RIGHT TO INFORMATION

Proactive Disclosure of Information under Chapter-II Section 4 (1) (b) of RTI Act, 2005

NATIONAL JUDICIAL ACADEMY, INDIA

S.No.	Particulars	Information
1. Organization and Function		
1.1	**Particulars of its organization, functions and duties [Section 4(1) (b) (i)**	
1.1.1	Name and Address of the Organization	National Judicial Academy India Bhadbhada Road, P.O. Suraj Nagar, Bhopal-462044, Madhya Pradesh, India
1.1.2	Head of the Organization	Ex-officio Chairperson: Hon'ble Chief Justice of India Ex-officio Member Secretary: Hon'ble Director, NJA https://nja.gov.in/our-chairman.html
1.1.3	Vision, Mission and Key objectives	https://nja.gov.in/about-us.html#vision-statement
1.1.4	Function and duties	https://nja.gov.in/nja-charter.html
1.1.5	Organization Chart	https://nja.gov.in/NJAC/Organization%20Chart.pdf
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	https://nja.gov.in/Office_Orders/Details_of_Committees_NJA(24-04-2026).pdf
1.2	**Power and duties of its officers and employees [Section 4(1) (b) (ii)]**	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Director – According to Memorandum of Association and Rules and Regulations Registrar – Office orders and Governing Council (GC) Resolution

		https://nja.gov.in/nja-charter.html
1.2.2	Power and duties of other employees	Power and duties of other employees as defined by the competent authority from time to time
1.2.3	Rules/ orders under which powers and duty are derived and	Memorandum of Association and Rules and Regulations and GC Resolution https://nja.gov.in/nja-charter.html
1.2.4	Exercised	As per Rules
1.2.5	Work allocation	Done by the Director/Registrar as per need from time to time
1.3	**Procedure followed in decision making process [Section 4(1) (b) (iii)]**	
1.3.1	Process of decision making Identify key decision making points	Governing Council ,Governing Body and Director NJA
1.3.2	Final decision making authority	Chairperson and Director NJA
1.3.3	Related provisions, acts, rules etc.	According to Memorandum of Association and Rules and Regulations & GC Resolutions https://nja.gov.in/nja-charter.html
1.3.4	Time limit for taking a decisions, if any	Depends upon the matter

1.3.5	Channel of supervision and accountability	Chairperson/Director/Registrar
1.4	**Norms for discharge of functions [Section 4(1) (b) (iv)]**	
1.4.1	Nature of functions/ services offered	Training & Research
1.4.2	Norms/ standards for functions/ service delivery	As per Memorandum of Association and Rules and Regulations https://nja.gov.in/nja-charter.html
1.4.3	Process by which these services can be accessed	The Academy follows Central Government Rules and procedure as well as those laid down by the GB/GC for discharge of its functions in respect of administrative and establishment matters related to academic, training, and research
1.4.4	Time-limit for achieving the targets	Not Applicable
1.4.5	Process of redress of grievances	As per policy adopted by the National Judicial Academy
1.5	**Rules, regulations, instruction manual and records for discharging functions [Section 4(1) (b) (v)]**	
1.5.1	Title and nature of the record/ manual /instruction.	Rules and regulations as attached at point no. 1.5.3
1.5.2	List of Rules, regulations, instructions manuals and records.	Memorandum of Association and Rules and Regulations/ Governing Council Resolutions

		National Judicial Academy (Recruitment, Salary, Allowances and other Conditions of Service of Director) Rules 2015 National Judicial Academy (Recruitment, Salary, Allowances and other Conditions of Service of Additional Director) Rules 2015 https://nja.gov.in/nja-charter.html https://nja.gov.in/Rules/Director%20Rules.PDF https://nja.gov.in/Rules/Additional%20Director%20Rules.PDF
1.5.3	Acts/ Rules manuals etc.	Memorandum of Association and Rules and Regulations/ Governing Council Resolutions https://nja.gov.in/nja-charter.html https://nja.gov.in/Rules/Director%20Rules.PDF https://nja.gov.in/Rules/Additional%20Director%20Rules.PDF
1.5.4	Transfer policy and transfer orders	Not Applicable
1.6	**Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]**	
1.6.1	Categories of documents	All Documents
1.6.2	Custodian of documents/categories	Various documents prepared by various sections of the Academy are kept under the control of various sections/unit heads under the custody of officer in-charge.

