

Environmental Management & Policy Research Institute Information Pertaining to 4(1)(b) of Right to Information Act 2005

(i) Name of the organisation, functions and duties;

1. **Name of the Organisation:** The “Environmental Management & Policy Research Institute (EMPRI)” is an autonomous institute established by Government of Karnataka on 17th September 2002. It was carved out of the erstwhile Environmental Training Institute (ETI), which was setup by the Karnataka State Pollution Control Board (KSPCB) with the financial assistance from the Government of Denmark, in 1996. In 2002, ETI was separated from the KSPCB and with an enhanced mandate and renamed as “Environmental Management & Policy Research Institute” (EMPRI) and registered under the Karnataka Societies Registration Act, 1960 and the registration No. is 537/2002-03 dated 17-09-2002 of the Registrar of Societies, Bangalore Urban District, Bangalore.
2. **Functions:** The EMPRI undertakes applied and policy research and also endeavours to provide capacity building training on concurrent environmental issues relevant to the society. Services provided by the institute seek to encourage and enable government, industry and civil society to safeguard and manage the natural resources effectively.
3. **Duties:**
 1. To contribute towards the protection and management of Environment & Ecology through scientific, technical, policy research & other activities;
 2. To assist the Government departments, NGOs and Public at large in performing the mandatory functions specified in the various environment laws, guidelines and judicial pronouncements from time to time and to assist the concerned agencies in setting up norms;
 3. To undertake/develop studies and research in the field of environment protection and conservation for improving the overall quality of environment;
 4. To develop expertise in the field of environmental research and to develop into world-class consultants and to act as a referral institute;
 5. To interact and/or to seek affiliation with national and international agencies working with similar objectives;
 6. To undertake training and human resources development in the field of environment and by organizing seminars/workshops and other programs for stakeholders;
 7. To print, publish, exhibit books, pamphlets and periodicals, educative and informative materials that may be considered desirable for promotion of the objectives of the institute.
 8. To run an Environmental Information Awareness, Capacity Building and Livelihood Programme (EIACP) and to develop, maintain and run a reference library and data centre with books, periodicals, films, video and other audio-visual materials.
 9. To run Environment Education Programme (EEP) programme.

(ii) The power and duties of the officers and employees;

The EMPRI functions under the direction of a Governing Body chaired by the Additional Chief Secretary, Department of Forest, Ecology & Environment, Government of Karnataka. The Director General (DG), EMPRI is the Member Secretary to the Governing Body. The Director General being the Chief Executive of the Institute is responsible for day-to-day administration of the organization, supported by the officers deputed from the Government of Karnataka and Technical & Administrative / Accounts personnel outsourced from Manpower Agency for specific purposes.

1. **Powers:** The Director **General** exercises the Common Financial Powers delegated to the Officers of Government.
2. **Duties :** Duties of officers are given in the bellow table:

	Name & Designation of the Officer	Duties
1	Director General	<ol style="list-style-type: none">1. To Carry the duties and responsibility assigned by the Governing Body2. To manage and call the Governing Body with consent of Chairman and prepare the agenda.3. Custodian of all records, accounts, books and properties of the Society4. To Incur expenditure with approval of the Chairman5. To maintain books of accounts and records and produce them for audit and for inspection of the officers.6. To record proceedings of the meetings7. To call meeting with the approval of the Chairman8. To keep all accounts and ledgers of the Society and operating bank accounts as decided by the Governing Body9. To draw & disburse the money for various activities as per action plan, signing bills and cheques
2	Director	The post is vacant
3	Director (Research)	The post is vacant
4	Project Development Officer	The post is vacant
5	Gazetted Manager	<ol style="list-style-type: none">1. All Issues relating to Administration2. Member Local Purchase Committee for Government of India Projects.3. Member, Tender Scrutiny Committee4. Public Information Officer, under Right to Information Act.5. Processing of Manpower agency tender.6. Procurement of stationaries and others stores.7. Maintaining of Governing body and Executive Committee meeting of EMPRI.8. Sanction of leave of admin outsources personnel.

	Name & Designation of the Officer	Duties
		9. Maintaining the assets register pertaining to Computer and Printing including software, 10. Recruitment out sourced personnel of EMPRI. 11. To be responsible for satisfactory time keeping, conduct of staff and to maintain discipline. 12. Undertake staff appraisal and ensure staff records are kept relating to holiday and sickness. Checking of staff activity, general reporting and management of sickness absence of the project team. 13. Grant leave to staff in section after making alternative arrangement. 14. Any other work allotted by the Director General.

