol, Dept of Science & Technology (DST)	Ex-Officio Member
4.	Director General, CSIR, New Delhi	Ex-Officio Member
5.	Additional Secretary to Gol, Ministry of Mines.	Ex-Officio Member
6.	Financial Advisor & Joint Secretary (Gol), Ministry of Mines.	Ex-Officio Member
7.	Joint Secretary / EA to Gol, Ministry of Mines.	Ex-Officio Member
8.	C.E.O, BALCO, Korba	Ex-Officio Member
9.	M.D. HINDALCO, Renukoot	Ex-Officio Member
10.	President & COO, Vedanta Limited	Ex-Officio Member
11.	DG, Bureau of Energy Efficiency, Ministry of Power	Ex-Officio Member
12.	CMD, MECON, Ranchi	Ex-Officio Member
13.	Director, JNARDDC, Nagpur	Ex-Officio Member

## Annexure – 6

### List of Governing Body Members of JNARDDC, Nagpur Governing Body of JNARDDC

<b>SN</b>	<b>Designation &amp; Address</b>	<b>Designation in the Body</b>
1.	Secretary to the Govt. of India, Ministry of Mines.	Ex-Officio Chairperson
2.	C.M.D , NALCO, Bhubaneswar	Ex-officio Vice Chairman
3.	Additional Secretary to the Govt. of India, Ministry of Mines	Ex-Officio Member
4.	Financial Advisor & Joint Secretary (GoI), Ministry of Mines	Ex-Officio Member
5.	Joint Secretary/EA to the Govt. of India, Ministry of Mines	Ex-Officio Member
6.	C.E.O, BALCO, Korba	Ex-Officio Member
7.	M.D. HINDALCO, Renukoot	Ex-Officio Member
8.	President & COO, Vedanta Limited	Ex-Officio Member
9.	DG, Bureau of Energy Efficiency, Ministry of Power	Ex-Officio Member
10.	Chairman, CPCB, MoEFCC	Ex-Officio Member
11.	Director, DMRL, Hyderabad	Ex-Officio Member
12.	Chairman of Research Advisory Committee (RAC)	Ex-Officio Member
13.	Chairman of Project Monitoring Committee (PMC)	Ex-Officio Member
14.	Director, JNARDDC, Nagpur	Ex-Officio Member

**Research Advisory Council (RAC) of JNARDDC**

<b>SN</b>	<b>Name</b>	<b>Status</b>
1.	Prof. S.P. Mehrotra, IIT, Gandhinagar Ex-Director, NML (CSIR), Jamshedpur	Chairman
2.	Prof. S. Subramanian, IISc. Bangalore / Chairman, PMC	Member
3.	Advisor, D.S.T, New Delhi	Member
4.	Director (P&T), NALCO	Member
5.	Representative from BALCO	Member
6.	Representative from HINDALCO	Member
7.	Representative from VEDNTA	Member
8.	Shri Shailender Sinha GM, Odisha Mineral Exploration Corporation. OMECL	Member
9.	Director, JNARDDC, Nagpur	Member
The Chairman, RAC may co-opt for any other experts as and when required.		

**Co-opted members as experts**

10.	Dr B K Satpathy Ex- General Manager (R&D), NALCO
11.	Shri S Nanda, Ex-Director, HCL & Ex GM, NALCO

**Project Monitoring Committee (PMC) of JNARDDC**

<b>SN</b>	<b>Name</b>	<b>Status</b>
1.	Prof. S. Subramanian, <b>IISc. Bangalore</b>	Chairman
2.	Prof. Dilip Peshwe, HoD (Met. Dept), <b>VNIT, Nagpur</b>	Member
3.	Advisor, <b>D.S.T</b> , New Delhi	Member
4.	Director (P&T), <b>NALCO</b> , Bhubaneswar	Member
5.	Director, <b>JNARDDC</b> , Nagpur	Member
The Chairman, PMC may co-opt for any other experts as and when required.		

