



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान  
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)  
**Rajiv Gandhi Institute of Petroleum Technology**  
(An Institution of National Importance established under an Act of Parliament)  
Jais, Amethi- 229304, UP, India. Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)

**Disclosure of Information Under Section-4(1)(b)  
of  
The Right to Information Act, 2005**

**I. Particulars of Organization, Function and Duties**

**1.1.1 Name and Address of the Organization:**

The Government of India has set up the Rajiv Gandhi Institute of Petroleum Technology (RGPT) at Jais, Amethi, Uttar Pradesh through an Act of the Parliament under the aegis of Ministry of Petroleum and Natural Gas (MoPNG). The Institute has been accorded the eminence of being an Institution of National Importance along the lines of the Indian Institutes of Technology (IITs). The Institute is empowered to award degrees in its own right. The Institute is co-promoted as an energy domain specific institute by six leading Oil Public Sector Undertakings, namely- Oil and Natural Gas Corporation Limited, Indian Oil Corporation Limited, Oil India Limited, GAIL (India) Limited, Bharat Petroleum Corporation Limited and Hindustan Petroleum Corporation Limited in association with the Oil Industry Development Board. The Institute is situated at following place:

Rajiv Gandhi Institute of Petroleum Technology (RGPT)  
Post- Harbanshganj, Bahadurpur,  
Jais,  
Amethi- 229304  
Uttar Pradesh, India

**1.1.2 Head of the organization:**

Prof. A. S. K. Sinha  
Director

**1.1.3 Vision, Mission, and Key Objectives:**

**Vision:** To serve as the fountainhead for nurturing of world-class manpower capable of being the future leaders of technology and techno-innovation in the broad field of petroleum technology and energy sector"

**Mission:** Creating a dynamic state-of-the-art learning and working environment, where intellectual ideas are nurtured and new ideas creatively flourish, from which will emerge research scholars and graduates, with the ability to be the leaders and innovators of tomorrow.



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**1.1.4 Function and duties: (Under Section-9 of RGIPT Act, 2007)**

The Institute shall perform the following functions, namely:

**(i)** Nurture and promote quality and excellence in education and research in the area of petroleum and hydrocarbons;

**(ii)** Provide for programmes and courses of instruction and research leading to the award of the Bachelors, Master and Doctoral degrees in engineering and technology, management, sciences and arts in the area of petroleum and hydrocarbons;

**(iii)** Grant, subject to such conditions as the Institute may determine, degrees, diplomas, certificates or other academic distinctions or titles at various academic levels to candidates who have attained the prescribed standard of proficiency as judged on the basis of examination or on any other basis of testing and evaluation and to withdraw any such degrees, diplomas, certificates or other academic distinctions or titles for good and sufficient reasons;

**(iv)** Confer honorary degrees or other distinctions and to institute and award fellowships, scholarships, exhibitions, prizes and medals;

**(v)** Lay down standards of admission to the Institute through an examination or any other method of testing and evaluation;

**(vi)** Fix, demand and receive fees and other charges;

**(vii)** Manage the content, quality, design and continuous evaluation of its academic and research programmes in a manner that earns accreditation of an international stature;

**(viii)** Promote research and development for the benefit of oil, gas and petrochemical industry through the integration of teaching and research;

**(ix)** Foster close educational and research interaction through networking with national, regional and international players in the oil, gas and petrochemical industry;

**(x)** Co-operate with educational and research institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars, conduct of joint research, undertaking sponsored research and consultancy projects, etc;



