

(i) *The particulars of its organisation, functions and duties;*

Indian Centre for Space Physics (ICSP), Kolkata was established and registered in 1999 with a view to focus on such areas of Earth science and its relation to the Space. It is a unique research institute in the country. The main objective of ICSP is to fill a big vacuum in this sector to carry out research activities in Earth Science, Ionospheric Science, Astrophysics and their inter-relations. So far, the recurring funds for the skeleton staffs of ICSP and for the office maintenance mainly came from the State of West Bengal. The rest of the support comes from projects funded by MOES, DST, ISRO, CSIR and other agencies. ICSP is also affiliated to the University of Calcutta and has successfully produced fifteen Ph.D. students in these important streams of research, many of whom are placed in national and international institutes, thus contributing to the generation of human resource in this field.

(ii) *The powers and duties of its officers and employees;*

ICSP is governed by its Governing Body which presently consists of:

LIST OF THE GOVERNING BODY MEMBERS		
Sl. No	NAME	DESIGNATION
1	Prof. Bimalendu Bhusan Bhattacharyya	President (Honorary)
2	Prof. Sandip Kumar Chakrabarti	Secretary (Honorary)
3	Mr. Pranabananda Bandyopadhyay	Treasurer (Honorary)
4	Dr. Sonali Chakrabarti	Member (Honorary)
5	Prof. Arun Kumar Tweari	Member (Honorary)
6	Dr. Subhas chandra Chakraborty	Member (Honorary)
7	Prof. Arikkala Raghurama Rao	Member (Honorary)
8.	Mr. Gurusaran Dasgupta	Member (Honorary)

The normal policies of the Centre are decided by the Academic Council of the Centre:

The members of this council are given by:

LIST OF THE ACADEMIC COUNCIL MEMBERS		
Sl. No	NAME	DESIGNATION
1	Prof. Sandip Kumar Chakrabarti	Chairman (Honorary)
2	Dr. Ankan Das	Convenor
3	Dr. Dipak Debnath	Member
4	Dr. Ritabrata Sarkar	Member
5	Dr. Sabyasachi Pal	Member
6	Mr. Sujay Pal	Member
7	Mr. Rajkumar Maiti	Member Secretary

The Senior Academic/administrative members to whom queries could be sent are:

Prof. Sandip K. Chakrabarti, In Charge, Academic Affairs (Honorary)

Dr. Ankan Das, HOD, Astro-chemistry/Astrobiology group, Dean (Students Affairs) and Acting Finance Officer

Dr. Dipak Debnath, HOD, High Energy Astrophysics group and Acting Administrative Officer

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

The Governing Body is the supreme Authority of the Centre. Any major decision must be approved through the Governing Body. Governing Body meets twice a year, through, it can meet whenever there is a need.

The Finance Committee consisting of the Treasurer, Secretary and a GB member decides on the major financial matters.

Every nationally or state funded appointment goes through an open advertisement. The selection is done through a selection committee consisting of member of senior ranks from the Centre and from other National Institutes. Everybody is eventually appointed through Interviews. For permanent members, typically the selected person is kept on probation in the first year after appointment. For contractual members, the salary is fixed and enhanced at a rate decided by the Governing Body. All appointments and promotions, revision of salaries are approved by the Governing Body.

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

The norms of the Centre is rigorous and is comparable to any institute of excellence in the world.

(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 Rules and Bye Laws of the Centre as adopted during the inception of the Centre are used. However, the rules are amended by the Governing Body as and when required.

For the Memorandum of Association and Articles of Associations please visit <http://csp.res.in/ICSP-WEB/MOA-and-AOA.pdf>

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

(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 implementation thereof;*

The Centre is registered under Section 25 of THE COMPANY ACT 1956. This registration certificate together with the letter from ROC which allowed us to change the name of the Centre from Centre for Space Physics to Indian Centre for Space Physics are the basic documents. In addition, it has all the required documents, such as tax exemption certificate, PAN, TAN are there.

The Centre is affiliated to Calcutta University since 2004. It is a partner of Erasmus Mundus Joint Doctoral Programme with the coordinating office at the University of Nice (France). The Director of the Programme is Prof. Remo Ruffini, of International Centre for Relativistic Astrophysics Network, Pescara.

- (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;*

LIST OF THE GOVERNING BODY MEMBERS		
Sl. No	NAME	DESIGNATION
1	Prof. Bimalendu Bhusan Bhattacharyya	President (Honorary)
2	Prof. Sandip Kumar Chakrabarti	Secretary (Honorary)
3	Mr. Pranabananda Bandyopadhyay	Treasurer (Honorary)
4	Dr. Sonali Chakrabarti	Member (Honorary)
5	Prof. Arun Kumar Tweari	Member (Honorary)
6	Dr. Subhas chandra Chakraborty	Member (Honorary)
7	Prof. Arikkala Raghurama Rao	Member (Honorary)
8	Mr. Gurusaran Dasgupta	Member (Honorary)