**Co-opted members as experts**

6.	Dr B K Satpathy Ex- General Manager (R&D), NALCO
7.	Shri S Nanda, Ex-Director, HCL & Ex GM, NALCO

**FUNCTIONS AND POWERS AS PER MOA OF JNARDDC :-**

General Body	Governing Body	Research Advisory Committee
<p>1. The General Body shall do all such things and perform all such acts as may be <b>necessary for effectively carrying out of the aims and objectives of the Society.</b></p> <p>2. The <b>General Body shall lay down broad general policy for the guidance and implementation by the Governing Body.</b></p> <p>3. The General Body would <b>pass the annual accounts, consider the performance of the Society and transact any other business</b> as may be necessary, subject to the approval of Government.</p> <p>4. The <b>General Body shall have powers to frame, amend or repeal rules and Regulations, of the Society.</b></p>	<p>1. The Governing Body shall generally carry out and pursue the objects of the Society, as set forth in the Memorandum of Association. The <b>management of all the affairs and funds of the Society</b> shall, for this purpose, vest in the Governing Body.</p> <p>2. <b>The Governing Body shall exercise all the powers of the Society, subject nevertheless to such limitations as the General Body</b> may, from time to time, impose in respect of the expenditure from the funds of the Society and of grants made by the Government; provided always that the Governing Body shall have no greater powers in the matter of expenditure from the funds of the Society than the Government possesses in respect of expenditure from public funds.</p> <p>3. In particular and without prejudice to the generality of the foregoing provisions, the <b>Governing Body shall have the power</b>, subject to the provisions of these Rules and Regulations to :-</p> <p>i) <b>consider the annual and supplementary budget</b> placed before it by the Secretary from time to time, and pass them with such modifications as the Governing Body may think fit;</p> <p>ii) <b>Create and abolish posts;</b></p> <p>iii) <b>Appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties;</b></p>	<p><b><u>Functions</u></b></p> <p>1. Advise and recommend the formulation of research programmes of the Center keeping in view of the expertise and equipment available at the center and the needs of the Indian aluminum industry, the projects in the 5 year plan of the Government and National priorities.</p> <p>2. Conduct periodic reviews of the research activities assess the progress of the research programmes and advice future directions.</p> <p>3. Advice on fostering linkages between the center academic institutions, other research organizations industry and potential clients.</p> <p>4. Any other function as assigned it by the Governing Body of the center</p> <p><b><u>Powers</u></b></p> <p>1. Constitute selection committee and Assessment committee/Peer groups for selection, merit and assessment promotions from an approved panel of</p>

	<p>iv) <b>Enter into arrangements with the Government</b> and through them with Foreign and International agencies and Organisations, the State Governments and other Public or Private Organisations or individuals for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions; provided that contrary to; inconsistent or in conflict with the objects of the Society;</p> <p>v) <b>Take over, acquire by purchase, gifts, exchange, lease or hire or otherwise from Government</b> and through them from Foreign and International Agencies and Organisations, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with objects of the Society;</p> <p>vi) <b>Appoint a Research Advisory Council, Committees and Sub-Committees;</b> for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve any of them;</p> <p>vii) <b>Delegate such administrative and financial powers as it may think proper to the Chairman, the Director, the Secretary and such other officers of the Society</b> as may be considered necessary; and</p> <p>viii) Subject to the Rules, Regulations</p>	<p>experts for all scientific and technical staff. Chairman or technical experts of the RAC would be the Chairman of the selection/Assessment committee for position up to and including Head of the Department. The entire RAC would constitute the selection/Assessment committee for the position of Deputy Director. The recommendation of the assessment/selection committee would be approved by the competent authority (Director of the center for positions up to Head of the department and the Chairman of the governing body for the position of Deputy Director).</p> <ol style="list-style-type: none"> <li>2. Recommend resource allocation for major R&amp;D activities of the center.</li> <li>3. Approve sponsored R &amp; D programmes envisaging charges of over Rs 50 Lakhs</li> <li>4. Recommend devolution of necessary powers to the project records for the proper implementation of the research programmes.</li> <li>5. Approval of seminars/workshops/Training programmes</li> <li>6. Planning of manpower requirement and phasing</li> </ol>
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	<p>and Bye-laws, provide for the following matters :-</p> <p>a) <b>Preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Society, Sale or alteration of such investments and maintenance of accounts and their audit;</b></p> <p>b) <b>Procedure for recruitment of officers</b> and establishment in the service of the Society;</p> <p>c) <b>Terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers</b> and establishments of the Society.</p> <p>d) <b>Terms and conditions governing the grant of scholarships, fellowships and grants-in-aid for research schemes and projects</b> not inconsistent with the objects of the Society.</p> <p>e) <b>Such other matters as may be necessary for the administration of the affairs and funds</b> of the Society.</p>	<p>of recruitment</p> <p>7. Review of budget estimates prepared by the center for recommendation of the Governing Body</p>
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## Annexure – 10