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- (xi) Organise national and international symposia, seminars and conferences in the area of petroleum and hydrocarbons;
- (xii) Establish, maintain and manage halls, residences and hostels for students;
- (xiii) Create academic, administrative, technical and other posts and to make appointments thereto;
- (xiv) Lay down conditions of service including a code of conduct for teachers and other categories of employees;
- (xv) Supervise, control and regulate the discipline of all categories of employees of the Institute and to make arrangements for promoting their health and general welfare;
- (xvi) Supervise and regulate the discipline of students and to make arrangements for promoting their health, general welfare and cultural and corporate life;
- (xvii) Frame Statutes and Ordinances and to alter, modify or rescind the same;
- (xviii) Deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing its objects;
- (xix) Receive gifts, grants, donations or benefactions from the Central and State Governments and to receive bequests, donations, grants and transfers of movable or immovable properties from testators, donors, transferors, alumni, industry or any other person;
- (xx) Borrow money for the purposes of the Institute with or without security of the property of the Institute;
- (xxi) Integrate new technology in the classroom to encourage student-centric learning strategies and the development of an attitude for learning;
- (xxii) Develop and maintain an information resource centre of print and non-print knowledge resources in the field of petroleum sector covering the entire hydrocarbon value chain as well as other related areas of science and technology;
- (xxiii) Provide for further education to the working professionals and other employees of the Institute in the advanced areas of technology relating to oil, gas and complete hydrocarbon value chain; and



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**(xxiv)** Do all things, not specifically covered above, as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.

**1.1.5 Organization Chart:**

- a. The Director
- b. The Deputy Director
- c. The Deans
- d. The Heads of Department
- e. The Registrar

**1.1.6 Any other details- the genesis, inception, formation of the department and the HoDs from time to time as well as the Committees/ Commissions constituted from time to time has been dealt:**

- a. RGIPT Act, 2007
- b. RGIPT First Statute, 2009
- c. RGIPT General Service Rules, 2017

**II. The Power and Duties of its Officers and Employees**

**1.2.1 Power and duties of Officers (Administrative, Financial & Judicial)**

**Powers and Duties of the Director (Under Section-13 of RGIPT Statute, 2009)**

- (1)** Subject to budget provisions made for a specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- (2)** The Director shall have the power to appropriate funds with respect to different items constituting the recurring budget up to a monetary limit for each item as may be laid down by the Board, from time to time.

Provided that such appropriation shall not involve increase in the budget and any liability in future years:



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Provided further that every such appropriation shall, as soon as possible, be reported to the Board.

- (3)** The Director shall have the power to waive recovery of any over-payment made to a member of the staff, which is not detected within twenty-four months from the date of payment up to monetary limit that may be laid down by the Board from time to time. Every such waiver shall, as soon as possible, be reported to the Board.
- (4)** The Director, where he is the appointing authority, shall have the power to write off irrecoverable losses and irrecoverable value of stores items lost or rendered unserviceable due to normal wear and tear subject to such stipulations as to monetary limits that may be laid down by the Board from time to time.
- (5)** The Director, where he is the appointing authority shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale, but not involving more than five increments, in respect of posts to which appointment can be made by him under powers vested in him by the provisions of the Act.
- (6)** The Director shall have the power to employ technicians and workmen paid from contingencies involving emoluments not exceeding the Central Government approved daily wage rates.
- (7)** The Director shall have the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be decided by the Board from time to time.
- (8)** The Director shall have the power to sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable.
- (9)** The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.



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**(10)** In exceptional cases, subject to availability of funds, the Director shall have the power to create temporary posts with the approval of the President, for not more than two years duration on approved scales of pay under report to the Board provided that no such post, of which the Director is not the appointing authority, shall be so created.

**(11)** The Director shall have the power of a Head of Department in the Government for purposes of rules in the Account Code, the Fundamental and Supplementary Rules and other rules of the Government of India in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.

**(12)** If, for any reason, the Registrar is temporarily absent for a period not exceeding one month, the Director may take over or assign to any member of the staff of the Institute, any of the functions of the Registrar as he deems fit;

Provided that if, any time, the temporary absence of the Registrar exceeds one month the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.

**(13)** All contracts for and on behalf of the Institute, except the one between the Institute and the Director shall, when authorized by a resolution of the Board passed in that behalf, be in writing and be expressed to be made in the name of the Institute, and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.