LIST OF THE RESEARCH ADVISORY COUNCIL MEMBERS		
Sl. No	NAME	DESIGNATION
1	Prof. S.N. Ghosh, FNA, Ex Allahabad University & Calcutta University	Chairman, (Honorary)
2	Prof. A.R. Rao, Tata Institute of Fundamental Research, Mumbai	Member
3	Mr. K.K. Chakraborty, Ex-Director, Positional Astronomy Centre	Member
4	Prof. A.M. Basu, Jadavpur University, Kolkata	Member
5	Prof. S.k. Chakrabarti, S.N.Bose National Centre for Basic Sciences, Kolkata & ICSP	Secretary, (Honorary)
6	Prof. D.C.V. Mallick, Indian Institute of Astrophysics, Bangalore	Member
7	Prof. S. Ananthkrishnan, Ex-Senior Professor, GMRT, Pune	Member
8	Prof. D.J. Saikia, National Centre for Radio Astronomy, Pune	Member
9	Prof. B.G. Ananda Rao, Physical Research Laboratory, Ahmedabad	Member
10	Prof. P.J. Wiita, Georgia State University, USA	Member

LIST OF THE ACADEMIC COUNCIL MEMBERS		
Sl. No	NAME	DESIGNATION
1	Prof. Sandip Kumar Chakrabarti	Chairman
2	Dr. Ankan Das	Convenor
3	Dr. Dipak Debnath	Member
4	Dr. Ritabrata Sarkar	Member
5	Dr. Sabyasachi Pal	Member
6	Mr. Sujay Pal	Member
7	Mr. Rajkumar Maiti	Member Secretary

LIST OF THE LIFE MEMBERS		
Sl. No	NAME	DESIGNATION
1	Dr. C.K.Majumder	President (Honorary)
2	Dr. Dipak Bhowmick	Treasurer, (Honorary)
3	Prof. J.N.Chakraborty	VicePresident, (Honorary)
4	Mr. Gurusaran Dasgupta	Member
5	Prof. Sandip Kumar Chakrabarti	Secretary, (Honorary)
6	Prof. Sonali Chakrabarti	Member
7	Mr. S.P. Sengupta	Member
8	Dr. Pratap Kumar Jana	Member
9	Dr. Abhijit Bhattacharyya	Member
10	Mr. Subrata Burai	Member
11	Dr. Rabindranath Chattopadhyay	Member
12	Dr. Kinsuk Acharya	Member
13	Dr. Gautam Tarafdar	Member
14	Dr. Subrata Kumar Midya	Member
15	Prof. Tushar Kanti Das	Member
16	Mr. Rana Khan	Member
17	Mr. Biswajit Bose	Member
18	Mr. Asit Choudhuri	Member
19	Prof. Achintya Chatterjee	Member
20	Mr. Utpal Chatterjee	Member
21	Mrs. Sutapa Chatterjee	Member
22	Mr. Nil Madhav Nandi	Member
23	Prof. Surya K Burman	Member
24	Mr. Govinda Mondal	Member
25	Mr. Zahirul Islam	Member
26	Dr. Samir Mandal	Member
27	Dr. Anuj Nandi	Member
28	Dr. Vipin k Yadav	Member
29	Mr. Santanu Deb	Member
30	Mr. Anirban Majumdar	Member
31	Dr. Himangsu Sarkar	Member
32	Mr. Subhankar Das	Member
33	Prof. Ananda Mohan Basu	Member

The Annual General Body meetings, GB meetings, Academic Council meetings and Finance Committee meetings are not open to public. However, the Centre organizes many meetings to disseminate and share scientific information with public through District-wise space science symposia, telescope making workshop, etc. which is attended by public.

- (ix) *A directory of its officers and employees AND*
(x) *The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;*

Please visit <http://csp.res.in/ICSP-WEB/Staff-Details.xls.pdf> for the details.

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

Please visit <http://csp.res.in/ICSP-WEB/Balance2012-2013.html> for the Balance Sheet of 2012-2013 .

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

We have no such programme.

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

NONE

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

Please visit <http://www.csp.res.in/ICSP-WEB/annualreports.html>

- (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 is not for general users. However, reading materials concerning the scientific programme of the Centre are in our web page for anyone to view and download. Data obtained through our instruments are given for public viewing through our Data Bank.

- (xvi) *The names, designations and other particulars of the public Information Officers;*

NAME	DESIGNATION	PH. NO	E-MAIL ID
MR. RAJKUMAR MAITI	OFFICE ASSISTANT/ ACCOUNTANT	OFFICE: (033) 2462-2153 OR 2436-6003 EXTN.-23	rajkumar@csp.res.in dusturaj@yahoo.com

- (xvii) *Such other information as may be prescribed, and thereafter update these publications every year;*

For details please visit the webpage <http://csp.res.in>.

- (c) *Publish all relevant facts while formulating important policies on announcing the decisions which affect public;*

All the advertisements are given on the web also.

(d) Provide reasons for its administrative or quasi judicial decisions to affected persons.

No such case has arisen. However, if such steps are taken, it would appear in our web.