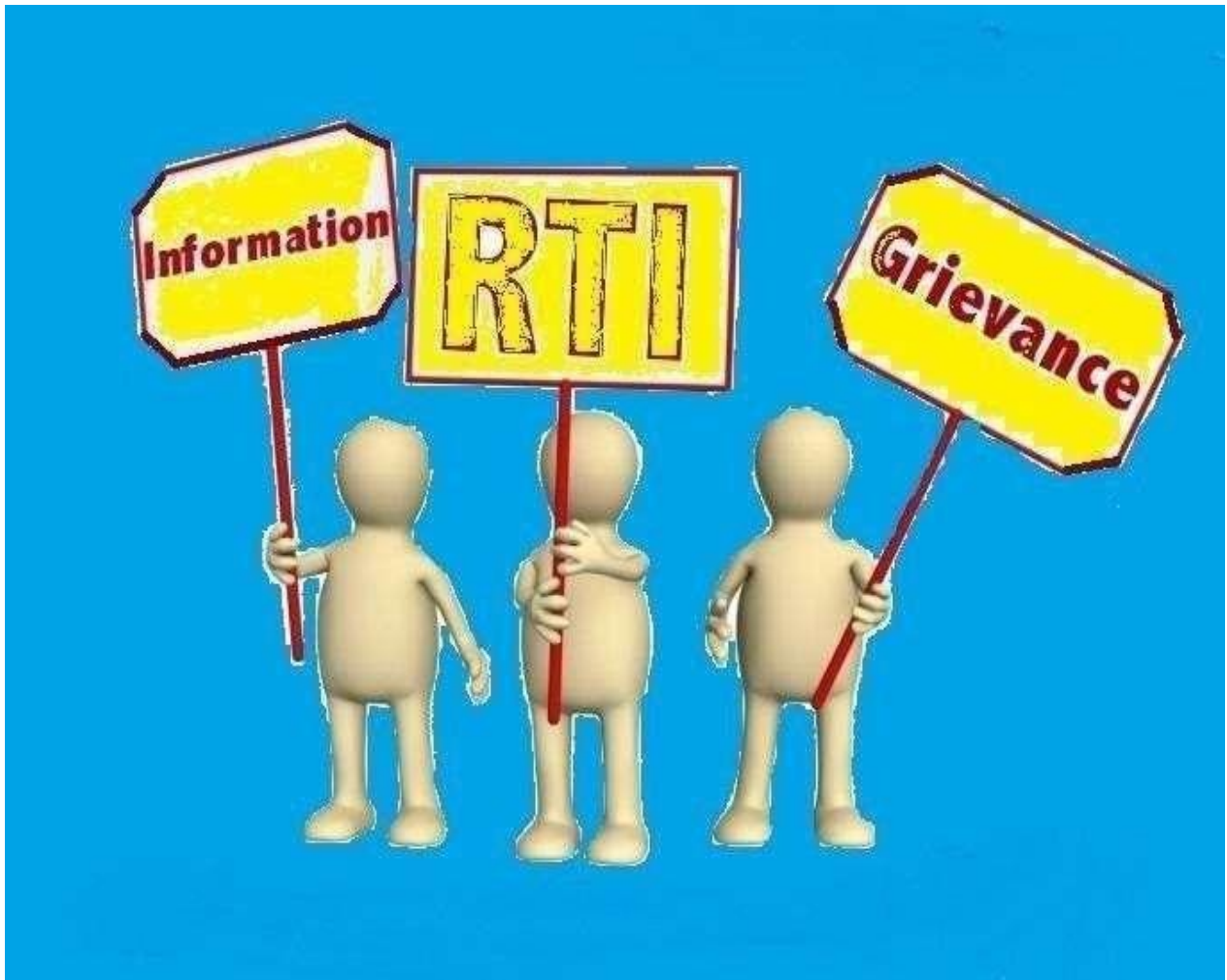


# Information Handbook On RTI ACT-2005



**BIJU PATNAIK NATIONAL STEEL INSTITUTE**  
(Established By Ministry of Steel, Government of India)

## OUR VISION

**“To emerge as a Centre of excellence that will provide technology and skilled/trained manpower to the Iron & Steel Industries with emphasis on the Secondary Steel Sector”.**



**Biju Patnaik National Steel Institute (BPNSI)  
Under Ministry of Steel, Government of India,  
Near Sukinda Bhawan, At/Po.:- Sukinda-755018,  
Dist.: - Jajpur, Odisha.  
Tel: 8018096578  
Email: [bpnsi@bpnsi.org](mailto:bpnsi@bpnsi.org)  
Website-[www.bpnsi.org](http://www.bpnsi.org)**