**(14)** The Director may, during his absence from Headquarters, authorize the Deputy Director or one of the Deputy Directors if there is more than one Deputy Directors or one of the Deans or the senior most Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and countersign bills on his behalf and authorize him for assuming such powers of the Director as may be specifically



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delegated to one of the Deputy Directors, or one of the Deans or the senior most Professor by him in writing.

- (15) The Director may, at his discretion, constitute such Committees as he may consider appropriate.
- (16) In the event of the occurrence of any vacancy in the office of the President by reason of his death, resignation, or otherwise or in the event of the President being unable to discharge his functions owing to absence, illness or any other cause, the Director may also discharge the functions assigned to the President under section 19 of the Act.
- (17) The Director may, with the approval of the Board, delegate any of the powers, responsibilities and authorities vested in him by the Act and Statutes to one or more members of the academic or administrative staff of the Institute.
- (18) On matters requiring immediate action, the Director shall take such action as he deems necessary, and shall thereafter report the action taken to such authority or body as would have in the ordinary course dealt with the matter.

**Power and Duties of Deputy Director under Section-14 of RGIPT Statute, 2009)**

- (1) The appointment of Deputy Director shall be made by the Board on the recommendation of the Selection Committee constituted of at least five members including the Chairman who are experts in the field of petroleum technology at National and International Level.
- (2) The appointment shall be for a period of three years initially which may be extended by two times for one year each on recommendation of the Board.
- (3) The Deputy Director shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Deputy Director.
- (4) The Deputy Director shall have all the powers of the Director during the vacancy in the post of director of the Institute.



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- (5) The Deputy Director shall assist the Director in academic and administrative work and in maintaining liaison with other institutions of higher learning and research, and also with industrial undertakings and other employers.

### **Power and Duties of Registrar under Section-15 of RGIPT Statute, 2009**

- (1) The Registrar shall be appointed by the Board on the recommendation of a Selection Committee constituted for the purpose by the Board.
- (2) The emoluments and other terms and conditions of service of the Registrar, including the age of superannuation, shall be such as may be prescribed by the Board from time to time.
- (3) When the office of the Registrar is vacant or when the Registrar is, by reason of illness absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Director may appoint for the purpose.
- (4) The Registrar shall serve as the ex-officio Secretary of the General Council, the Board of Governor, the Senate, the Finance Committee, but shall not be deemed to be a member of any of these authorities.
- (5) It shall be the duty of the Registrar:
- (a) To be the custodian of the records, the common seal and such other property of the Institute as the Board of Governor may commit to his charge;
  - (b) To issue notices convening meetings of the various authorities of the Institute of which he is the ex-officio Secretary as well as of any Committee appointed by these authorities;
  - (c) To circulate agenda items, prepare minutes and circulate them after the approval of the Director.





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- (d) To keep minutes of all meetings of the various authorities of the Institute of which he is the ex-officio Secretary as well as of any Committee appointed by these authorities;
  - (e) To conduct official correspondence on behalf of the authorities of the Institute;
  - (f) To supply to the Central Government, copies of the agenda of meetings of the authorities of the Institute as soon as they are issued and thereafter the minutes of such meetings;
  - (g) To represent the Institute in law suits or legal proceedings by or against the Institute, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
  - (h) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations of the Institute or as may be assigned to him from time to time, by the Board of Governor or the Director.
- (6) The Registrar shall be responsible to the Director for the proper discharge of his duties.

### **1.2.2 Power and Duties of other employees**

The other officers and personnel of the Institute assume power and responsibilities and perform duties as assigned to them time to time by the Competent Authority of Institute.