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

1. All files relating to decision making are processed by the Administrative, Accounts, Research and Training officials and submitted to their respective section heads and further submitted to the Director General through the Director (Research) and Director.
2. The day to day works carried out by the Administrative and Accounts staffs are supervised by the Gazetted Manager and Manager (Accounts). Similarly the Training Section officials work under the supervision of Head-Training, Climate Change Cell officials work under the supervision of Consultant-Climate Change and Research Scientists. The Lake Section officials work under the supervision of Project Coordinators. The Environmental Information System centre's officials work under the supervision of Nodal Officer & Programme Officers and the National Green Corps officials work under the supervision of Nodal Officer & Programme officer.
3. All the officials are accountable to their section heads/Coordinators and the Section Heads/Coordinators ultimately accountable to the Director (Research) and Director and ultimately everybody is accountable to the Director General.

(iv) The norms set by it for the discharge of its functions;

With reference to the administration and accounts of the affairs of the Institute it is as per norms set by the Government through Karnataka Financial Code, KCSR etc. and also as per the Memorandum of Association of EMPRI.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The following are the rules, regulations, instructions, manuals and records held by EMPRI and used by the employees for discharging their functions

1. Karnataka Financial Code
2. Karnataka Civil Services Rules,
3. Karnataka Manual of Contingent Expenditure
4. Karnataka Transparency in Public Procurement Act, 1999
5. Karnataka Transparency in Public Procurement Rules, 2000
6. Hand Book of Office Procedure issued by Government of Karnataka
7. Karnataka Societies Registration Act, 1960.
8. The Employees' State Insurance Rules.
9. Contract Labour (Regulation & Abolition) Act.

(vi) A statement of the categories of documents that are held by it or under its control

- 1) Documents/reports pertaining to research and training
- 2) Documents pertaining to Accounts and Administration.

(vii) The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Public consultation will be made during research.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or 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;

The following are the Boards and Committees consisting of two or more persons constituted for the purpose of its advice:

1. **Governing Body:** The Governing Body of EMPRI consists of representatives of the government departments and agencies from the Department of Forest, Ecology & Environment, Central Pollution Control Board (CPCB) and Karnataka State Pollution Control Board (KSPCB) as detailed in the following Table.

	Members	Designation
1	Additional Chief Secretary Department of Forests, Ecology & Environment Government of Karnataka.	Chairperson
2	Principal Secretary, Department of Ecology & Environment, Government of Karnataka.	Co-Chair
3	Chairman Karnataka State Pollution Control Board.	Member
4	Additional Chief Secretary Urban Development Department Government of Karnataka.	Member
5	Commissioner for Industrial Development & Director of Industries & Commerce Government of Karnataka.	Member

	Members	Designation
6	Commissioner for Health & Family Welfare Services, Government of Karnataka.	Member
7	Secretary, Finance (Budget & Resource) Finance Department, Government of Karnataka.	Member
8	Member Secretary Karnataka State Pollution Control Board.	Member
9	Regional Director South Zone Office, Central Pollution Control Board, Bangalore.	Member
10	Director General, Environmental Management & Policy Research Institute.	Member Secretary

2. **General Body:** The members of Governing Body are also the members for the General Body of EMPRI.

3. **Committees:** Following committees are constituted to advise and also to take decisions on specific matters.

3.1.Executive Committee: A five member committee constituted by the Governing Body and is chaired by the Director General. The committee advises and takes decisions on administrative and financial matters. The Committee consists of following members:

Sl. No.	Members	Designation
1	Director General, Environmental Management & Policy Research Institute.	Chairperson
2	Additional Principal Chief Conservator of Forests (Research & Utilisation), Karnataka Forest Department.	Member
3	Smt. Saswati Mishra IFS, Additional Principal Chief Conservator of Forests, Wild Life, Project Elephant, Bangalore	Member
4	Director (Technical) Department of Ecology & Environment Government of Karnataka.	Member
5	Internal Financial Advisor & Joint Secretary Forests, Ecology & Environment, Government of Karnatsaka	Member
6	Director, Environmental Management & Policy Research Institute.	Member Secretary

3.2. Research & Training Advisory Committee: The committee is constituted as per decision taken in 28th GB meeting and the Director General, EMPRI is the Chairman of the Committee. The committee consists of Government officers and functionaries from eminent organizations. List of the members of the committee is given below:

	Members	Designation
1	Director General, Environmental Management & Policy Research Institute.	Chairperson
2	Additional Principal Chief Conservator of Forests, Research and Utilization, Karnataka Forests Department.	Member
3	Member Secretary Karnataka State Pollution Control Board.	Member
4	Former Director General of Environmental Management & Policy Research Institute.	Member
5	Director (Technical) Department of Ecology & Environment Government of Karnataka.	Member
6	Professor of Law National Law School of India, Bangalore.	Member
7	Chairman, CiSTUP Indian Institute of Science, Bangalore.	Member
8	Director, Institute for Social & Economic Change (ISEC) Bangalore.	Member
9	Regional Director Central Pollution Control Board, Bangalore.	Member
10	Director Institute of Wood Science & Technology, Bangalore.	Member
11	Fellow, Centre for Environmental Studies Earth Sciences & Climate Change Division, T E R I, Bangalore.	Member
12	Director, Environmental Management & Policy Research Institute. Bangalore.	Member Convenor

3.3. Training Evaluation Committee: The EMPRI takes up training activities on various environmental issues and a three member committee has been constituted to evaluate the training programmes conducted by EMPRI. The committee is chaired by the Director, EMPRI and (i) Director (Research), (ii) Shri. T. Mahesh, Chief. Environmental Officer, Karnataka Pollution Control Board, Bangalore are the members. List of the members of the committee is given below:

	Members	Designation
1	Director, Environmental Management & Policy Research Institute	Chairperson
2	Director (Research), Environmental Management & Policy Research Institute	Member
3	Chief Environmental Officer Karnataka Pollution Control Board, Bangalore	Member
4	Project Development Officer Environmental Management & Policy Research Institute	Member

3.4. Technical Advisory Panel: A Technical Advisory Panel (TAP) has been constituted for according approval of configuration of Computer Hardware/Software required to be purchased for EMPRI. The Director EMPRI is the chairman and comprises of five other members. List of the members of the committee is given below;

	Members	Designation
1	Director Environmental Management & Policy Research Institute, Bangalore	Chairman
2	Representative of Chief Executive Officer, Centre for e-Governance (CEG)	Member
3	Representative of Director, Software Technology Parks of India	Member
4	Representative of Director, Karnataka State Remote Sensing Applications Centre (KSRSAC)	Member
5	Representative of Central Pollution Control Board	Member
6	System Administrator Environmental Management & Policy Research Institute, Bangalore	Conveyor

(ix) **Directory of officers and employees of the Environmental Management & Policy Research Institute;**

And

(x) **The monthly remuneration received by each of its officer and employees including the system of compensation as provided in its regulations;**

A. Officers on Deputation from Government of Karnataka and Karnataka State Pollution Control Board

	Name of the Officer	Designation	Basic Salary (In Rs.)
1	Shri. Jagmohan Sharma IFS	Principal Chief Conservator of Forests and Director General	224400
2	Director	The post is vacant	-
3	Director (Research)	The post is vacant	-
4	Shri. T. Mahesh	Chief Environmental Officer, Karnataka State Pollution Control Board	Concurrent Charge
5	Project Development Officer	The post is vacant	-
6	Smt. Nausheen Jabeen	Gazetted Manager	62600

B. EMPRI Fellows: EMPRI Fellow: Government of Karnataka issued an order (FEE 43 ENV 2019, Bangalore, dated:19-11-2019)for establishing Climate Change Peetha and Environmental Management and Conservation Peetha along with selecting EMPRI fellows for each peetha. Details of EMPRI fellows are given below.

	Name	Designation	Monthly Remuneration (In Rs.)
1.	The post is vacant	EMPRI Fellow-Environment	-
2.	Dr. Tejaswini M. E.	EMPRI Fellow-Climate Change	120000

C. Employees: Sanctioned posts outsourced through manpower agency for the office management and carrying out various projects.

