

KALPANA CHAWLA MEMORIAL PLANETARIUM, KURUKSHETRA
(HARYANA STATE COUNCIL FOR SCIENCE AND TECHNOLOGY)
ORGANISATION, FUNCTION AND DUTIES STRUCTURE

Sr. No.	Designation of Post	Sanctioned Posts	Scale of post	Status	Duties assigned
1	2	3	4	5	6
1.	Curator	1	9300-34,800 + 5400(GP)	Sh. Sumit Kumar	<p>1. Preparation of new Schemes and Programs Related to promotion of Astronomy .</p> <p>2. Overall administration of the Planetarium.</p> <p>3. Planning and conceptualization of the planetarium programs.</p> <p>4. Organizing Night Observation Programs.</p> <p>5. Dealing with different Visitors.</p> <p>6. Any other work assigned by S.E B-(II), DST</p> <p>He reports his work to S.E B-(II), DST.</p>
2.	Educational Assistant	2	9300-34,800+ 3200(GP)	Sh. Sanjeev Kumar	<p>1) Running the planetarium programmes.</p> <p>2) To attend students and general visitors in case of any queries.</p> <p>3) Carrying out educational activities for school and general visitors.</p> <p>4) Supervision & Monitoring the works of outsourcing agencies.</p> <p>5) Library.</p> <p>6) Any other educational work assigned by the Curator.</p> <p>He reports his work to Curator.</p>
			-----do-----	Vacant	
3.	Technical Assistant	1	9300-34,800+ 3200(GP)	Sh. Sanjay Kumar	<p>1. Responsible for smoother functioning of electrical systems, Genset, Ac Plant, Fire Fighting System.</p> <p>2. Coordinate the technicians from the vendor's side to solve various technical problems.</p> <p>3. Responsible for day to day maintenance of exhibits.</p> <p>4. Responsible for day to day maintenance of planetarium system and Dome chairs.</p> <p>5. Coordinate with Educational Staff during planetarium shows and educational programs.</p> <p>He reports his work to Curator.</p>

4.	Technician	2	5200-20,200+ 1900 (GP)	Sh. Mewa Ram (Fitter)	<ol style="list-style-type: none"> 1. He will Responsible for smoother functioning of electrical systems, Genset, Ac Plant, Fire Fighting System. 2. Responsible for day to day maintenance of exhibits. 3. Responsible for day to day maintenance of Dome chairs. 4. Handling of General Store. <p>He will report his work through T.A.</p>
			5200-20,200+ 1900 (GP)	Sh. Lokesh Kumar Singh (Electronics)	<ol style="list-style-type: none"> 1. He will Responsible for smoother functioning of electrical systems, Genset, Ac Plant, Fire Fighting System. 2. Responsible for day to day maintenance of exhibits. 3. Coordinate with Educational Staff during regular planetarium shows. <p>He will report his work through T.A.</p>
5.	Account Clerk	1	5200-20,200+ 1900 (GP)	Sh. Chanchal Bhan	<ol style="list-style-type: none"> 1. Handling account, cash and other miscellaneous related jobs. <p>He reports his work to Curator.</p>

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

The decisions are taken strictly in accordance with the policies framed by the government of Haryana, Rules & Regulations of Haryana Government and decision taken by the Executive Committee of HSCST. The dealing hand deals with the case and submits. After scrutinizing the case he/she sends the case to his/her superior who further submits it to the Secretary/EC/Chairman/EC, as the case may be, for final approval.

4.b(iv) The norms set by it for discharge of its functions.

As per Memorandum of Association of Haryana State Council for Science & Technology

4.b(v) The rules, regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its functions

The Planetarium discharges its various functions and duties by following the below mentioned rules/manuals in addition to instructions issued from time to time by Haryana Government :-

- i. CSR Volume-I, II, III
- ii. PFR Volume-I, II
- iii. Manuals/instructions issued by the Haryana Govt. from time to time.
- iv. Decisions of Executive Committees

4. b(vi) Statement of the categories of documents that are held by it or under its control

Personal Files, Service Books, Annual Confidential Reports, Cash Books, Stamp Paper Registers. Besides, other records required to be maintained in the department is also maintained accurately. Technical branch also maintained the records for its technical matters at its own level.

4. B (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 administration thereof

No such Policy exists.

4. B (viii) Statement of the boards, council, committees and other bodies
Nil

4. b(ix) Directory of its officers and employees

Phone 01744-238005

Name of Employee	Designation	Residential Address
Sh. Sumit Kumar	Curator	H.No 1138/2, Gali No.5, Shanti Nagar, Kurukshetra-136119
Sh. Sanjay Kumar	Technical Assistant	C/o Sh. Shre Pal H.No. 2600/12, Ward No. 26, Didar Nagar, Kurukshetra-136119.
Sh. Sanjeev Kumar	Educational Assistant	H.No: 1516/13, U.E, Kurukshetra-136118.
Sh. Chanchal Bhan	Accounts Clerk	H.No: 1802, Sector -3 Kurukshetra
Sh. Mewa Ram	Technician Fitter	Village: Shasmaspur, Tehsil. Thanesar P.O: Bagthala, Dera Lal Chand Kurukshetra
Sh.Lokesh Kumar Singh	Technician Electronics	C/o Sh. Sahab Singh Gali No. 8 Gali No. 8, Shanti Nagar Kurukshetra-136119

4. B (x) Monthly remuneration received by each of officers and employees

Details of Gross & Net pay as on 31.04.2011 in r/o employees of Haryana State Council for Science & Technology, Haryana

Staff

<u>Sr. No.</u>	<u>Name & Designation</u>	<u>Gross pay (Rs.)</u>	<u>Net pay (Rs.)</u>
1.	Sh. Sumit Kumar, Curator	31,283	27,818
2.	Sh. Sanjeev Kumar, Educational Assistant	23,169	20,618
3.	Sh Sanjay Kumar, Technical Assistant	23,169	20,618
4.	Sh. Mewa Ram, Technician (Fitter)	13,863	12,359
5.	Sh. Lokesh Kumar Singh, Technician (Electronics)	13,863	12,359
6.	Sh. Chanchal Bhan , Account Clerk	12,704	11,330

4. b(xi) Budget allocation

Budget allocation for the financial year 2010-11 is Rs.28, 55,000/-.

4. b(xii) The manner of execution of subsidy programmes

Entry in Planetarium is on Concessional Rates for the students and with staff.

4. b(xiii) Particulars of recipients of concessions, permits or authorisation granted

4. b(xiv) Students, Physically Challenged persons, Armed Force personals in Uniform only, Member of International Council of Museums
Details in respect of the information available to or held by reduced in an electronic form

The detailed information regarding objectives, organization structure, functions, schemes, etc. are available on the website www.dstharyana.org.

4.b(xv) The particulars of facilities available to the citizens for obtaining information if maintained for public use.

As per RTI Act, 2005 during the working days and office hours & there is no separate Library

4.b(xvi) The names, designation and other particulars of Public Information Officers

Sr. No.	Designation of the Officer	Authority	Phone No.
1.	Chief Scientific Engineer	Appellate Authority	0172-2560339, 2561339
2.	Joint Director (Tech.)	SPIO	0172-2560339, 2561339
3.	Section Officer	SAPIO	0172-2560339, 2561339