1.7	**Board, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1) (b) (viii)]**	
1.7.1	Name of Boards, Council, Committee etc.	Governing Council, Governing Body, Executive Committee, and National Judicial Academic Council
1.7.2	Composition	https://nja.gov.in/members-of-nja-governing-bodies.html
1.7.3	Dates from which constituted	17th August 1993
1.7.4	Term/ Tenure	The Members, other than ex officio members, of the Society shall be nominated by the Chairperson of the Society and they shall continue in office for three years or their respective tenure of office whichever is less.
1.7.5	Powers and functions	Memorandum of Association and Rules and Regulations https://nja.gov.in/nja-charter.html
1.7.6	Whether their meetings are open to the public?	No, Restricted to Members only
1.7.7	Whether the minutes of the meetings are open to the public?	No, Restricted to Members only
1.7.8	Place where the minutes if open to the public are available?	Not Applicable
1.8	**Directory of officers and employees [Section 4(1) (b) (ix)]**	

1.8.1	Name and designation	https://nja.gov.in/faculty.html https://nja.gov.in/administrative-staff.html
1.8.2	Telephone , fax and email ID	https://nja.gov.in/administrative-staff.html
1.9	**Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]**	
1.9.1	List of employees with Gross monthly remuneration	https://nja.gov.in/rti/pay%20scales.pdf
1.9.2	System of compensation as provided in its regulations	As per GOI norms
1.10	**Name, Designation and other particulars of public information officers [Section 4(1) (b) (xvi)]**	
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	First Appellate Authority: Shri. Vishwajeet Pandey Registrar (Administration) NJA, Bhopal E-mail: registraradmin[at]nja[dot]gov[dot]in Ph. No. 0755- 2432505 Central Public Information Officer: Shri. Prasidh Raj Singh, Law Associate NJA, Bhopal E-mail : prasidh.singh[at]nja[dot]gov[dot]in Phone .No. 0755 –2432546 https://nja.gov.in/right%20to%20information.html

1.10.2	Address, telephone numbers and email ID of each designated official.	https://nja.gov.in/right%20to%20information.html
1.11	**No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(1))**	
1.11.1	No. of employees against whom disciplinary action has been : Pending for Minor penalty or major penalty proceedings	None
1.11.2	Finalised for Minor penalty or major penalty proceedings	None
1.12	**Programmes to advance understanding of RTI (Section 26)**	
1.12.1	Educational programmes	Officers are deputed based on the need CPIO & FAA Attended - Annual Convention 2022 organized by Central Information Commission
1.12.2	Efforts to encourage public authority to participate in these programmes	As per the instructions received time to time from the Department of Justice, Ministry of Law and Justice
1.12.3	Training of CPIO/APIO	The competent authority nominates PIO as and when required for attending training programme with regard to RTI

1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Applicable
1.13	**Transfer policy and transfer orders**	Not Applicable
2. Budget and Programme		
2.1	**Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1) (b) (xi)]**	
2.1.1	Total Budget for the public authority	Revenue-Grant-in-Aid – Rs 21.66 crore. (FY 2025-2026)
2.1.2	Budget for each agency and plan programmes	NIL
2.1.3	Proposed expenditures	Rs. 25 Crore
2.1.4	Revised budget for each agency, if any	Revised Estimates for 2025-2026 – Rs. 25 crore
2.1.5	Report on disbursements made and place where the related reports are available	Utilization Certificates are being sent to Department of Justice, Ministry of Law & Justice, Government of India, New Delhi
2.2	**Foreign and domestic tours**	

2.2.1	Budget	NIL
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	NIL
2.2.3	Information related to procurements a) (a) Notice/tender enquires, and corrigenda if any thereon, (b)Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	https://nja.gov.in/Bids-Awarded.html
2.3	**Manner of execution of subsidy programme [Section 4 (i) (b) (xii)]**	
2.3.1	Name of the programme of activity	At Present no subsidy programme is run by the Academy.
2.3.2	Objective of the programme	

2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	**Discretionary and non-discretionary grants.**	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NIL
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	NIL
2.5	**Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]**	

2.5.1	Concessions, permits or authorizations granted by public authority	NIL
2.5.2	For each concessions, permit or authorization granted (a) Eligibility criteria (b) Procedure for getting the concession/ grant and/ or permits of authorizations (c) Name and address of the recipients given concessions/permits or authorisations (d) Date of award of concessions /permits of authorizations	NIL
2.6	**CAG & PAC Paras**	
	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Published on the NJA website https://nja.gov.in/annual-report.html
3. Publicity Band Public Interface		
3.1	**Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No. 1/6/2011-IR dt. 15.04.2013]**	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Memorandum of Association (MoA), Annual Reports and all the relevant information available at the NJA website https://nja.gov.in/rti/Information%20Brochure%20of%20the%20NJA.pdf https://nja.gov.in/nja-charter.html

		https://nja.gov.in/
3.1.2	Arrangements for consultation with or representation by (a) Members of the public in policy formulation/policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable
3.1.3	Public- private partnerships (PPP) : Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Detailed project reports (DPRs)	Not Applicable
3.1.5	Concession agreements.	Not Applicable
3.1.6	Operation and maintenance manuals	Not Applicable
3.1.7	Other documents generated as part of the implementation of the PPP	Not Applicable
3.1.8	Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable

3.1.9	Information relating to outputs and outcomes	Not Applicable
3.1.10	The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
3.1.11	All payment made under the PPP project	Not Applicable
3.2	**Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]**	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; Policy decisions/ legislations taken in the previous one year	No such policy decision taken by the Academy
3.2.2	Outline the Public consultation process	Not Applicable
3.2.3	Outline the arrangement for consultation before formulation of policy	Not Applicable
3.3	**Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**	
3.3.1	Use of the most effective means of communication ; Internet (website)	Yes https://nja.gov.in/

