

“RIGHT TO INFORMATION ACT, 2005”

Compendium of Manuals (Proactive Disclosure under Section-4)

**Office of Principal Scientific Adviser
to the Govt. of India**

Website: <https://www.psa.gov.in/>

The particulars of organization, functions and duties
About

The Government of India established the Office of the Principal Scientific Adviser (PSA) in November 1999. The PSA's office aims to provide pragmatic and objective advice to the Prime Minister and the cabinet in matters of Science and Technology. The Office of PSA was placed under the Cabinet Secretariat in August, 2018.

Prof. Ajay Kumar Sood is currently serving as the Principal Scientific Adviser to the Government of India.

Powers and Duties of Officials

- i. S&T fundamentals with applied research in collaboration with multiple stakeholders, both in central and state governments
- ii. Enabling future preparedness in emerging domains of science and technology
- iii. Formulating and coordinating major inter-ministerial S&T missions
- iv. Providing an enabling ecosystem for technology led innovations and techno-entrepreneurship
- v. Driving innovation and technology delivery towards solving socio-economic challenges for sustainable growth
- vi. Fostering effective public-private linkages for driving research and innovation

Channel of Supervision and level of disposal of cases

1. **Establishment and General Administration Matters:** DEO or Assistant Section Officer – Section Officer – Deputy Secretary – Scientist ‘G’ – Head of Department/ Scientific Secretary.
2. **Scientific matters:** Scientist ‘D’– Scientist ‘F’/ Scientist ‘G’ – Scientific Secretary – Principal Scientific Adviser

The norms set by the Ministry for the discharge of its functions

Wherever applicable, office of PSA to GoI follows norms for various items of work as laid down by concerned nodal Ministries/ Departments/ Organizations e.g. Ministry of Finance, NITI Aayog, Ministry of Personnel, Public Grievances and Pensions, Central Vigilance Commission, Cabinet Secretariat, etc. In other cases, norms as laid down in guidelines/ circulars etc. of the office itself are followed, wherever applicable.

2. For day-to-day functioning of the various sections, norms regarding time limits for disposal of important receipts are fixed by senior officers at dak stage wherever applicable. The time limit for disposal of various cases depends upon the nature of the files and the level of disposal.

List of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions

General instructions/guidelines issued by the various Central Ministries like Ministry of Finance, Personnel, Parliamentary Affairs etc. from time to time are being followed by the Office of Principal Scientific Adviser to the Government of India in cases relating to Personnel matter, Procurement of goods, services, etc. and other financial matters.

Statement in respect of the categories of documents held by this Organization

Establishment and General Administration Matters:

Service Books and Personal files of employees, Immovable property Return, Pension paper record, ACR of employees, CCS Service Rules, General Financial Rules, Delegation of Financial Power Rules etc.

Scientific Matters:

Vigyan Dhara, Manthan, Agnii, RuTAG, Manas, One Health, Anthology of Science and Technology etc.

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 of implementation

The work of the office usually does not require consultation with the Members of public. However, if a specific policy document requires experts' review/comments or public consultation, appropriate measures are taken on case to case basis.

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

1. **The Prime Minister's Science, Technology and Innovation Advisory Council (PM-STIAC):** Constituted in August 2018, the Prime Minister's Science, Technology, and Innovation Advisory Council (PM-STIAC) serves as an overarching council to assess the status of various science and technology-related matters, comprehend challenges, formulate interventions, develop a futuristic roadmap, and advise the Prime Minister accordingly. The council also oversees the implementation of these interventions by concerned S&T departments, agencies, and other government ministries. PM-STIAC also mandates formulation, convergence, collaboration, coordination, and implementation of multi-stakeholder policy initiatives, mechanisms, reforms, and programmes. These initiatives are aimed at synergising collaborative science and technology; enabling future preparedness; formulating and coordinating S&T missions; providing an enabling ecosystem for technoentrepreneurship; driving innovation, and technology, developing innovation clusters, and fostering effective public-private linkages among other responsibilities.

Several missions, aligned with the national interest, have been approved by the PM-STIAC to date. Among them, the Deep Ocean Exploration Mission, AI (Artificial Intelligence) Mission, National Quantum Mission, Waste to Wealth Mission, National One Health Mission, Electric Vehicle Mission, and AGNI Mission have been approved for implementation.