## TABLE OF CONTENTS

S.No	Manua I No.	Subject	Page No.
		Introduction	4
1	<a href="#">Manual-I</a>	Particulars of Biju Patnaik National Steel Institute (BPNSI), , Functions and Duties	5-8
2	<a href="#">Manual-II</a>	Powers and Duties of its Officers and Employees	9-12
3	<a href="#">Manual- III</a>	The procedure followed in the Decision-making process including Channels of Supervision and accountability	13
4	<a href="#">Manual - IV</a>	The Norms set by it for Discharge of Functions	14 - 15
5	<a href="#">Manual-V</a>	Rules/regulations/instructions/manuals & records held it or under Employees for discharging its functions	16
6	<a href="#">Manual - VI</a>	Categories of Documents Maintained	17
7	<a href="#">Manual - VII</a>	The particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of it policy or implementation thereof	18
8	<a href="#">Manual - VIII</a>	A statement of the Boards, Councils, Committees and other bodies of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public (Annexure-A)	19- 24
9	<a href="#">Manual- IX</a>	A Directory of the Officers and Employees	25
10	<a href="#">Manual - X</a>	Remuneration of Executives and Non-executives	26
11	<a href="#">Manual - XI</a>	The Budget allocated to each of its agency, including the particulars of plants proposed expenditures and reports on disbursements made	27
12	<a href="#">Manual - XII</a>	Manner of execution of subsidy Programmes including the amounts allocated and the details of the beneficiaries of such Programme s	28
13	<a href="#">Manual - XIII</a>	The Particulars recipients of concessions, permits of authorization granted	29
14	<a href="#">Manual - XIV</a>	The Details in respect of the information, available to or held by it in an electronic form	30
15	<a href="#">Manual - XV</a>	The Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	31
16	<a href="#">Manual - XV</a>	The Names, Designations and other particulars of appellate authority, public information officers	32- 33
17	<a href="#">Manual - XVII</a>	Such other Information as maybe prescribed; and thereafter updated these publications every year	34

## Introduction

### **Background of this Hand Book:**

The Right to Information Act, 2005 (22 of 2005) received the assent of the Hon'ble President of India on June 15, 2005 and came into force. This is an Act to provide for setting out the practical regime of Right to Information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

**Objective/purpose of this handbook:** To provide basic information to public

**Intended users of this handbook:** Citizens of India

**Organization of the information in this handbook:** The handbook contains 17 Manuals providing basic information on the various aspects of the organization

Contact person for obtaining hard copy of the Information Manual and in case of somebody wants to get more information on topics covered in the handbook as well as other information also

**Shri D.P. Panda**  
**Manager -FHR**  
**Biju Patnaik National Steel Institute**  
**Under Ministry of Steel, Government of India,**  
**Near Sukinda Bhawan, At/Po.: - Sukinda-755018,**  
**Dist.: - Jajpur, Odisha. Phone +918018096578**  
**Email: [durgeshpanda@gmail.com](mailto:durgeshpanda@gmail.com)**

**Working Hours – 9.30 am – 5.30 pm**  
**(Monday to Friday) except Central government holidays.**

## **MANUAL-1: PARTICULARS OF BIJU PATNAIK NATIONAL STEEL INSTITUTE, FUNCTIONS AND DUTIES**

Biju Patnaik National Steel Institute (BPNSI), constituted by Ministry of Steel, Government of India was registered as a society in 2001 for the development of Steel Sector with an emphasis on the Secondary Steel Sector. The Institute has adopted a three-pronged approach, namely Education & Training, Research & Development, and Consultancy to develop the steel sector. The Institute creates trained man power with the requisite skill set and also re-skills and upgrades the skills of the existing manpower in the steel sector.

### **OBJECTIVES & FUNCTIONS**

- To catalyze the development of quality human resource for the steel sector enabling it to face global competition.
- To inject world class skills amongst human resources in the steel sector
- To upgrade existing skill in human resources in the steel sector.
- To leverage links between the industry and academia for the benefit of steel sector.
- To build a Centre for technological information and knowledge for the steel sector.
- To network with other institutes of similar nature for the benefit of the steel sector.
- To provide consultancy services for the steel and allied industries.

The vision statement of the Institute is “To emerge as a Centre of excellence that will provide technology and skilled/trained manpower to the Iron & Steel Industries with emphasis on the Secondary Steel Sector”.

### **MISSION OF INSTITUTE**

To fulfil the vision, the BPNSI pursues a mission:

- To provide training and further education (TAFE) in niche application areas
- Carry out research, technology development & demonstration (RTD) in the areas of energy and environment, and
- Provide technical assistance (TA) services to iron and steel industry to support advance of sustainable steel industry in the country
- “The most important component to any industry’s success and prosperity is a competent and skilled workforce. By pooling the resources of the two groups, i.e. industry and educational institution, we can help ensure that industries have the educated, qualified, and skilled workers they need”. The Mission of BPNSI is to achieve this.

## **CONSTITUTION OF THE BOARD -**

### **CHAIRMAN:**

- **Shri Daya Nidhan Pandey, IAS**  
Joint Secretary to Govt. of India,  
Ministry of Steel, GPOA Block3, Netaji Nagar, New Delhi-110023

### **MEMBERS:**

- **Shri Uttam Singh**  
Vice President Operations, Tata Steel Limited (TSL),  
Kalinga Nagar, Odisha 755026:
- **Shri Raj Kumar, IES**  
Joint Director to Govt. of India,  
Ministry of Steel, GPOA Block3, Netaji Nagar, New Delhi-110023
- **Shri Chakraborty Singh Rathore, IAS**  
Directorate of Technical Education & Training,  
Govt. of Odisha, Buxi Bazar,  
Killa Maidan, Cuttack, Odisha 753001
- **Shri B. Sunil Kartha,**  
Chief General Manager (Steel Melting Shop-I)  
Rourkela Steel Plant, SAIL  
Rourkela 769 011, Odisha
- **Shri Suresh Agarwal**  
President, Odisha Sponge Iron Manufacturers' Association,  
N-2, Civil Township, Rourkela-769004,  
Sundargarh, Odisha
- **Shri Rakesh Pathak**  
Chief Human Resource Officer, Jindal Stainless Limited  
Kalinga Nagar Industrial Complex, Duburi Dist.  
Jajpur- 755 026, Orissa, India
- **Shri Jyoti Prakash Mallick**  
Director, Biju Patnaik National Steel Institute (BPNSI),  
Near Sukinda Bhawan, Sukinda,  
Jajpur-755018, Odisha