SN	Name & Designation	Mobile No	Email Id
1.	Dr. A. Agnihotri, Director	07104-220763	aaagnihotri@gmail.com
2.	Shri M.T. Nimje, Senior Principal Scientist	07104 -220465	mtnimje@jnarddc.gov.in
3.	Shri R.N. Chouhan, Senior Principal Scientist	07104- 299556	rnchouhan@jnarddc.gov.in
4.	Dr. Upendra Singh, Senior Principal Scientist	07104- 221316	singhu@jnarddc.gov.in
5.	Dr. Md. Najar, Principal Scientist		najar@jnarddc.gov.in
6.	Dr. (Mrs) S. Rai, Principal Scientist		suchitarai@jnarddc.gov.in
7.	Dr. P.G. Bhukte, Principal Scientist	07104-222742	pgbhukte@jnarddc.gov.in
8.	Shri V N S U Viswanath Ammu, Senior Scientist		viswanatha@jnarddc.gov.in
9.	Shri Vimal Kishor Jha, Senior Scientist		vkjha@jnarddc.gov.in
10.	Dr Paparao Mondi, Scientist		paparao@jnarddc.gov.in
11.	Dr. (Ms) Priyanka Nayar, Scientist		pnayar@jnarddc.gov.in
12.	Mr. Ramavajjala Anil Kumar, Jr. Scientist		anilkumar@jnarddc.gov.in
13.	Ms. Prachiprava Pradhan, Jr. Scientist		prachi@jnarddc.gov.in
14.	Mr. Kola Immanuel Raju, Jr. Scientist		immanuelkola@jnarddc.gov.in
15.	Ms. Jyoti G. Pendam, Jr. Scientist		jyoti@jnarddc.gov.in
16.	Dr. Anas N. S. Jr. Scientist		anas@jnarddc.gov.in
17.	Shri S.K. Thokal, Sr. Sci. Officer Gr-II		skthokal@jnarddc.gov.in
18.	Mrs. K. Janbandhu, Sr. Sci. Officer Gr-II		jkiran@jnarddc.gov.in
19.	Shri N. Warhadpande, Sr. Sci. Officer Gr-II		wnitin@jnarddc.gov.in
20.	Shri K.J. Kulkarni, Sr. Sci. Officer Gr-I		kjkularni@jnarddc.gov.in
21.	Mrs. M. Panchal, Scientific Officer		meghapanchal@jnarddc.gov.in
22.	Sri D.R. Meshram, Sci. Asst.-IV		drmshram@jnarddc.gov.in
23.	Sri A.S. Gijare, Sci. Asst.-IV		gijareani@jnarddc.gov.in
24.	Sri S.U. Bagde, Sci Asst-III		bagde@jnarddc.gov.in
25.	Sri Gopal Daware, Sci. Asst.-II		gopal.daware@gmail.com
26.	Ms Shweta Naik, Sci. Asst. II		shwtdhamande373@gmail.com
27.	Mr Sandeep Kowe, Sci Asst II		swkowe@jnarddc.gov.in
28.	Ms Naushin J Ansari, Sci. Asst.-II		naushinjahannnd0@gmail.com
29.	Sri Suman Mukherjee, Sci Asst I		suman06091988@gmail.com
30.	Sri P. Manthana, Tech. Asst.-III		pradeep@jnarddc.gov.in
31.	Sri K.B. Gour , Tech. Asst.-III		gour@jnarddc.gov.in
32.	Sri V. Kshirsaut, Tech. Asst.-III		vinod@jnarddc.gov.in
33.	Shri S. Yadav, Tech. Asst.-II		yadav@jnarddc.gov.in
34.	Shri Vipin P. Naik, Tech. Asst.-II		vpnayak@jnarddc.gov.in
35.	Shri Amit Palade, Lab Asst.		amitpalade10@gmail.com
36.	Sri R. Srinivasan, Sr Admin. Officer	07104-220701	srinivasan@jnarddc.gov.in
37.	Ms. R Vishakha, Sr. Admin. Officer	07104-297014	vishakha@jnarddc.gov.in
38.	Shri S. Barhanpurkar, Personnel Officer		sandeep@jnarddc.gov.in
39.	Shri G.B. Bhaskar, A.A.O (Accounts)		bhaskar@jnarddc.gov.in
40.	Shri R.K. Meshram, Personnel Officer		rkmshram@jnarddc.gov.in
41.	Mrs. R. Tembhurne, Personnel Officer		rekha@jnarddc.gov.in
42.	Shri N.D. Pethe, Personal Secretary		pethe@jnarddc.gov.in
43.	Shri K. Kishor , Sr Asst. (Acts) cum chief cashier		kishore@jnarddc.gov.in
44.	Shri Lalit Mohan, Sr Purch & Stores Asst.	07104-220387	lalitmohan090@yahoo.com
45.	Sri Piyush Kshirsaut, Jr Asst.		kshirsaut21@gmail.com
46.	Sri Roshan Jasutkar, Jr Asst.		roshanjasutkar@gmail.com
47.	Shri Ravi Dhande, Jr Asst.		ravi.dhande1011@gmail.com
48.	Shri A.J. Hatwar, Driver-Cum-Lab. Attn. Sr. Gr.		ashok@jnarddc.gov.in
49.	Shri R.C. Patley, Driver- Cum-Lab. Attn. Sr. Gr.		patley@jnarddc.gov.in
50.	Shri Raju Khobragade, Driver- Cum-Lab. Attn. I		raju@jnarddc.gov.in
51.	Sri Deochand S Thakare, Peon-cum-Messenger		deochand@jnarddc.gov.in