### **1.2.3 Rules/ Orders under which power and duties are derived and exercised/ work allocated are:**

- a. RGIPT Act, 2007
- b. RGIPT First Statute, 2009
- c. RGIPT General Service Rule, 2017
- d. Ordinance for Undergraduate Programmes
- e. Ordinance for Postgraduate Programmes
- f. General Financial Rules- 2017
- g. CCS (CCA) Rules, 1965, as amended from time to time
- h. CCS (Medical Examination) Rules 1957, as amended time to time



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- i. CCS (LTC) Rules, 1988, as amended from time to time
- j. National Pension System, 2004, as amended from time to time
- k. Government of India orders, issued time to time

### **III. Procedure followed in the Decision-Making Process, including Channel of Supervision and Accountability**

#### **1.3.1 Process of decision-making**

The Institute is having approved hierarchy of officers, who are responsible for taking decision on academic, administrative, financial and other relevant matters:

- a. The Director
- b. The Deputy Director
- c. The Deans
- d. The Heads of Department
- e. The Registrar

The academic, administrative, and financial works of Institute have been categorized under the supervision of various Deans, Heads, Chairmen of councils and Registrar.

#### **1.3.2 Final decision-making Authority**

- a. The Director

#### **1.3.3 Related provisions, act, rules, etc:**

- a. RGIPT Act, 2007
- b. RGIPT First Statute, 2009
- c. RGIPT General Service Rule, 2017
- d. Ordinance for Undergraduate Programmes
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### 1.3.4 Time-Limit for taking a decision, if any-

The limit of time for taking any decision depends on the nature and complexity of the proposal and authority to take the final decision.

### 1.3.5 Channel of Supervision and Accountability

The Director, Deans, Heads of Department, Registrar and other Section Heads

## IV. Norms for Discharge of Functions [Section 4(1)(b)(iv)]

### 1.4.1 Nature of functions/ services offered

The Institute offering following programmes from Jais, Amethi Campus

#### Undergraduate Programme

- a. B. Tech. in Chemical Engineering
- b. B. Tech. in Chemical Engineering (**Major: Renewable Energy Engg.**)
- c. B. Tech. in Chemical Engg (**Major: Petrochemicals and Polymer Engg**)
- d. B. Tech. in Petroleum Engineering
- e. B. Tech. in Petroleum Engg. (**Major: Applied Petroleum Geoscience**)
- f. B. Tech. in Computer Science & Engineering
- g. B. Tech. in Computer Science & Design Engineering
- h. B. Tech. in Electronics Engineering
- i. B. Tech. in Electrical Engineering (**Major: E Vehicle Technology**)
- j. B. Tech. in Information Technology
- k. B. Tech. in Mathematics and Computing
- l. B. Tech. in Mechanical Engineering

#### Integrated Dual Degree Programme

- a. IDD in Computer Science & Engineering and AI
- b. IDD (B. Tech. in Petroleum Engineering and MS in Petroleum & Natural Gas Engineering)

#### Postgraduate Programme

- a. M. Tech. in Chemical Engineering
- b. M. Tech. in Petroleum Engineering
- c. M. Tech. in Renewable Engineering
- d. M. Tech. in Electric Vehicle Technology
- e. MBA in Energy Management/ HR/ Finance/ Marketing
- f. MBA in Business Analytics



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## **Doctoral Programmes**

- a. Ph. D. in various Engineering, Sciences, Humanities and Management streams

## **Diploma**

- a. Diploma in Chemical Engineering
- b. Diploma in Petroleum Engineering
- c. Diploma in Mechanical Engineering
- d. Diploma in Electronics and Instrumentation Engineering
- e. Diploma in Fire and Safety Engineering
- f. Diploma in Electrical Engineering
- g. Diploma in Computer Science & Engineering

### **1.4.2 Norms/standards for functions/service delivery**

As per procedure prescribed under the RGIPT Act, Statute, Academic Ordinances, Procurement manual and Government of India orders issued time to time.

### **1.4.3 Process by which these services can be accesses**

As per procedure prescribed under the RGIPT Act, Statute, Academic Ordinances, Procurement manual and Government of India orders issued time to time.

## **V. Rules, regulations, instructions manual and records for discharging functions**

The following Act, Statutes, Manuals, Rules & Regulation, and delegation of power have been duly approved by the Board of Governors (BOG) and Senate:

### **1.5.1 to 1.5.3**

- a. RGIPT Act, 2007
- b. RGIPT First Statute, 2009
- c. RGIPT Statute, 2017
- d. Ordinance for Undergraduate Programmes
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- f. General Financial Rules- 2017
- g. CCS (CCA) Rules, 1965, as amended from time to time
- h. CCS (Medical Attendance) Rules



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#### **1.5.4: Transfer Policy and Transfer Orders**

There is a provision of inter-departmental transfer of staff as per Institute's requirements.