### **CONTACT:**

BIJU PATNAIK NATIONAL STEEL INSTITUTE,  
Under Ministry of Steel, Government of India,  
Near Sukinda Bhawan, At/Po.: - Sukinda - 755018,  
Dist.: - Jajpur, Odisha

**As on 31.03.2026, the total employee strength of BPNSI is 18, comprising of 4 Executives including**

**Director, 12 non-executives and 2 contractual employees.**

## **MANUAL-II: POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

Shri Jyoti Prakash Mallick, Director, BPNSI is the Secretary to the Board of BIJU PATNAIK NATIONAL STEEL INSTITUTE is responsible for the overall functioning of the organization. He reports to the Chairman, BPNSI. Board of BPNSI has delegated powers to the Director in order to carry out the functions relating to Personnel, Administration, Academic Programs, Revenue Expenses and Finance. He is assisted by the Committee of Management and further by Heads of Departments who carry out their respective functions.

### **MANUAL – II**

#### **Part - I**

#### **DELEGATION OF POWERS TO DIRECTOR, BPNSI**

The Director shall be principal executive officer of the institute and the head of its academic, administration and financial activities and business. He shall inter alia.

- Be responsible for and look after all the affairs of the Institute subject to control and directions of the Board.
- Be the custodian of the records and all other property of the Society/Institute.
- Represent the institute in all its activities whether academic, administrative or financial.
- Conduct all official correspondence on behalf of the Society/Institute
- Receive on behalf of the Institute/Society and pay/disburse any/all monies/funds of the Institute as may be required or deemed fit from time to time.
- Be responsible for appointment, suspension, expulsion, dismissal and other matters related to such posts, jobs, works, assignments, engagements etc. and such limits as may be laid down by the Board from time to time.
- Fix, on the recommendations of the selection Committee, the pay scales, emoluments, allowances, fees, payments and all other related matters including various benefits and concessions like house rent allowance, medical reimbursement allowances etc. in respect of such posts, jobs, works, assignments, engagements etc. and within such limits as may be laid down by the Board from time to time.
- Subject to the budgetary provisions and availability of funds, send/allocate pupils, members of the staff and/or other persons for training and/or for courses of instruction in India or abroad subject to such further terms and conditions as may be laid down by the Board from time to time.
- Employ, engage, take in hire, procure services of consultants, technicians, workmen and such other person (s) as may be deemed fit and/or necessary for the purpose of running administering, managing the Institute on such terms and conditions as may be deemed fit by him.
- To create, continue and/or discontinue subject to budgetary allocation and availability of funds, temporary posts, subject to ratification by the Chairman, for not more than two years' duration on approved scales of pay provided that no such posts etc. shall be created by him which the Director is not an appointing authority.
- Re-appropriate funds with respect to various items constituting the recurring budget within such limits and for each such items as may be laid down by the Board from time to time provided that such re-appropriation will not involve any liability for future years. Every such re-appropriation shall, as soon as possible, be reported to the Board.

- Write off or otherwise allow, discharge any/all liability, whether financial or otherwise, on the part of any person, firm or body corporate, as also all irrecoverable value of stores lost, damaged for otherwise rendered unserviceable due to normal wear and tear in the manner and within the limits as may be laid down by the Board from time to time.
- To take any/all appropriate steps, action etc. as he may deem fit, if any pupil, worker, officer etc. commits any act of indiscipline, in any manner or, any other act which is not conducive to the proper and smooth running of the activities and administration of the Institute whether connected with the activities of the Institute or otherwise and no such action shall be called in question at any time.
- To take any/all appropriate steps, action etc. as he may deem fit, in cases of any/all student unrest, labour unrest and problems/issues relating thereto.
- Constitute, continue and/or discontinue such Committee(s) for such activities and purposes as may be deemed fit and necessary by him from time to time.
- To sign, execute, prepare, cause to be prepared, file, register any/all papers, contracts, documents, agreements, deeds for and on behalf of the Institute involving such items and/within such financial and or other limits as may be laid down by the Board from time to time, provided that the Director shall not be personally liable or responsible in respect of any such transactions.
- Delegate any/all of his powers, functions, responsibilities, duties of routine nature to any one or more persons(s) as may be deemed fit by the Director.
- Delegate any/all of his powers, functions, responsibilities, duties except those mentioned in clause (q) above, to the Deputy Director, and in his absence to the Senior most Professor of the institute, in the event of his absence, on tour or leave.
- In the event of the Chairman of the Board not being available to act as Chairman for long period any reason whatsoever, like his absence from the District, State or the country, illness etc., the Ministry of Steel shall nominate an alternative person of the same rank to act in his place until the Chairman is again available to act in his respective capacity. All actions/ decisions taken during such period must be brought to the notice of the Chairman by the Director, Member Secretary of the Board, upon resumption of duty.
- Notwithstanding anything contained in these rules and regulations/bye-laws of the Society or elsewhere, the Director shall have all such powers and authority as may be deemed necessary or conducive to smooth and proper functioning/running of the activities/business of the Institute. The Chairman may, if he or she deems fit, expressly specify some powers which may be exercised by the Director pursuant to this clause, subject to ratification by the Board at its next meeting.