**List of Employees with Gross monthly remuneration**

JNARDDC is following the Central Govt. pattern of Pay Scales & Allowances under 7<sup>th</sup> Pay Commission as applicable to Central Govt. Employees

Gross Monthly Remuneration is as below :- Basic Pay + DA + HRA (18%)+ TA

The four grades with their respective scale of pay is given below and the respective designation is mentioned in the directory of the employees.

SN	Post / Designation	Pay Matrix
<b>SCIENTIST / वैज्ञानिक</b>		
1.	Director (निदेशक)	Level-14 ( ₹ 1,44,200)
2.	Dy Director /Senior Principal Scientist (उप निदेशक /वरिष्ठ प्रधान वैज्ञानिक )	Level-13 A ( ₹ 1,31,100)
3.	HOD / Principal Scientist (विभागीय प्रमुख / प्रधान वैज्ञानिक )	Level-13 ( ₹ 1,18,500)
4.	Senior Scientist- (वरिष्ठ वैज्ञानिक )	Level-12 ( ₹ 78,800 )
5.	Scientist (वैज्ञानिक )	Level-11 ( ₹ 67,700 )
6.	Junior Scientist (कनिष्ठ वैज्ञानिक )	Level-10 ( ₹ 56,100)
<b>SCIENTIFIC / TECHNICAL SUPPORTING STAFF वैज्ञानिक / तकनीकी सहायता स्टाफ</b>		
1.	Scientific / Technical Officer (वैज्ञानिक / तकनीकी अधिकारी)	Level-12 /Level 11/Level-9 ( ₹ 78,800 / ₹67,700 /₹ 53,100)
2.	Scientific/Technical Asst. IV (वैज्ञानिक / तकनीकी सहायक-IV)	Level-7 ( ₹ 44,900)
3.	Scientific Asst. III / Technical Asst. III (वैज्ञानिक सहायक / तकनीकी सहायक -III)	Level-6 ( ₹ 35,400)
4.	Scientific Asst. II / Technical Asst. II (वैज्ञानिक सहायक / तकनीकी सहायक -II)	Level-5 ( ₹ 29,200)
5.	Scientific Asst. I / Technical Asst. I (वैज्ञानिक सहायक / तकनीकी सहायक -I)	Level-4 ( ₹ 25,500)
6.	Laboratory Asst (प्रयोगशाला सहायक)	Level-2 ( ₹ 19,900)

