



NATIONAL SAVINGS INSTITUTE, NAGPUR

RIGHT TO INFORMATION ACT, 2005

SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005

(i) *The Particulars of its organization, function and duties.*

NSI is a subordinate office under Department of Economic Affairs, Government of India, Ministry of Finance. It is entrusted with the task of mobilization of small savings. The institute discharges this role through national level publicity of small savings with feed back to the ministry for policy intervention and redressal of customer's queries and grievances. Institute is also responsible for collection and collection of data providing policy input to Ministry, structuring new products, printing and supply of savings instruments and work relating to International cooperation.

(ii) *The power and duties of its officer and employees:-*

The powers & duties of officers & employees of NSI are described below:

Sl No	Office	Location	Power and Duties
1	Director	"A" Wing CGO Complex, Seminary Hills, Nagpur	i) Administration of NSI ii) Coordination with DOP, Central Govt. / State Govt. & Nationalized Banks. iii) Issue of guidelines on technical matters to subordinate offices. iv) Supervision of subordinate offices v) Annual Report of NSI vi) Delegation of work to subordinate offices.
			Transfer and Posting of Group B C and D Employees
			(i)Promotion/DPC of Group B C and D Employees

	Jt.Dir.		Administration
			To assist Director and discharges duty as assigned
	Reg.Dir		1. Joint Director (Hqrs.) – All India Administration and implementation of Official Language. 2. Supervision of Regional Centres.
	Dy.Dir		To assist Jt.Director and discharges duty as assigned
	Asst.Dir		To assist Reg.Director and discharges duty as assigned To assist Dy.Director and discharges duty as assigned
2	Regional Centers of NSI	1. Bangalore 2. Chennai 3. Chandigarh 4. Delhi 5. Guwahati 6. Jaipur 7. Kolkata 8. Lucknow 9. Mumbai 10.Nagpur	1. Office administration of regional centers. 2. Coordination with DOP, Central Govt/ State Govt. & Nationalised banks. 3. Grievance redressal at Regional level. 4. Handling court cases 5. Annual report of Regional centers. 6. Implementation of official language policies 7. RTI matters at Regional level

(iii) *The procedure followed in the decision making process, including channels of supervision and accountability.*

Decision making process in NSI is largely centralized. The officer at Head quarter office as well as Regional Centres are entrusted / delegated with the responsibilities as per delegation of financial power and administrative orders issued from time to time.

iv. The norms set by it for discharge of its functions

The Institution follows the provisions of Acts/Rules as norms for discharge of duties. Also guidelines issued by Ministry of Finance and Head of Department, NSI from time to time are strictly followed.

v. Rules, Regulations , Instructions, Manuals & Records held by it are under its control are used by its employees for discharging its functions.

1	Kisan Vikas Patra
2	Post Office Monthly Income Scheme
3	15 Years Public Provident Fund Account
4	Post Office Time Deposit Account
5	5-Year Post Office Recurring Deposit Account
6	Post Office Savings Account
7	National Savings Certificate VIII th issue
8	Senior Citizens Savings Schemes

Acts and Rules

1	The Govt. Savings Banks Acts,1873
2	The Govt. Savings Certificates Acts, 1958
3	The Post Office Savings Accounts,1981
4	The Post Office Recurring Deposit Rules, 1981
5	The Post Office Time Deposit Rules, 1981
6	Monthly Income Accounts Rules 1987
7	National Savings Certificate VIII-Issue Rules,1989
8	Kisan Vikas Patra Rules, 1988
AGENCY SYSTEM	
1	Mahila Pradhan Kshetriya Bachat Yojan,1972
2	Pay Roll Savings Scheme,1958
3	Standardized Agency System,1959

Latest Amendments

1	Post office savings Rules Amendment Rules, 2009 Iii) Notification No882 (E) Dated 3-11-2010 Amendment in post office Savings Account Office Memorandum Dated 23 rd April 2010 Anti Money laundering norms for small savings instruments & proof of address card
2	Senior Citizens Savings Schemes Notification No. 639 dated 28 th July 2010 Amendment to Senior Citizens Savings Scheme Rules 2004
3	15 Years Public Provident Fund Account Office Memorandum Dated 7-12- 2010 Amendment to Public Provident Fund Scheme i) Notification No F. 7/9/2008-NS-II dated 10 January 2011 Authorization of 188 Branches of Vijay Bank (ALL India) for acceptance of PPF deposits

vi. A statement of the category of documents that are held by it are under its control.