Other missions approved under PM-STIAC are the Natural Language Translation Mission, National Bio-Diversity Mission, Bio-Science for Human Health Mission, and Mission: Science & Technology (S&T) For Sustainable Livelihood System.

More Details at <https://www.psa.gov.in/pm-stiac>

2. **Empowered Technology Group (ETG):** The Empowered Technology Group (ETG) was constituted by the Cabinet as an institutionalised structure to proactively lay down, coordinate, and oversee national-level policies relating to procurement and induction, and research and development in technologies that require large outlays in resources both financial and human and to render sound and timely advice for determining direction and trajectory of Government's R&D and Technology Development Programmes.

Empowered Technology Group (ETG) aims to proactively lay down, coordinate, and oversee national-level policies relating to

- Procurement and Induction of technologies
- Research and Development (R&D) in technologies that require large outlays in resources, both financial and human
- Render sound and timely advice for determining direction and trajectory of Government's R&D and Technology Development Programmes

More Details at: <https://www.psa.gov.in/etg>

3. **Rural Technology Action Group (RuTAG):** Empowering rural communities at the grassroots level through demand-driven S&T interventions

Rural Technology Action Group (RuTAG) is an initiative of the Office of the PSA since 2004. RuTAG, supported by the Office of the PSA, was conceptualized as a mechanism to provide a higher level of S&T intervention and support for rural areas. Under this initiative, the interventions are designed to be primarily demand-driven, focusing on bridging technology gaps at the grassroots level, upgrading technology, and providing training and demonstrations through innovative projects.

Mandate and Objectives

(a) Mandate

1. Updating traditional knowledge/methods and practices with appropriate technology developed by research institutions with potential for IPR.
2. Connect at grass root level to understand the demands and develop the innovative rural technologies with commercialization potential.

(b) Objectives

1. To connect with possible stakeholders like NGOs (Non-Government Organizations), SHGs, (Self Help Groups), COs (Community Organizations) Start-ups, Technology Incubators, and Fabricators to identify sector-specific technology needs.
2. To develop demand-driven technologies based on socio-economic data coherent with national/regional priorities, national policies/ schemes etc.
3. To validate developed prototypes supported with impact studies and explore their commercialization with scalability aspects.
4. To commercialize the potentially validated technologies for national/global markets.

More Details at: <https://www.psa.gov.in/rutag>

Directory of officers and employees

Website Link: <https://www.psa.gov.in/article/directory/3301>

Posts and Pay Scales:

Sl. No.	Name	Post	Pay Level (Rs.)	Basic Pay (Rs.)
1.	Prof. Ajay Kumar Sood	Principal Scientific Adviser to GoI	18	250000
2.	Dr. (Smt.) Parvinder Maini	Scientific Secretary	17	225000
3.	Dr. Neeraj Sinha	Scientist 'G'	14	218200
4.	Dr. Preeti Banzal	Scientist 'G'	14	218200
5.	Dr. Monoranjan Mohanty	Scientist 'G'	14	177400
6.	Dr. Rakesh Kaur	Scientist 'G'	14	172200
7.	Dr. Sangeeta Agarwal	Scientist 'F'	13A	131100
8.	Dr. Vishal Choudhary	Scientist 'F'	13A	131100
9.	Shri Jitendra R Gaikwad	Director	13	130600
10.	Shri Vikas Srivastava	Deputy Secretary	12	105900
11.	Ms. Remya Haridasan	Scientist 'D'	12	94100
12.	Shri Vivek Kumar	Scientist 'D'	12	78800
13.	Dr. Hafsa Ahmad	Scientist 'D'	12	78800
14.	Shri Surender Kumar	PPS	11	93800
15.	Shri V.S. Rao	PPS	11	93800
16.	Shri Abhijit	Under Secretary	11	96600
17.	Shri Amit Kumar Sharma	Section Officer	10	65000
18.	Shri Sanjay Kumar	PS	8	55200
19.	Shri Pradeep Kumar Chauhan	Assistant Section Officer	7	53600
20.	Shri Gaurav Som	Assistant Section Officer	7	53600
21.	Shri Gopal Krishan Gautam	Assistant Section Officer	7	47600
22.	Shri Ankit Kumar	Assistant Section Officer	7	47600
23.	Shri Ashish Gulla	DEO	6	62200
24.	Smt. Rashmi Sharma	DEO	6	62200
25.	Shri Rajat Dwivedi	Stenographer 'D'	4	25500
26.	Ms. Shaikh Madiha Gaffar	Stenographer 'D'	4	25500
27.	Shri Sarwan Kumar	Attendant	3	39400
28.	Shri Arvind Shankar	SCD	3	35000
29.	Shri Manoj Kumar Singh	MTS	2	31100