	Name	Designation	Monthly Remuneration (CTC)
I) Administrative and Accounts Section			
1	The post is vacant	Sr. Manager (Accounts)	-
2	Smt. Vijayalakshmi Yalal	Manager (Admin)	36500
3	Shri. Anand S.K.	Librarian	41600
4	Ms. Renita Mathayis	System Administrator	47850
5	Shri. Narendrababu B.C.	Office Assistant	26800
6	Shri. Malleth E.	Office Assistant Junior	24200
7	Smt. Sangeetha B.M.	Accounts Assistant	31150
8	The post is vacant	Accounts Assistant	-
9	Smt. Pavitra H.	Accounts Assistant-Junior	25500
10	Smt. Sindhu	DEO/Stenographer	21500
11	The post is vacant	Computer Operator	-
12	Shri. Shivakumar R.	Senior Driver	25700
13	Shri. Praveen Kumar D	Driver	23700
14	Shri. Shankar K	Driver	23700
15	Shri. Santosh Kumar H.V.	Driver	23700
16	Shri. Prabhu P.N.	Dalayat	21750
17	Shri. Muniswamy N.	Dalayat	21750
18	Shri. Chandrakumar V.	Dalayat	21750
19	Shri. Salomanraj R.	Dalayat	21750
20	Smt. Pushpa	House Keeping	21750
21	Smt. Vanishree H.R.	House Keeping	21750
22	Smt. Vijaya M.S	House Keeping	21750
23	Shri. Rajashekhar	Security Supervisor	20500
24	Shri. Kallappa	Security Guard	19,174
25	Shri. Chandrashekhar R	Security Guard	19,174
26	Shri. Devindra	Security Guard	19,174
II) Centre for Climate Change			
27	Dr. Boya Saritha	Senior Consultant	75000
28	Dr. Pavithra P. Nayak,	Research Scientist	67000
29	The post is vacant	Research Scientist	-
30	The post is vacant	Research Scientist	-
31	Shri. Balasubramanya Sharma	Research Associate	35000
32	Ms. Raveena Telang	Research Associate	35000
33	Smt. Latha M.H.	Training Head	50000
34	The post is vacant	Training Associate	-
35	The post is vacant	Training Associate	-
36	Smt. Jagadamba B.R.	Training Assistant	25000
37	Shri. Raghavendra N.	Training Assistant	25000

	Name	Designation	Monthly Remuneration (CTC)
III) Laboratories			
38	Shri. Hariprasad S.L.	Lab Chemist	33400
39	Ms. Anitha C.	Lab Chemist	30000
40	Ms. Harshashree C,	Lab Technician	18000
41	Smt. Apoorva S. V.	Lab Technician	18000
42	Ms. Tanmaya D. S.	Lab Technician	18000
43	Ms. Shilpa K. V.	Lab Technician	18000
44	The post is vacant	Lab Technician	-
45	Shri. Shivakumar G.T.	Lab Attender	16900
46	Shri. Abhishek K.V.	Lab Attender	14000

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made;**

The budget provision for the year 2023-24

	Budget Head	Estimated Budget (in lakhs)	Grant Released (in lakhs)	Expenditure up to September 2023 (in lakhs)
	3435-01-003-0-15 - Environmental Management and Policy Research Institute	535.80	273.85	230.22

- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

The Environmental Management & Policy Research Institute is not executing any subsidy programmes.

- (xiii) **Particulars of recipients of concessions, permits or authorisations granted by it;**

The Environmental Management & Policy Research Institute is not giving any concession, permits or authorisations.

- (xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form;**

Completed project reports.

- (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;**

1. The general public can get any information relating to EMPRI or information collected and compiled in the form of Research Report can be obtained by submitting an application under RTI Act and on payment of appropriate fees.

2. The working hours of the EMPRI is from 10.00 a.m. to 5.30 p.m., with lunch break from 1.30 to 2.15 p.m. on all working days. All Second Saturdays, Fourth Saturdays, Sundays and holidays declared by the Government of Karnataka are holidays for EMPRI.
3. The EMPRI has a library wherein several books and magazines on environment and reports compiled by EMPRI research team are available in the library and the students or Environmental Sciences/public can read the same. However, the books are not allowed to be taken outside the library.
4. The general public can access the website.
 1. <https://empri.karnataka.gov.in/>
 2. <https://karevis.nic.in/>
 3. <https://www.karccc.com/>

(xvi) The names, designations and other particulars of the Public Information Officers:

1) Public Information Officer

Smt. Nousheen Jabeen, Gazetted Manager
Environmental Management & Policy Research Institute,
“Hasiru Bhavan”, Doresanipalya Forest Campus,
Vinayakanagara Circle, J.P. Nagar 5th Phase,
Bangalore – 560 078
Phone No. 080- 2649 0747

2) Assistant Public Information Officer

Shri. Anand S.K.
Environmental Management & Policy Research Institute,
“Hasiru Bhavan”, Doresanipalya Forest Campus,
Vinayakanagara Circle, J.P. Nagar 5th Phase,
Bangalore – 560 078
Phone No. 080- 2649 0747