## **MANUAL – II**

### **Part – II**

#### **JOB DISTRIBUTION OF THE EXECUTIVES**

##### **Finance, HR & Regulatory Affairs Department**

1. Shri Durgesh Prasad Panda, Manager (FHR) and Public Information Officer
  - Overall, in-charge of Finance, HR & Regulatory Affairs dept
  - Cash & Bank matters, PF matters, and Contractors/Customers bill payments, Central Accounts, Establishment payments, Cost & Budget and Pay Roll employee, all the Officers and Employees of BPNSI perform their duties as per Rules, Regulations and Practices of the Organization.
  - Personnel & HR matters
  - In-charge of Right-to-Information as Public Information Officer

##### **Academic Coordination Department**

2. Shri Satyapriya Satapathy, Senior Assistant Professor
  - Taking classes on Energy Management for working professionals
  - Webinars & Knowledge Sharing Workshops

##### **Administration, Liaison & Protocol Department**

3. Shri Rudhi Sundar Mohanty, Assistant Manager (Administration & Liaison)
  - General Administration matters
  - Liaison with various stakeholders of the Institute

#### **POWER AND DUTIES OF OTHER EMPLOYEES**

##### **Academic Coordination Department**

The department head is assisted by one Sr. Welding supervisor, one Maintenance engineer, two Section Officers (one of them handling library and functioning as SO (Admn.) and two no. of support staff in the regular cadre for completing the assigned job described in the key responsibility areas.

##### **Finance, HR & Regulatory Affairs Department**

The department head is assisted by one Section Officer and two no. of support staff in the regular cadre for completing the assigned job described in the key responsibility areas.

### **Administration & Liaison Department**

The department head is assisted by one Section Officer and two no. of support staff in the regular cadre for completing the assigned job described in the key responsibility areas.

### **No. of employees against whom Disciplinary action has been proposed/taken (Section 4 (2))**

No. of employees against whom Disciplinary action has been: -

1. Pending for Minor penalty or major penalty proceedings. No disciplinary action was initiated against any employee during the year 2025-26.
2. Finalized for Minor penalty or major penalty proceedings. NIL

**Rules / orders under which powers and duty are derived and exercised are through Rules and regulation of the Institute given in the**

**URL: [http://www.bpnsi.org/images/documents/docs\\_1622243713.pdf](http://www.bpnsi.org/images/documents/docs_1622243713.pdf)**

### **MANUAL III: THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The Heads of THREE Departments are responsible for the task assigned to the respective departments. They examine and coordinate the various proposals prepared by respective executives and submit their recommendations to the director for his approval. On getting approval from the Director or the Chairman (as is the case,) the orders are implemented by respective departments. Certain matters relating to policy formulation are, from time to time, placed as agenda items in the BPNSI Board meeting and decisions obtained. Expenditures are monitored closely viz., internal audit, statutory audit and audit committee. The accounts are placed before the BPNSI Board and get approved.

Time limit for taking a decision, if any- vendor bills within 7 days of receipt of clear bill.

## **MANUAL–IV: THE NORMS SET BY IT FOR DISCHARGE OF FUNCTIONS**

### **Functions 1: Academics**

Main aim of the Institute is to provide sound technical base to fresh candidates, those who are seeking placement opportunities in steel plants. The Institute regularly conducts technical up gradation programs to personnel of the steel industry. It is envisaged to provide facilities to steel sector employees to develop multi-skilled expertise for their career advancement. The Institute acts as a common facility for steel plants who may not have their own training center. The Institute runs a course on Advanced Certificate in Iron and Steel Manufacturing and Plant Management which is a three-semester course for budding steel engineers.

### **Functions 2: Research & Development**

The Institute believes in business R&D and aims at bringing in latest energy efficient cost minimizing technologies for its stakeholders. BPNSI attempts to increase the participation of SMEs in industry-driven thematic R&D projects. This is considered an important instrument for funding R&D in SMEs. The thematic R&D programs are geared towards more short-term oriented project with low gestations giving the opportunity to apply for R&D funding at all times. With strong industry participation and demonstration, the process is seen to increase the transfer and diffusion of thematic projects, easing application procedures, and early cost recovery that enables growth of corpus in a sustainable manner. As part of its R&D initiatives, a project of specially induction furnace used with a unique process for the manufacturer of all types of high-quality clean steel conforming to IS specifications is pending with the Ministry of Steel for approval. Another proposal of vertical coal washery is also in the pipe line.

### **Functions 3: Consultancy**

BPNSI's CDM initiatives were highly appreciated by the international community and as a part of it received an order amounting to \$60,000/- from M/s J P Plantech Co, Japan for preparing Project Design Document for CDM initiative in OSIMA member units of Orissa in the financial year 2005-06. The same company also gave a project of collection of data from reheating furnaces in India to the Institute amounting \$ 10,000, which the institute completed to their satisfaction within time. Also in the year 2005 - 06

- Got the order from UNDP-GEF project to manage their resident mission covering eastern region at Bhubaneswar.
- Undertook six deciles studies in 10 chosen units

#### **Functions 4: Revenue and Capital Expenditure**

In terms of the operational budget approved by the BPNSI Board, Finance Wing in collaboration with the Administration Dept obtains the approval of Director and makes necessary expenditure. When work is out sourced, necessary tender notices are issued and tenders are finalized after due examination by a subcommittee on purchase.