## **VI. Categories of documents held by the authority under its control**

### **1.6.1 Categories of the documents:**

The followings are the categories of documents available in Institute:

#### **Category-1: Documents pertaining to Academics**

- Academic curriculum & syllabus of Diploma/B.Tech/M.Tech/MBA/PhD
  - Registration/Enrolment Record
  - Examination Record
  - Graduate Register
  - Tabulation Record
- UG & PG Ordinance & Regulations
- Minutes of Senate Meetings

#### **Category-2: Documents pertaining to Finance & Accounts**

- Purchase Rules
- Audit Reports
- Annual Accounts
- Details of Endowment Fund
- Delegation of Financial power

#### **Category-3: Documents pertaining to Administration:**

- Minutes of General Council Meeting
- Minutes of BoG Meeting
- Minutes of Finance Committee Meeting
- Minutes of Senate Meeting
- Selection Committee Records



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- Establishment/Leave Records

**1.6.2 Custodian of documents/categories:**

The Registrar/Heads of various Academic and Administrative sections are the custodian of the records of respective sections.

**VII. Boards, Councils, Committees, and other Bodies constituted as part of the Public Authority**

**1.7.1 Name of Boards, Council, Committee etc.**

- a. The General Council (GC)
- b. The Board of Governors (BOG)
- c. The Senate
- d. The Finance Committee (FC)

**1.7.2- 17.7.5** The compositions, Tenure, Powers & Functions and meeting regulations of General Council, Board of Governors, Senate, and Finance committee are given in RGIPT Act-2007 and RGIPT Statute-2009.

**1.7.6** Whether their meetings are open to the public?  
No

**1.7.7.** Whether the minutes of the meetings are open to the public?  
No

**1.7.8** Place where the minutes if open to the public are available?  
Not Applicable

**VIII. Directory of Officers and employees**

The Directory of officers and employees are available at Institute's website [www.rgipt.ac.in](http://www.rgipt.ac.in)

**IX. Monthly Remuneration received by officers & employees including system of compensation**



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**1.9.1 List of employees with Gross monthly remuneration**

**Academic Cadre**

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay
01	Director	17	225000.00
02	Professor	14A	159100.00
03	Associate Professor	13A2	139600.00
04	Assistant Professor (Grade- I)	12	101500.00
05	Assistant Professor (Grade- II)	10/11	57700.00/ 89900.00

**Administrative Cadre**

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay
01	Registrar	14	144200.00
02	Finance Officer	14	144200.00
03	Additional Registrar	13A	131100.00
04	Joint Registrar	13	123100.00
05	Deputy Registrar	12	78800.00
06	Assistant Registrar	11	67700.00
07	Assistant Registrar	10	56100.00
08	Superintendent (Grade – III)	08	47600.00
09	Superintendent (Grade – II)	07	44900.00
10	Superintendent (Grade-I)	06	35400.00
11	Assistant (Grade- II)	05	29200.00
12	Assistant (Grade- I)	03	21700.00



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### Technical Cadre

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay
01	Principal Technical Officer	13A	131100.00
02	Principal Technical Officer	13	123100.00
03	Senior Technical Officer	12	78800.00
04	Technical Officer (Grade- I)	11	67700.00
05	Technical Officer	10	56100.00
06	Technical Superintendent (Grade-III)	08	47600.00
07	Technical Superintendent (Grade – II)	07	44900.00
08	Technical Superintendent (Grade – I)	06	35400.00
09	Technician (Grade- II)	05	29200.00
10	Technician (Grade- I)	03	21700.00

