

**MINUTES OF MEETING HELD ON 30.05.2017 AT 11:00 AM IN THE OFFICE  
OF TRANSPARENCY OFFICER TO DISCUSS ISSUES RELATED TO  
DISCLOSURE OF MEETING PROCEEDINGS/MINUTES OF MEETING**

A meeting was called by the Transparency Officer, NIPER, Mohali to discuss the modalities on the directions of Director, NIPER, Mohali to make available the proceedings of all Statutory Committees under the NIPER Act and Statutes as well as other non-statutory committees constituted from time to time to all staff, students and members of the public.

Following members were present in the meeting:-

1. Prof. Saranjit Singh, HoD and Transparency Officer
2. Wing Cdr, PJP singh Waraich (Retd.), Registrar and FAA
3. Shri Hari Mohan, Consultant (Administration)
4. Shri Rajwinder Singh, Head, CC and Nodal Officer, RTI
5. Shri Manoj Tiwari, Astd. Registrar (E) and CPIO

Registrar apprised that a decision had already been taken by the BOG not to upload the proceedings and BOG minutes on the Institute website and he informed that he will apprise the Director.


However, after detailed discussion following issues were decided:-


1. Prof. K.B. Tikoo being CPIO (Scientific & Technical issues) to be invited in future meetings.
2. A data base of RTI applications received in past for various sections of NIPER to be prepared and to be placed before the Transparency Officer in next meeting, so as to identify the area where most RTI applications are being received and to evolve some mechanism.
3. RTI applications and decisions therein to be uploaded on Institute's website, so as to avoid repetitions by the information seekers.
4. Followings are to be uploaded on Institute's website:
  - i. Purchase procedures
  - ii. House Allotment Rules and subsequent amendments
  - iii. Recruitment Rules and subsequent amendments
  - iv. Policy of hiring consultant
  - v. List of holidays
  - vi. List of empanelled AMAs and hospitals
  - vii. Updated Telephone/e-mail Directory of staff
5. It is also decided that a meeting may be held every month to review the progress.

The meeting ended with a vote of thanks to chair.

  
(Manoj Tiwari)  
CPIO

  
(Hari Mohan)  
Consultant (Admin)

  
(Rajwinder Singh)  
Nodal Officer, RTI

  
[Wing Cdr, PJP singh Waraich (Retd.)]  
Registrar and FAA

  
(Prof. Saranjit Singh)  
Transparency Officer