#### **TIME LIMIT FOR ACHIEVING TARGET:**

1. Prompt payment to vendors and officials for invoices/ bills/ reimbursements submitted - **7 working** days for clear bills
2. Timely response to letters from clients/citizens under RTI Act, 2005 - **30 days** from receipt of applications from citizens.

#### **Process of redress of grievances:**

Grievances on any matter, if any, are required to be addressed to the Director, BPNSI in writing and are dealt with on a case-to-case basis by them.

## **MANUAL V: RULES/REGULATIONS/INSTRUCTIONS/MANUALS & RECORDS HELD IT OR UNDER ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

The Institute has adopted the Joint Plant Committee, Kolkata norms and follows it. The same is as per the Steel Authority of India rules and regulations.

Besides BPNSI for guideline maintains the following documents:

1. [Memorandum of Association](#)
2. [Aims & Objectives](#)
3. [Rules & Regulation](#)
4. [Minutes of meeting of the Board of Governors](#)
5. [Specific instruction in the form of letters if any.](#)

Transfer policy and transfer orders [F No. 1/6/2011- IR dtd. 15.4.2013]

The following two employees of the Institute were transferred to NISST, Mandi Gobindgarh, Punjab w.e.f 5<sup>th</sup> December 2025 as per the order of Chairman, BPNSI.

- i. Shri P. K. Mahallik, Maintenance Engineer
- ii. Shri H. P. Mishra, PA to Director

Shri P. K. Mahallik repatriated to BPNSI, Sukinda, Odisha from NISST, Mandigovindgarh, Punjab and joined BPNSI, Sukinda, Odisha on 27<sup>th</sup> March 2026.

Shri H. P. Mishra repatriated to BPNSI, Sukinda, Odisha from NISST, Mandigovindgarh, Punjab and Joined BPNSI, Sukinda, Odisha on 01<sup>st</sup> April 2026.

## MANUAL–VI: CATEGORIES OF DOCUMENTS MAINTAINED

### CATEGORIES OF DOCUMENTS MAINTAINED

There are four departments of BPNSI. The files on the subject matter are dealt with in each section.

There are four departments of BPNSI. The files on the subject matter are dealt with in each section.

#### **A) Library: -**

- Agenda & Minutes Book of the Board of Directors meeting

#### **B) Administration Department: -**

- Rules & Regulations of the Working of BPNSI
- Details of the Fixed Assets of BPNSI
- Various Contracts
- Despatch Registers (In & Out)
- Misc.

#### **C) FHR Department: -**

- Personal Files of the Employees
- Confidential matters
- Books of Accounts
- Matter relating to various funds
- Parliament & MoS Queries
- Budget Related matters
- Provident Fund related matters and correspondences
- Pay Master
- Taxation / Legal matters
- Reports & Returns

#### **D) Academic Coordination Department: -**

- Course material
- Examination question paper, answer sheets, mark sheets & certificates
- Arrangement of training (Industrial & otherwise)
- Placement & campus interview arrangement
- Arrangement of short-term training for stakeholders
  1. Custodian for Library and documents related to it- Shri K. C. Khilar, Section officer
  2. Custodian for Admin Dept and documents related to it-. Shri R. S. Mohanty Asst. Manager (Admin. & Liaison)
  3. Custodian for FHR Dept. and documents related to it - Shri D.P. Panda. Manager (FHR)
  4. Custodian for Academic Coordination Department and documents related to it - Shri S. P. Satapathy, Sr. Asst. Professor (Academic Coordination)

**MANUAL–VII: THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF**

Relevant information will be provided as and when available.

**MANUAL – VIII: A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

**Members of Board of Directors:**

- **Shri Daya Nidhan Pandey, IAS**  
Joint Secretary to Govt. of India,  
Ministry of Steel, GPOA Block3, Netaji Nagar, New Delhi-110023
- **Shri Uttam Singh**  
Vice President Operations, Tata Steel Limited (TSL),  
Kalinga Nagar, Odisha 755026:
- **Shri Raj Kumar, IES**  
Joint Director to Govt. of India,  
Ministry of Steel, GPOA Block3, Netaji Nagar, New Delhi-110023
- **Shri Chakraborty Singh Rathore, IAS**  
Directorate of Technical Education & Training,  
Govt. of Odisha, Buxi Bazar,  
Killa Maidan, Cuttack, Odisha 753001
- **Shri B. Sunil Kartha,**  
Chief General Manager (Steel Melting Shop-I)  
Rourkela Steel Plant, SAIL  
Rourkela 769 011, Odisha
- **Shri Suresh Agarwal**  
President, Odisha Sponge Iron Manufacturers' Association,  
N-2, Civil Township, Rourkela-769004,  
Sundargarh, Odisha
- **Shri Rakesh Pathak**  
Chief Human Resource Officer, Jindal Stainless Limited  
Kalinga Nagar Industrial Complex, Duburi  
Dist.: - Jajpur- 755 026, Odisha, India
- **Shri Jyoti Prakash Mallick**  
Director, Biju Patnaik National Steel Institute (BPNSI),  
Near Sukinda Bhawan, Sukinda,  
Jajpur-755018, Odisha