The budget allocated to each of agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Distribution of Budget Estimate for 2024-25 (Rs. In Thousands)

15 digit code	Numeric Code	Description	BE 2024-25
		Principal Scientific Advisor	
	2013	Council of Ministers (Major Head)	
	00.106	Cabinet Secretariat (Minor Head)	
	03	Office of the Principal Scientific Advisor	
	03.01.	General Administration	
201300106030101	03.01.01	Salaries	35000
201300106030102	03.01.02	Wages	100
201300106030105	03.01.05	Rewards	100
201300106030106	03.01.06	Medical Treatment	1500
201300106030107	03.01.07	Allowances	23000
201300106030108	03.01.08	Leave Travel Concession	2000
201300106030109	03.01.09	Training Expenses	100
201300106030111	03.01.11	Domestic Travel Expenses	10000
201300106030112	03.01.12	Foreign Travel Expenses	5000
201300106030113	03.01.13	Office Expenses	14000
201300106030114	03.01.14	Rent, Rates and Taxes for Land and Buildings	100
201300106030116	03.01.16	Printing and Publication	100
201300106030118	03.01.18	Rent for others	100
201300106030119	03.01.19	Digital Equipment	800
201300106030121	03.01.21	Materials and Supplies	100
201300106030124	03.01.24	Fuel and Lubricants	600
201300106030126	03.01.26	Advertising and Publicity	300
201300106030127	03.01.27	Minor Civil & Electrical Works	100
201300106030128	03.01.28	Professional Services	23000
201300106030129	03.01.29	Repair and Maintenance	1500
201300106030149	03.01.49	Other Revenue Expenditure	100
	03.02	Synergy Projects	
201300106030231	03.02.31	Grants-in-aid-General	401300
201300106030235	03.02.35	Grants for creation of capital assets	30000
201300106030236	03.02.36	Grants-in-aid Salaries	200000
	03.03	National Research Foundation	
201300106030331	03.03.31	Grants-in-aid-General	100
		Principal Scientific Advisor	749000
	4075	Capital Outlay on Miscellaneous General Services (Major Head)	
	00.001	Direction and Administration (Minor Head)	
	01.06	Office of the Principal Scientific Advisor	
407500001010651	01.06.51	Motor Vehicles	500
407500001010652	01.06.52	Machinery and Equipment	100
407500001010660	01.06.60	Other Capital Expenditure	100
407500001010671	01.06.71	Information Computer, Telecommunication (ICT) equipment	100
407500001010674	01.06.74	Furnitures and Fixtures	100
407500001010677	01.06.77	Other Fixed Assets	100
		PSA	1000
		Total (Principal Scientific Advisor)	750000

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

The Office does not have any subsidy programme in operation.

Particulars of recipients of concessions, permits or authorizations granted

Nil

Details in respect of the information, available to or held by by this Ministry, reduced in an electronic form

Available on Website of the Office of the PSA to GoI i.e. <https://www.psa.gov.in/>.

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

No library or reading room is available in this office. However, all the reports, press releases, books etc. published by O/o PSA to GoI are accessible to the general public on the website of this office i.e. <https://www.psa.gov.in/>.

Details of the designated Appellate Authority and Central Public Information Officer are as below:

Appellate Authority

**Dr. Preeti Banzal
Scientist 'G'**

**Office of PSA to GoI
Room No. 312, Vigyan Bhawan Annexe
Maulana Azad Road
New Delhi – 110011
Tel No. 23022115**

Central Public Information Officer

**Shri Vikas Srivastava
Deputy Secretary (Admn.)**

**Office of PSA to GoI
Room No. 328, Vigyan Bhawan Annexe
Maulana Azad Road
New Delhi – 110011
Tel No. 23022010**

Such other information as may be prescribed

Nil