### Engineering/ Institute Maintenance Cadre

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay
01	Principal Technical Officer	13A	131100.00
02	Superintending Engineer	13	123100.00
03	Senior Executive Engineer	12	78800.00
04	Executive Engineer	11	67700.00
05	Assistant Executive Engineer	10	56100.00
06	Senior Assistant Engineer	08	47600.00
07	Assistant Engineer	07	44900.00
08	Junior Engineer	06	35400.00
09	Technician (Grade- II)	05	29200.00
10	Technician (Grade- I)	03	21700.00

### Physical Education Cadre

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay





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01	Physical Education Officer (Grade- I)	12	78800.00
02	Physical Education Officer	11	67700.00
03	Assistant Physical Education Officer	10	56100.00
04	Physical Training Instructor (Grade- II)	07	44900.00
05	Physical Training Instructor (Grade- I)	06	35400.00

### Library Cadre

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay
01	Librarian	14	144200.00
02	Deputy Librarian (Grade- I)	13	131400.00
03	Deputy Librarian	12	101500.00
04	Assistant Librarian (SS)	11	68900.00
05	Assistant Librarian	10	57700.00
06	Library Superintendent (Grade- III)	08	47600.00
07	Library Superintendent (Grade- II)	07	44900.00
08	Library Superintendent (Grade- I)	06	35400.00
09	Library & Info Assistant (Grade- II)	05	29200.00
10	Library & Info Assistant (Grade- I)	03	21700.00

### Security Cadre

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay
01	Security Officer	12	78800.00
02	Deputy Security Officer (Grade- II)	11	67700.00
03	Deputy Security Officer (Grade- I)	10	56100.00
04	Assistant Security Officer (Grade- III)	08	47600.00
05	Assistant Security Officer (Grade- II)	07	44900.00
06	Assistant Security Officer (Grade- I)	06	35400.00



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**Health Services Cadre**  
**Medical Officers**

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay
01	Chief Medical Officer (Grade -I)	13A	131100.00
02	Chief Medical Officer	13	123100.00
03	Senior Medical Officer	12	78800.00
04	Medical Officer	11	67700.00

**Systems/ ICT Cadre**

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay
01	System Officer	13A	131400.00
02	System Officer	13	123100.00
03	Deputy System Officer	12	78800.00
04	Assistant System Officer (Grade- I)	11	67700.00
05	Assistant System Officer	10	56100.00
06	System Superintendent (Grade - III)	08	47600.00
07	System Superintendent (Grade - II)	07	44900.00
08	System Superintendent (Grade-I)	06	35400.00
09	Technician System (Grade- II)	05	29200.00
10	Technician System (Grade- I)	03	21700.00

**Rajbhasha Cadre**

Sl. No.	Designation	Pay as per 7 <sup>th</sup> CPC	
		Pay Level	Initial Basic Pay
01	Hindi Officer (Grade- II)	11	67700.00
02	Hindi Officer (Grade- I)	10	56100.00
03	Hindi Translator (Grade- III)	08	47600.00
04	Hindi Translator (Grade- II)	07	44900.00
05	Hindi Translator (Grade- I)	06	35400.00

**1.9.2 System of compensation as provided in its regulations**

As per 7<sup>th</sup> Central Pay Commission recommendations.



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### X. Name, Designation, and other particulars of Central Public Information Officer (CPIO)

#### 1.10.1 Name, Designation, and other particulars of Central Public Information Officer &

#### 1.10.2 Address, telephone numbers and email ID of each designated official:

The Postal Address of the Institute are as under:

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)  
Post: Harbanshganj, Bahadurpur,  
Jais,  
Amethi- 229304  
Uttar Pradesh

Particulars of the CPIOs are as follows:

Sl. No.	Name	Designation	Phone No	e-mail Ids	Departments
1	Prof. Atul Sharma	HoD	0535-270-4512	head_bsh@rgipt.ac.in	Department of Sciences & Humanities
2	Dr. Milan Kumar	HoD	0535-270-4503	head_cces@rgipt.ac.in	Department of Chemical Engineering & Biochemical Engineering
3	Dr. Jaya Srivastava	HoD	0535-270-4525	head_ms@rgipt.ac.in	Department of Management Studies
4	Prof. Chanchal Kundu	HoD	0535-270-4504	head_maths@rgipt.ac.in	Department of Mathematical Sciences
5	Dr. Susham Biswas	HoD	0535-270-4527	head_cse@rgipt.ac.in	Department of Computer Science & Engineering
6	Dr. Umakant Dhar Dwivedi	HoD	0535-270-4526	head_ee@rgipt.ac.in	Department of Electronics & Engineering



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Sl. No.	Name	Designation	Phone No	e-mail Ids	Departments
7	Prof. M. S. Balathanigaimani	In-charge	0535-270-4741	crf@rgipt.ac.in	Central Research Facility (CRF) Lab
8	Prof. Satish Kumar Sinha	HoD	0535-270-4546	head_pegs@rgipt.ac.in	Department of Petroleum Engineering & Geoengineering
9	Shri Sameer Ranjan Singh	Deputy Registrar	0535-270-4752	dr.admin@rgipt.ac.in	Academics Affairs
10	Shri Sameer Ranjan Singh	Deputy Registrar	0535-270-4752	dr.admin@rgipt.ac.in	Directorate, Establishment, General Administration, Estate, Rajbhasha, matter pertaining to Assam & Bengaluru centres and any other matters not assigned to any CPIOs above
11	Shri Harish Kumar Yadav	Executive Engineer-(Grade- I)	0535-270-4888	hkyadav@rgipt.ac.in	Institute Works Department, Land Acquisition, Arbitration
12	Shri Arun Kumar Singh	Assistant Registrar (FA)	0535-270-4743	asingh2@rgipt.ac.in	Office of the Dean-Faculty Affairs, Training & Placement
13	Shri Rakesh Singh	Assistant Registrar (Accounts)	0535-270-4755	ar.accounts@rgipt.ac.in	Finance & Accounts
14	Shri Krishna Kant	Assistant Registrar (Audit)	0535-270-4563	ar.audit@rgipt.ac.in	Internal Audit, Medical Claims, LTC and Diary & Dispatch
15	Shri Anil Verma	Assistant System Officer (Grade-I)	0535-270-4900	averma@rgipt.ac.in	Centre for Computing and Information Services (CCIS)



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Sl. No.	Name	Designation	Phone No	e-mail Ids	Departments
16	Shri Sudhir Arora	Assistant Registrar (DOSA)	0535-270-4752	ar.dosa@rgipt.ac.in	Office of the Dean-Students' Affairs and Office of Chairman-Council of Wardens, Central Library and Security Services

### Address, telephone numbers and email ID of First Appellate Authority:

Shri Jitendra Prasad  
First Appellate Authority (FAA)  
Rajiv Gandhi Institute of Petroleum Technology (RGPT)  
Post: Harbanshganj, Bahadurpur,  
Jais, Amethi- 229304  
Uttar Pradesh  
Phone: +91-535-270-4777  
e-mail: registrar@rgipt.ac.in

### XI. No. of employees against whom Disciplinary action has been proposed/taken

#### 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) Finalised for Minor Penalty or major Penalty proceedings:

Nil

### XII. Programmes to advance understanding of RTI

#### 1.12.1 Educational programmes:

Training programmes are being organised at Institute regularly.

#### 1.12.2 Efforts to encourage public authority to participate in these programmes:



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Training programmes are being organised at Institute regularly for CPIOs.

**1.12.3 Training of CPIO/APIO:**

Training programmes are being organised at Institute regularly for CPIOs.

**1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned:**

Updated guidelines on RTI are available at Institute's official website i.e. [www.rgipt.ac.in](http://www.rgipt.ac.in)

**XIII. Transfer policy and transfer orders:**

**1.14.1 Transfer Policy and Transfer Orders [F. No. 1/6/2011- IR Dt. 15.4.2013]**

There is a provision of inter-departmental transfer of staff as per Institute's requirements through notification as approved by the Competent Authority.