### **Members of Academic Council:**

- i. Director, BPNSI-Chairman of the Council
- ii. Jt. Director, Ministry of Steel, Government of India-Member
- iii. Faculty, School of Minerals, Metallurgical and Materials Engineering, IIT, Bhubaneswar-Member
- iv. Director, DTET, Odisha or his Representative-Member
- v. ED- HR or his representative from RSP, SAIL-Member
- vi. Sr. Asst. Professor, BPNSI-Member

### **POWERS AND FUNCTIONS OF THE BOARD**

Subject to the provisions of the Memorandum of Association, and unless otherwise provided herein, the Board shall have full powers and authority to do all acts, matters, things and deeds as the Society is empowered to do as also which may be necessary or expedient for the purpose of attainment of objects of the Society and administration/management thereof and without, in any manner, derogating from the generality of their powers, in particular the following: -

1. Take decisions on questions of policy relating to the administration, management and working of the Institute.
2. Prepare guidelines and approve detailed plans and programs for the establishment of the Institute and to carry on its administration and management.
3. Institute and impart courses of study at the Institute.
4. Make or modify and approve organizational structure of the Institute including scales of pay, emoluments and duties attached to various posts .
5. Institute, appoint, suspend, dismiss, expel persons to academic, administrative as well as other posts in the institute.
6. Make, adopt, amend, vary or rescind from time-to-time Rules, Regulations and Byelaws for the regulation of, and for any purposes connected with the management and administration of the affairs of the Society/Institute and for the furtherance of its objects.
7. Appoint such Committees as it considers necessary for the exercise of its powers and the performance of its duties.
8. Make, adopt, amend, vary or rescind from time-to-time Rules, Regulations and Byelaws of the Society for the conduct of business by the Board and the Committees appointed by Board and for delegation of its powers.
9. Receive grants and contributions and to have custody of all the funds of the Institute/Society.

10. Consider and approve annual report and balance sheet, and the budget estimates of the institute for each financial year along with development plans.
11. Sue and defend all legal proceedings on behalf of the Society.
12. Supervise the working of the Academic Council and any other Committee or Sub-Committee appointed by it from time to time.
13. File all reports, lists, documents and information with the Registrar of Societies, which are required to be filed under the Act.
14. Exercise all such other powers and perform all such other duties as may be required for the achievement of the objectives of the Society.
15. Guide the activities of the Institute such that it maintains primacy in its chosen fields and does not deviate from the pursuit of excellence.
16. Review report of Academic Council, and all other committees.
17. Entrust, if it so deems fit, the powers, functions and duties of the Secretary to any other officer of the Society/Institute, in its sole discretion.
18. Delegate any/all its powers/functions to the Chairman, Director and/or to any other officer of the society/Institute, as it may deem fit from time to time.
19. Meetings of Boards of Governors of BPNSI is not open to Public, however the minutes of the latest Board of Director meeting is shown in the functional report in website for public.

- First constitution of the Board-January 2003
- Tenure of Board –Three years as per rules and regulation of BPNSI

## **POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL**

1. Frame, review, and/or revise curricula and syllabi for the course of studies for the various academic departments and other activities of the Institute.
2. Formulate, review and/or revise norms and criteria for the conduct of examination, appointment of examiners, moderators, tabulators and the like.
3. Appoint committee(s) and/or officers to declare the results of the examinations and to make recommendations to the Board regarding conferment and/or grant of degrees, diplomas, certificates and other academic distinctions or titles.
4. Formulate, review and/or revise norms and criteria for selection and appointment of academic staff of the Institute and recommend to the Board for consideration.
5. Prescribe rules, regulations and standards for the admission of pupils to various courses of study in the institute.
6. Lay down standards to be demonstrated before the award of certificates of competence in respect of courses offered by the institute.
7. Institute and award fellowships, scholarships, prizes and medals with the prior approval of the Board.
8. Appoint committee(s) from amongst the members of the Academic Council, other teachers of the Institute and experts from outside, to advise on such specific academic matters as may be referred to it/them.
9. Review periodically the activities of the academic and technical departments and take appropriate action.
10. Promote research within the Institute and get reports on such research from the persons engaged thereon.
11. Promote consultancy services among the Iron & Steel industry including services related to energy/pollution audit and best managerial practices.
12. Make recommendations to the Board with regard to the creation of posts on the academic and technical staff and the abolition thereof and the emoluments and duties attached to such posts.
13. Cooperate with any other educational, industrial, training or any other organization in the areas of education, research training, studies and the like in the fields of steel, secondary steel technology and other subjects dealt with at the institute.
14. Consider and carry out any academic assignment given to it by the Board within the scope of the objects of the society.

**IX - A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**  
**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Biju Patnaik National Steel Institute,

**Campus:** - Near Sukinda Bhawan, Sukinda-755018,

District: - Jajpur, Odisha.