<b>ADMINISTRATION / प्रशासन</b>		
1.	Sr. Admin. Officer (वरिष्ठ प्रशासनिक अधिकारी)	<b>Level-12</b> ( ₹ 78,800 )
2.	Administrative Officer (प्रशासनिक अधिकारी)	<b>Level-11</b> ( ₹ 67,700 )
3.	Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer ( <b>Group-A Entry</b> ) (सहायक प्रशासनिक अधिकारी / निजी अधिकारी / सहायक लेखा अधिकारी) (समूह - ऐ प्रवेश)	<b>Level-10</b> ( ₹ 56,100 )
4.	Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer (सहायक प्रशासनिक अधिकारी / निजी अधिकारी / सहायक लेखा अधिकारी)	<b>Level-9</b> ( ₹ 53,100 )
5.	Section Officer (A/C & Admin) / Personnel Secretary अनुभाग अधिकारी (लेखा/ व्यवस्थापक) निजी सचिव	<b>Level-7</b> ( ₹ 44,900 )
6.	Ex. Asst. to Director / Personal Asst. Sr. Accountant-cum-Chief Cashier (भूतपूर्व निदेशक के सहायक / निजी सहायक / वरिष्ठ लेखा सह मुख्य केशियर)	<b>Level-6</b> ( ₹ 35,400 )
7.	Sr. Stenographer - Sr.Asst. / Sr. Acctn.-Cum-Cashier / Purchase-Cum- Store Asst. (वरिष्ठ आशुलिपिक - वरिष्ठ सहायक / वरिष्ठ लेखा सह केशियर/ खरीदी सह स्टोर सहायक)	<b>Level-5</b> ( ₹ 29,200 )
8.	Steno-Asst./Acctn. Asst. /Asst.(Cash) (आशुलिपिक - सहायक / लेखा सहायक (केश))	<b>Level-4</b> ( ₹ 25,500 )
9.	Junior Assistant / (कनिष्ठ सहायक)	<b>Level-2</b> ( ₹ 19,900 )
<b>SUPPORTING STAFF / सहायक स्टाफ</b>		
1.	Driver-cum-Lab. Attendant (Spl. Grade) चालक सह लैब परिचारक (विशेष ग्रेड)	<b>Level-6</b> ( ₹ 35,400 )
2.	Driver-cum-Lab. Attendant (Grade-II) चालक सह लैब परिचारक ( ग्रेड - II)	<b>Level-5</b> ( ₹ 29,200 )
3.	Driver-cum-Lab. Attendant (Grade-I) चालक सह लैब परिचारक ( ग्रेड - I )	<b>Level-4</b> ( ₹ 25,500 )
4.	Driver-cum-Lab. Attendant (Ordinary Gr.) चालक सह लैब परिचारक (साधारण ग्रेड )	<b>Level-2</b> ( ₹ 19,900 )
5.	Technical Helper – I तकनीकी सहायक -I	<b>Level-4</b> ( ₹ 25,500 )
6.	Peon-Cum-Messenger चपरासी सह दूत	<b>Level-2</b> ( ₹ 19,900 )