

### The Particulars of its organisation, functions and duties:

Himalayan Mountaineering Institute is an autonomous body established on 4 Nov 1954 formed under the Societies Registration of Act XXI of 1860. The Institute is administered jointly by the Govt. of India and the Govt. of West Bengal. The Defence Minister of India is the President of the Institute and the Chief Minister of West Bengal is its Vice- President. The superintendence, direction and control of the affairs and concerns of the Institute vest in the Executive Council. The EC has as its member, representatives of the Central and the State governments, those elected by general body of the Institute and those nominated from amongst donors and other persons who are likely to promote the cause of the Institute. A representative each of the Ministry of Defence (Jt. Secy. G & Air) and Principal Secretary, Govt. of West Bengal acts as the Secretaries of the Institute.

#### Functions

- a) The Institute imparts comprehensive professional training courses for those who wish to attain high proficiency in mountaineering.
- b) Short intensive courses for civil and military personnel.
- c) Short courses for students and teachers interested in mountaineering and allied adventure activities.
- d) Character training through self discipline, team work, adventure, hardships and risks.
- e) Winter Sports in mountains and water sports in rivers.

Trainees for the above courses come from various part of the country, professions and from all sections of the society including personnel from Services, ITBP, BSF, NCC, Department of Youth Services of Govt. of West Bengal and private individuals sponsored by various clubs and organizations in the country and abroad.

ii) The powers and duties of its officers and employees : The Institute is headed by Principal . Overall powers in regard to functioning (administrative, functional and financial) of the Institute are vested with him by the Executive Council. However, Section in-charge are responsible for smooth functioning of their respective sections.

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

Major policy decision/sanctions in regard to functioning of the Institute are formulated and approved by the Executive Council. For smooth functioning of the Institute minor decisions are taken by the head of the Institute based on the noting sheet prepared by the section in-charges and submitted to the head of office. If the matter is of financial nature then Accounts Officer's recommendation is also taken before the approval of the Principal.

iv) The norms set by it for the discharge of its functions:

Based on approval of yearly training calendar / schedule by Ministry of Defence , courses are run for the candidates applying for the same on the first-come-first-serve basis. Dedicated training staffs are detailed for conducting of courses. As per performance of the trainees during the course certificates are issued to them.

- ii) The rules, regulations, instructions, manuals and records, held by it or under its control:
- a) Memorandum of Association of the Institute.
  - a) Minutes of Executive Council Meeting held from time to time provides basic guidelines for functioning
  - b) Training Manual for conduct of course
  - c) Besides various publications of GOI and Govt. of West Bengal (Service Rules for Civil Employees) are used.
- iii) A statement of the categories of documents that are held by it or under its control:
- a) Memorandum of Association.
  - a) Minutes of the Executive Council Meetings.
  - b) Personal Files of Staff Members and Pensioners.
  - c) Files pertaining to Institute accounts.
  - d) Training files containing details of trainees and their results.
  - e) Various Publications of GOI & MOD/Army HQ.
- iv) 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 implementation thereof: NA
- v) 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:

Famous mountaineers and eminent public personalities are enrolled as Ordinary or Life Members of the Institute. A few of them are selected to become the members of General Body which take part in the meetings of the Institute and put forward suggestion on functioning of the Institute. Minutes of such meetings are kept in the Institute.

vi) Directory of its officers & employees

Sl No.	Rank & Name	Designation	Ph No
1.	Col Neeraj Rana	Principal	0354-2254083
2.	Maj Samuel Larintulanga	Medical Officer	
3.	Shri S.K Jha	Accounts Officer	
4.	Sub Maj Ashwin Kumar	Office Supdt	0354-2254087
5.	Sub H.D Pandey	Eqpt I/C	
6.	Sub Mahavir Singh	Quarter Master	
7.	Hav Hanumana Ram	Trg Clk	
8.	Hav Kamal Nayan	Instructor	
9.	Nk Inder Singh Adhikari	Instructor	
10.	Lnk Yamuna Prasad Peneru	Instructor	
11.	Nk Narender Kumar	Nursing Asst	
12.	Shri Chandra Nath Das	Curator	
13.	Shri Sangay Sherpa	Chief Instructor	
14.	Shri Ang Tshering Sherpa	Sr. Instructor (I)	
15.	Shri Kusang Sherpa	Sr.Instructor (II)	
16.	Shri Lakpa Norbu Sherpa	Instructor	
17.	Shri Roshan Gahatraj	Instructor	
18.	Shri Tushar K.D. Tapadar	Instructor	

22	Shri Phuchung Sherpa	Instructor	
23	Shri Mahendra Pradhan	Pers.Asstt.	
24	Shri Shankar Das	Head Clerk	
25	Shri Milan Rai, U.D. Clerk	U.D. Clerk	
26	Shri Raju Giri	Estt. Asstt	
27	Md. Salim	U. D. Clerk	
28	Shri Krishna Rasaily	U.D. Clerk	
29	Shri Rajesh Pradhan,	Cashier	
30	Shri Bejoy Rai	L.D. Clerk	
31	Shri Babin Kumar Chettri	L.D. Clerk	
32	Shri Dorjee Tamang	Catt. Asstt.	
33	Miss. Reema Chettri	L.D. Clerk	
34	Shri Binay Rajak	L.D. Clerk	
35	Shri Amit Gurung	L.D. Clerk	
36	Md. Rahimulla	Tailor Master	
37	Md. Mullick	Tailor	
38	Shri Nandlal Chauhan	Tailor	
39	Shri Dawa Tshering Tamang	Driver	
40	Shri Thendu Bhutia	Driver	
41	Shri Dorjee Tshering Bhutia		Driver
42	Shri Pema Tshering Lepcha		Electrician
43	Shri Rajen Rai	Chowkidar	
44	Shri Ang Temba	Chowkidar	
45	Shri Sirman Thapa	Peon	
46	Shri Sunil Darnal	Tailor	
47	Shri Arun Kumar Rai	Carpenter	
48	Shri Krishna Chuwan	Plumber	
49	Shri Prakash Bomja	Lasker	
50	Smt. Doma Lhamu	Peon	
51	Shri Kundan Rai	Peon	
52	Shri Pemba Lepcha	Peon	
53	Shri Roshan Rai, Mali	Safaiwala	
54	Shri Sibraj Balmiki	Safaiwala	
55	Shri Gopal Balmiki, Safaiwala	Safaiwala	
56	Shri Gyalzen Sherpa	Chowkidar	
57	Shri Ram Kumar Rai	Cook	
58	Shri Rikidhan Rai	Cook	
59	Shri Khum Bdr. Parajuli	Cook-GH Ctr.	
60	Shri Ajay Sarki	Peon	
61	Shri Abdul Bhattu	Safaiwala	
62	Shri Sunil Rai	Mali	
63	Shri Prem Kumar Gurung	Mali	
64	Shri Pasang Sherpa	Cook-Bearer	
65	Shri Tshering Sherpa	Peon	
66	Smt Purnima Tamang	Peon	
67	Shri Tej Bahadur Darjee	Tailor	
68	Shri Sujen Thapa	Bearer	
69	Shri Sujan Chettri, Bearer	Bearer	
70	Smt. Baby Khatoon	Safaiwala	
71	Shri Shankar (Paul) Baraily	Cinema Optr.	

ii) 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 : Museums for general public are open from 8.30 A.M. to 4.30 PM throughout the week except Thursday. The Institute Library/Reading Room is meant for its staff and trainees only.

iii) The names, designations and other particulars of the Public Information Officers : Shri Shishir Kant Jha, Accounts Officer