**Bhubaneswar office:** - Ispat Bhawan, 271, Vidyut Marg, Unit-4, Shashti Nagar, Bhubaneswar-751001

Phone Nos: (0674) 2293933, 22917203, 2917204, 2917205, e-mail: [bpnsi@bpnsi.org](mailto:bpnsi@bpnsi.org),

Website : [www.bpnsi.org](http://www.bpnsi.org)

Name & Designation	Telephone Numbers	
	Direct	Residence
<b>Management</b>		
Shri Daya Nidhan Pandey, Chairman	(011) 2090-3059	
Shri Jyoti Prakash Mallick, Director	(0674) 229-3933	
<b>Director's Secretariat Department</b>		
Shri H.P. Mishra, Section Officer, Director's P. A.	98613 - 24211	
<b>Academic Coordination Department</b>		
Shri S.P. Satapathy, Sr. Asst. Professor	94374 - 88222	
Shri Bharat Prasad Sharma, Sr. Welding Demonstrator	94374 - 88111	
Shri K.C. Khilar, Section Officer, Incharge - Library	94372 - 29544	
Shri B.N. Mohapatra, Section officer, Student welfare	94371 -99499	
<b>Administration</b>		
Shri R.S. Mohanty, Asst. Manager- Admn & Liaison	94370-01135	
Shri P.K. Mahallik, Maintenance Engineer	94371-38686	
<b>Finance, HR &amp; Regulatory Affairs Deptt.</b>		
Shri D.P. Panda, Manager (FHR)	80180-96578	
Shri B.K. Mishra, Section officer, Accounts	82490 - 06694	
<b>Supporting staff</b>		
Shri Ajib Jali, Associate Office Attendant	84807-24561	
Shri D.K. Hota, Associate Office Attendant	73816-678983	
Shri K.C. Bhoi, Associate Office Attendant	94373-72063	
Shri R.K. Barik, Associate Office Attendant	97767-91111	
Shri P.K. Jani, Associate Office Attendant	95568-40034	
Shri S.K. Das, Associate Office Attendant	95564-67433	
Shri B. Nayak, Associate Office Attendant	824990-08862	

## MANUAL–X: REMUNERATION OF EXECUTIVES AND NON- EXECUTIVES

### REMUNERATION OF OFFICERS AND EMPLOYEES

The system of compensation followed in the Institute is as per industrial DA pattern followed in Joint Plant Committee which was adopted by the Board of Directors of BPNSI

#### EXECUTIVE

Sl No.	Emp. No.	Employee No.	Grade	Pay Scale
01	37	J. P. Mallick	E-8	On deputation from SAIL
02	16	D. P. Panda	E-3	32,900-3%-58,000
03	26	S. P. Satapathy	E-3	32,900-3%-58,000
04	02	R. S. Mohanty	E-1	20,600-3%-46,500

### REMUNERATION OF OFFICERS AND EMPLOYEES

#### NON-EXECUTIVE

Sl No.	Emp. No.	Employee No.	Grade	Pay Scale
05	35	Bharat Prasad Sharma	S-10	11,860-3%-22,920
06	20	Pradeep Kumar Mahallik	S-10	11,860-3%-22,920
07	17	Kishore Chandra Khilar	S-9	11,400-3%-19,350
08	01	Hara Prasad Mishra	S-9	11,400-3%-19,350
09	18	Bijay Kumar Mishra	S-9	11,400-3%-19,350
10	12	Biswanath Mahapatra	S-9	11,400-3%-19,350
11	06	Ajib Jalli	S-3	9,160-3%-13,150
12	07	Ramakant Barik	S-3	9,160-3%-13,150
13	20	Pradeep Kumar Jani	S-3	9,160-3%-13,150
14	09	Dwarikanath Hota	S-3	9,160-3%-13,150
15	10	Bibhuti Bhusan Nayak	S-3	9,160-3%-13,150
16	11	Sukant Kumar Das	S-3	9,160-3%-13,150
17	31	Chaitanya Sahoo (Consolidated)		13890.00
18	35	Ranjan Kumar Sahoo (Consolidated)		13890.00

**ANUAL–XI: THE BUDGET ALLOCATED TO EACH OF ITS AGENCY,  
INCLUDING THE PARTICULARS OF PLANTS, PROPOSED EXPENDITURES  
AND REPORTS ON DISBURSEMENTS MADE**

1. The BPNSI has adopted a mixed or hybrid concept of budgeting. The corporate plan is a conglomeration of Zero Base and Historical Concept of Budgeting.
2. The expenditure of BPNSI is controlled through the approved budget of the year. However, agencies wise / cost center wise budget is not drawn up.
3. The operational budget of BPNSI is approved by the members of the Board of Directors consisting of representatives from Ministry of Steel, Primary steel manufacturers, with  
Jt. Secretary, Govt. of India, Ministry of Steel as the Chairman of the said committee.
4. Proposed Expenditure

<b>Proposed Budget of BPNSI for F/Y2025-26</b>	
<b>Budgetary Heads</b>	<b>Proposed Plan (In Rs. Lakhs)</b>
Total Expenditure of BPNSI	287.80

5. In case of an over run under any budgetary head, the revised approval is obtained through the Revised Estimates of the Budget.

**MANUAL XII: THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF THE BENEFICIARIES OF SUCH PROGRAMMES**

The Institute does not receive any subsidies nor give any subsidies to public.

## **MANUAL–XIII: THE PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATION GRANTED**

The Institute does not grant any concessions, permits or authorizations.

**MANUAL-XIV-THE DETAILS IN RESPECT OF THE INFORMATION,  
AVAILABLE TO OR HELD BY IT IN AN ELECTRONIC FORM**

All relevant information about Institute activities is made available on our website.

## MANUAL–XV-THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

The library holds books periodicals, journals, accessible to the employees of this organization and students only and not for public use.