1. Files in respect of approvals
2. Establishment files.
3. Accounts & Budget files

vii. The particulars of any arrangements that exists for consultation with are presentation by , the member of public in relation to formulation of its policy are implementation thereof.

The institute undertakes its departmental activities with total participation of public and public representatives. The policies are framed by the Ministry of Finance.

viii. A statement of the boards , counsels, committees & other bodies consisting of two or more persons constituted as its part are for the purpose of its advise and as to whether meetings of those boards , counsels, committees & other bodies are opened to the public or the minutes of such meetings are accessible for the public.

1. State level coordination committees exist at Regional Centre level for redressal of public complaints and grievances and coordination among Dept.of Post, Banks, State Govt.and extension agencies.

ix. A directory of its officers & employees.

A list of names, designations, phone nos, fax nos., e-mail addresses of all officers and employees of NSI is made available under posting of officers & employees. Officers information can be seen under Section 4 (xvi) .

x. The monthly remuneration received by each of its officers and employees.

Officers and employees of NSI are paid monthly remuneration as per Govt. of India rules and entitlement of the post held by them.

xi. The Budget allocated to each of its agency, indicating the particulars of all plans , proposed expenditure and reports on disbursements made –

Budget Estimate statement for the year 2011-12 will be shown.

xii. The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes-

Not applicable. No subsidy program is executed by NSI.

xiii. Particulars of recipients of concessions, permits or authorization granted by it.-

No concessions are granted by NSI.

xiv. Details in respect of information available to or held by it reduced in an electronic form.

The particulars of information held by NSI in electronic form is as follows

1. Website : <http://www.nsiindia.gov.in>

xv. Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public school.

For obtaining information relating to the institution, public can refer institutions website. <http://www.nsiindia.gov.in> or can contact any of the ten offices of NSI. In case of any grievances, the Grievance Redressal Officer who is the Head of Office of 10 offices can be contacted. The name of grievance officer with name, office address, phone nos, fax nos, and email address can be made available on NSI website.

xvi. The names, designations and other particulars of the Public Information Officers –

The names, address, designation, phone nos., and email addresses of all the CPIOs are as under:

1. NSI HQ.OFFICE, NAGPUR

1. Central Public Information Officer: M.L.Gangore Phone No.2510889
Regional Director

2. Appellate Authority: Shri S.K.Tripathi Phone No.2510057
Joint Director

2. REGIONAL CENTRES

In addition to CPIO nominated at National Savings Institute (HQ, Nagpur) another 10 Regional Directors have also nominated as CPIO.Details are given below:-

S.No.	Name and Designation	Region	Phone No.	Email address
1	Shri A.K.Chauhan Regional Director (Sr.)	Delhi	23237154	re-del@nsiindia.gov.in
2	Shri Nassir Sajjad Regional Director (Sr.)	Mumbai	22661812	re-mum@nsiindia.gov.in
3	Shri Jameel Asghar Regional Director (Sr.)	Kolkata	22870591	re-kol@nsiindia.gov.in
4	Shri T.Dasari Regional Director (Sr.)	Chennai	24916342	re-che@nsiindia.gov.in
5	Shri Raju Babu Regional Director (Sr.)	Bangalore	25537105	re-ban@nsiindia.gov.in
6	Shri B.R.Raigar Regional Director (Sr.)	Jaipur	2740443	re-jpr@nsiindia.gov.in
7	Shri Padam Singh Regional Director (Sr.)	Nagpur	2511667	re-nag@nsiindia.gov.in
8	Shri Rajiv Sagar Regional Director	Chandigarh	2742798	re-chd@nsiindia.gov.in
9	Shri S.L.Kureel Regional Director	Lucknow	2329067	re-lnw@nsiindia.gov.in
10	Shri P.B.Sen Deputy Director (I/C)	Guwahati	2450434	re-guw@nsiindia.gov.in

xvii. Such other information as may be prescribed and thereafter update these publications every year-

1. The newsletter of NSI ‘Sanchaya’ regularly published.
2. ‘Sanchaya Saurabh’ a magazine of NSI is also published.