



राष्ट्रीय डिजाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh

(An Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

क्रमांक-रा0डि0सं0म0प्र0/प्रशा/सूचना/1-70/2023/14

दिनांक 19.05.2023

प्रति,

विषय:-सूचना का अधिकार अधिनियम 2005 के अन्तर्गत सूचना बाबत।

प्रसंग:-आपका ऑनलाइन अनुरोध प्रार्थना पत्र क्रमांक एन.आइ.डी.एम पी./आर/ई/23/00014 दिनांक 09.05.2023 तथा राष्ट्रीय डिजाइन संस्थान, मध्य प्रदेश को प्राप्ति दिनांक 09.05.2023 महोदय,

उपरोक्त विषयान्तर्गत व प्रासंगिक पत्र के क्रम में आपके द्वारा राष्ट्रीय डिजाइन संस्थान मध्य प्रदेश से संबंधित सूचना बिन्दुवार निम्नानुसार है।

| क्र0सं0 | बिन्दु संख्या | प्रत्युत्तर |
|---------|---------------|--|
| 01 | 01 | चाही गयी सूचना अनुलग्नक 1 में संलग्न है। |
| 04 | 02 | चाही गयी सूचना अनुलग्नक 2 में संलग्न है। |

2. सूचना का अधिकार अधिनियम, 2005 की धारा 19 के अनुसार प्रथम अपीलीय अधिकारी का नाम एवं पता निम्नवत है:

श्री नीरज तहिलियानी,
कार्यवाहक कुलसचिव,
राष्ट्रीय डिजाइन संस्थान मध्य प्रदेश
ग्राम अचारपुरा, पोस्ट अरवलिया
इंट खेड़ी जिला भोपाल, मध्यप्रदेश पिन 462038



श्री कृष्ण

(श्री कृष्ण बिरमान)
केन्द्रीय लोक सूचना अधिकारी
राष्ट्रीय डिजाइन संस्थान मध्य प्रदेश

प्रतिलिपी:-

01. सहायक लोक सूचना अधिकारी, राष्ट्रीय डिजाइन संस्थान, मध्यप्रदेश :- कृपया सादर सूचनार्थ ।

P-24024/129/2021-IPR-V
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
Design & NIDs (IPR-V) Section

Udyog Bhawan, New Delhi.
Date: 28th October, 2021


OFFICE MEMORANDUM

Subject- Guidelines to be followed for official/private tours in NIDs- reg.

The undersigned is directed to refer to the subject cited above and to enclose herewith (as Annexure) the guidelines to be followed by the Directors and other officers/staffs of all the five NIDs for performing the official/private tours for strict compliance.

2. This issues with the approval of competent authority.

Encl. As above


(Santosh Prasad)
Under Secretary to the Government of India

To,

1. The Director, NID, Ahmedabad
2. The Director, NID Andhra Praedsh,
3. The Director, NID Haryana,
4. The Director, NID Assam,
5. The Director, NID Madhya Pradesh.

Copy to: CAO/ CFO of all the NIDs.

Annexure

Guidelines to be followed for official/private tours of Directors and other officers/staffs in NIDs

A. General guidelines

- a. All the officers will get the prior written approval from the competent authority as per rule (Chairman, GC in case of Director, NID).
- b. In case of tour/travel for private purpose, the prior approval for leave and tour may be obtained from the competent authority (Chairman, GC in case of Director, NID).
- c. The Directors of NIDs will submit their tour requests as per enclosed proforma to the Chairman, GC. A copy of the tour approval along with proforma may also be sent to DPIIT for record.
- d. Entitlement for Mode of travel, TA/DA etc. may be regulated as per provisions of DoE OM No.19030//1/2017-E.IV dated 13.07.2017 (copy enclosed) and other guidelines/instructions issued from time to time by Department of Expenditure.
- e. The tour/travel from private airlines i.e. other than Air India may be regulated as per provisions of the DoE OM No. No.19024//1/2009-E.IV dated 26.07.2016 (copy enclosed) and other related orders/guidelines.

B. In case of Invitation to participate in workshop/conference/ seminar/ study tours/ presentation of papers etc.

- a. In case invitation to participate in workshop/conference/ seminar/ study tours/ presentation of papers etc. is received directly by the officers by name, by virtue of his/her experience in a particular field, such visits will be treated as in personal capacity for which the officer would have to proceed on leave after obtaining approval of the competent authority.
- b. The visits of the above nature are to be allowed only if 100% funding support is provided by the organizers.
- c. Remuneration/honorarium/fees, if any, received by the officer during such visits will be governed by the FR/SR and GOI orders/guidelines printed thereunder.
- d. In case of invitation of invitation from Foreign Bodies/International organisations etc., the matter may be dealt as per provisions of guidelines issued by DoE vide OM No.23(2)/E.Coord-2006 dated 27.10.2008 (copy enclosed) regarding acceptance and other orders issued from time to time.

Proforma for information of tours:

| Date of tour with flight/train detail | Date of return with flight/train detail | Whether official or private tour | Whether official tour approved by competent authority (copy be enclosed) | Whether leave sanctioned from private tour (copy be enclosed) | Purpose of the visit/tour | Whether financed by NID, Self or other agencies |
|---------------------------------------|---|----------------------------------|--|---|---------------------------|---|
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Information given under RTI Act

----- Forwarded message -----

From: **Design and NIDs Section** <ipr5-dpiit@gov.in>

Date: Thu, Oct 28, 2021 at 3:09 PM

Subject: Guidelines to be followed for official/private tours in NIDs-reg.

Sir,

I am directed to forward herewith a copy of this Department's Office Memorandum No. P-24024/129/2021-IPR-V dated 28th October, 2021 on the subject mentioned above for information and compliance.

Kind regards,

Design & NIDs Section
DPIIT
Ministry of Commerce & Industry

सूचना अधिकार अधिनियम के तहत प्रदत्त
Information given under RTI Act