Types of books / periodicals / journals maintained by the library are as follows: -

- **Number of books for student:**

<u>Computer</u>	<u>Steel</u>	<u>Welding</u>	<u>Electronics</u>
625	275	75	25

- **Others (periodicals / journals): 200**

**MANUAL –XVI -THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF APPELLATE AUTHORITY, PUBLIC INFORMATION OFFICERS**

**Name & Details of(a)Current CPIO- FAAs**

<p><b>Central Public Information Officers (CPIO)</b></p>	<p align="center"><b>Shri D.P. Panda Manager (FHR)</b>                  Biju Patnaik National Steel Institute,                  Under Ministry of Steel, Govt. of India,                  Near Sukinda Bhawan,                  At/Po.: - Sukinda- 755018,                  Dist.: - Jajpur, Odisha                  Phone +918018096578                  Email: <a href="mailto:durgeshpanda@gmail.com">durgeshpanda@gmail.com</a></p>
<p><b>APPELLATE AUTHORITY</b></p>	<p align="center"><b>Shri Jyoti Prakash Mallick Director</b>                  Biju Patnaik National Steel Institute,                  Under Ministry of Steel, Govt. of India,                  Near Sukinda Bhawan                  At/Po.: - Sukinda - 755018,                  Dist.: - Jajpur, Odisha.                  Phone +918895500986                  Phone +91-0674-291 7201                  Email: <a href="mailto:director@bpnsi.org">director@bpnsi.org</a></p>

**Name & Details of (b)Earlier CPIO&FAAs from 01.01.2015**

<b>CPIO &amp; APIOs</b>	<ol style="list-style-type: none"><li>1. Shri C.P. Mohanty Sr. Asst. Professor Biju Patnaik National Steel Institute Common Facility Centre JAJPUR CLUSTER DEVELOPMENT-NIMZ Pankapal Square, Kalinga Nagar, Jajpur - 755026, Odisha Phone +919861181836 Email: mohantycp@gmail.com</li></ol>
-------------------------	--

<p><b>APPELLATE AUTHORITY</b></p>	<ol style="list-style-type: none"> <li>1. Ms. Molly Tiwari Deputy Secretary to Govt. of India Ministry of Steel Udyog Bhawan, New Delhi Phone +91-11-2306-2874 Email: <a href="mailto:molly.tiwari@nic.in">molly.tiwari@nic.in</a></li> <li>2. Shri Subhash Bhattacharya Deputy Secretary to Govt. of India Ministry of Steel Udyog Bhawan, New Delhi Phone +91-11-2619-6137 Email: <a href="mailto:b.subhash@nic.in">b.subhash@nic.in</a></li> <li>3. Shri Neeraj Agrawal Director to Govt. of India Ministry of Steel Udyog Bhawan, New Delhi Phone +91-11-2306-3770 Email: <a href="mailto:neeraj.agrawal@gov.in">neeraj.agrawal@gov.in</a></li> <li>4. Shri Pankaj Vithal Director to Govt. of India Ministry of Steel Udyog Bhawan, New Delhi Phone +91-11-2306-2873 Email: <a href="mailto:pankaj.vithal@nic.in">pankaj.vithal@nic.in</a></li> <li>5. Dr. Vinod J. Bahade Director to Govt. of India Ministry of Steel Udyog Bhawan, New Delhi Phone +91-11-2306-1505</li> <li>6. Shri Devidatta Satapathy, Director to Govt. of India Ministry of Steel Udyog Bhawan, New Delhi Phone +91-11-2306-1505</li> <li>7. Shri Pritam S. Purkayastha, Director, Biju Patnaik National Steel Institute, Common Facility Centre, JAJPUR CLUSTER DEVELOPMENT-NIMZ, Pankapal Square, Kalinga Nagar, Jajpur - 755026, Odisha, <a href="mailto:director@bpnsi.org">director@bpnsi.org</a>, 0674-2293933</li> </ol>
-----------------------------------	--

**MANUAL – XVII - SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;  
AND THERE AFTER UPDATED THESE PUBLICATIONS EVERY YEAR**

**APPLICATION PROCEDURE FOR REQUESTING INFORMATION**

1. Written application for seeking information in person shall be accompanied by an application fee of Rs. 10/- in cash against proper receipt or Demand Draft/Banker cheque payable to Biju Patanaik National Steel Institute".
2. Written Application seeking information by post/courier shall be accompanied by an application fee of Rs. 10/- by way of Demand Draft/Banker cheque only payable to Biju Patanaik National Steel Institute. No cash will be accepted through post/courier;
3. Any citizen can submit their online application also at RTI portal- <https://rtionline.gov.in>
4. Thereafter, the fees or costs of the information requested for/to be provided are as under:
  1. Rupees two for each page (in A-4 size paper)
  2. Actual charge or cost price of a copy in large size paper
  3. Actual cost of or price for samples or models
  4. For inspection of records, no fee for the first hour and a fee of rupees five for each subsequent hour (or fraction thereof)
  5. For inspection of records, no fee for the first hour and a fee of rupees five for each subsequent hour (or fraction thereof)
  6. For information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
5. Particulars of facilities available to citizen for obtaining information

**Biju Patnaik National Steel Institute  
Under Ministry of Steel, Govt. of India,  
Near Sukinda Bhawan, At/Po.: -Sukinda,  
Dist: - Jajpur, PIN-755018, Odisha.**

Timing: 09:30 AM to 05:30 PM (Monday to Friday except Gazetted Holidays)

Contact Person - Shri D.P. Panda, Manager (FHR),

Mob- 8018096578

Email id- [durgeshpanda@gmail.com](mailto:durgeshpanda@gmail.com)