

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

4.b(i) .Objective and Function

- Demonstration of various Celestial phenomena with the help of Astronomy shows.
- Providing detailed demonstration by using exhibits to explain various astronomical concepts.
- Involving students and general masses in various educational and awareness programs.
- Maintenance/Up gradation of the planetarium facilities.

4.b(ii)

Sr. No.	Designation of Post	Sanctioned Posts	Corresponding pay level in Pay Matrix	Status	Duties assigned
1	2	3	4	5	6
1.	Curator	1	Level-9	Sh. Sumit Mongia	1. Preparation of new Schemes and Programs Related to promotion of Astronomy. 2. Overall administration of the Planetarium. 3. Planning and conceptualization of the planetarium programs. 4. Dealing with Visitors. 5. Any other work assigned by S.E -A, S&T, Haryana He reports his work to S.E- A, S&T, Haryana.
2.	Educational Assistant	1	Level-7 (ACP-10)	Sh. Sanjeev Kumar	1) To attend students and general visitors in case of any queries. 2) Planning & carrying out educational activities for school and general visitors. 3) Supervision & Monitoring the works of outsourcing agencies. 4) Library. 5) Duty Officer in absence of Curator. 6) Any other work assigned by the Curator, KCMP. He reports his work to Curator, KCMP.

3.	Educational Assistant	1	Level-6	(Vacant Post)	-----
4.	Technical Assistant	1	Level-7 (ACP-10)	Sh. Sanjay Kumar	<ol style="list-style-type: none"> 1. Responsible for smoother functioning of electrical systems, Genset, Ac Plant, Fire Fighting System etc. 2. Coordinate the technicians from the vendor's side to solve various technical problems. 3. Responsible for day to day maintenance of planetarium system and exhibits. 4. Coordinate with Educational Staff during planetarium shows and educational programs. 5. Any other work assigned by Curator. 6. Duty Officer in absence of Curator and Educational Assistant. <p>He reports his work to Curator.</p>
5.	Technician Fitter	1	Level-4 (On 1 st ACP)	Sh. Mewa Ram (Fitter)	<ol style="list-style-type: none"> 1. Operation of Planetarium Shows 2. Operation of electrical systems, Genset, Ac Plant, Fire Fighting System in absence of electrician. 3. Day to day maintenance of exhibits. 4. Day to day maintenance of Dome chairs. 5. Handling of General Store and Ticketing Store. 6. Any other work assigned by T.A. <p>He will report his work through T.A.</p>
6.	Technician (Electronics)	1	Level-4 (On 1 st ACP)	Sh. Lokesh Kumar Singh (Electronics)	<ol style="list-style-type: none"> 1. Operation of electrical systems, Genset, Ac Plant, Fire Fighting System in absence of electrician. 2. Day to day maintenance of exhibits. 3. Coordinate with Educational Staff during regular planetarium shows. 4. Any other work assigned by T.A. 5. Cash Handling. <p>He will report his work through T.A.</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 scrutiny 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. HCSR, 2016
- 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

Name of Employee	Designation	Residential Address	Contact Information
Sh. Sumit Mongia	Curator	Gali no. 5 , Shanti Nagar, Kurukshetra	Phone 01744-238005 Ext 21
Sh. Sanjeev Kumar	Educational Assistant	Sector-13, U.E, Kurukshetra-136118.	Phone 01744-238005 Ext 25
Sh. Sanjay Kumar	Technical Assistant	Gali No. 5, Didar Nagar, Pehowa Road, Kurukshetra-136119.	Phone 01744-238005 Ext 27
Sh. Mewa Ram	Technician Fitter	C/o Joginder Singh Jangra, H. No 3257 Shyam Colony, Kurukshetra-136118	Phone 01744-238005 Ext 25
Sh.Lokesh Kumar Singh	Technician Electronics	Plot No. 12 New Didar Nagar, Near Raj Palace, Kissan Group, Pehowa Road Kurukshetra.	Phone 01744-238005 Ext 25

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

Details of Gross & Net pay as on 30.09.2020 in r/o employees of Kalpana Chawla Memorial Planetarium, Kurukshetra, Haryana

<u>Sr. No.</u>	<u>Name & Designation</u>	<u>Gross pay (Rs.)</u>	<u>Net pay (Rs.)</u>
1.	Sh. Sumit Mongia, Curator	95,500	75,886
2.	Sh. Sanjeev Kumar, Educational Assistant	64,125	50,035
3.	Sh Sanjay Kumar, Technical Assistant	64,125	55,035
4.	Sh. Mewa Ram, Technician (Fitter)	39,12534,843	
5.	Sh. Lokesh Kumar Singh, Technician (Electronics)	39,12534,258	

4. b(xi) Budget allocation

Budget allocation for the financial year 2020-21 is Rs. **NIL**.

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

Entry in Planetarium is on Concessional Rates for the organized students groups.

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

Students, Physically Challenged persons, Armed Force personals in Uniform only, Member of International Council of Museums

4. b(xiv) 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.gov.in

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.	Scientific Engineer (A) SG	SPIO	0172-2560339, 2561339
3.	Deputy Superintendent	SAPIO	0172-2560339, 2561339