3.4	**Form of accessibility of information manual/handbook [Section 4(1) (b)]**	
3.4.1	Information manual/handbook available in Electronic format	Yes displayed on the Academy website https://nja.gov.in/ https://nja.gov.in/annual-report.html https://nja.gov.in/rti/Information%20Brochure%20of%20the%20NJA.pdf
3.4.2	Printed format	Yes https://nja.gov.in/ https://nja.gov.in/annual-report.html
3.5	**Whether information manual/ handbook available free of cost or not [Section 4(1) (b)]**	
3.5.1	List of materials available : Free of cost	Free of cost can be downloaded from Academy's website https://nja.gov.in/publications.html https://nja.gov.in/rti/Information%20Brochure%20of%20the%20NJA.pdf
3.5.2	At a reasonable cost of the medium	Free of cost can be downloaded from Academy's website https://nja.gov.in/publications.html

4. E – Governance		
4.1	**Language in which information Manual/Handbook Available**	
4.1.1	(i) English	English
4.1.2	(ii) Vernacular/ Local Language	English/Hindi
4.2	**When was the information Manual/Handbook last updated?**	
4.2.1	Last date of Annual updation	https://nja.gov.in/rti/Information%20Brochure%20of%20the%20NJA.pdf
4.3	**Information available in electronic form [Section 4(1) (b) (xiv)]**	
4.3.1	Details of information available in electronic form	All type of Information
4.3.2	Name/ title of the document/record/ other information	Annual Reports, MoA, Service Rules for Director and Additional Director
4.3.3	Location where available	https://nja.gov.in/ Relevant sections of the website
4.4	**Particulars of facilities available to citizen for obtaining information [Section 4(1) (b) (xv)]**	

4.4.1	Name & location of the facilities	Website of the Academy https://nja.gov.in/
4.4.2	Details of information made available	All rules and regulation
4.4.3	Working hours of the facility	24 Hours
4.4.4	Contact person & contact details (Phone, fax email)	Registrar/Chief Administrative Officer 0755-2432505, 0755 2432551 National Judicial Academy India P.O. Suraj Nagar, Bhopal-462044, Madhya Pradesh, India
4.5	**Such other information as may be prescribed under section 4 (i) (b) (xvii)**	
4.5.1	Grievance redressal mechanism	As per policy adopted by the National Judicial Academy
4.5.2	Details of applications received under RTI and information provided	Uploaded as Quarterly Report on the NJA Website https://nja.gov.in/right%20to%20information.html

4.5.3	List of completed schemes/ projects/Programmes	1. United Nation Development Programme (UNDP) for the implementation of Project on Access to Justice in India in five High Courts has been monitored by NJA 2. Project - An Analysis of Pendency of Cases in Family Courts of Madhya Pradesh and Methods to Reduce Pendency. Submitted to Government of India Ministry of Law and Justice (Department of Justice), New Delhi, Under the Scheme for Action Research and Studies on Judicial Reforms
4.5.4	List of schemes/ projects/ programme underway	Not Applicable
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable
4.5.6	Annual Report	https://nja.gov.in/Annual_Reports/NJA_Annual_Report_2020-21.pdf
4.5.7	**Frequently Asked Question (FAQs)**	
4.5.8	a) Any other information such as – (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable
4.6	**Receipt & Disposal of RTI applications & appeals**	
4.6.1	Details of applications received and disposed	Already uploaded as Quarterly Report

4.6.2	Details of appeals received and orders issued	https://nja.gov.in/right%20to%20information.html
4.7	**Replies to questions asked in the parliament [Section 4(1) (d) (2)]**	
4.7.1	Details of questions asked and replies given	Parliament questions are communicated by the Department of Justice, Ministry of Law & Justice and replied in time to the respective Section of the DOJ
5. Information as may be Prescribed		
5.1	**Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17/08/2016, F.No. 1/6/2011-IR dt. 15/04/2013]**	
5.1.1	Name & details of – (a) Current CPIOs & FAAs, Earlier CPIO & FAAs from 1.1.2015	(a) Current CPIO & FAA Central Public Information Officer: Shri. Prasidh Raj Singh, Law Associate NJA, Bhopal E-mail : prasidh.singh[at]nja[dot]gov[dot]in Phone .No. 0755 –2432546 First Appellate Authority: Shri. Vishwajeet Pandey, Registrar (Administration) NJA, Bhopal E-mail: registraradmin[at]nja[dot]gov[dot]in Ph. No. 0755- 2432505 (b) Earlier FAA Mr. Vijay Chandra, Registrar (Administration) NJA, Bhopal E-mail: registraradmin[at]nja[dot]gov[dot]in Ph. No. 0755- 2432505 Mr K.Uthirapathy, Registrar (Administration) NJA, Bhopal E-mail: registraradmin[at]nja[dot]gov[dot]in

5.1.2	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third Party Audit carried by IIFM Year 2024-25 Date: 18-09-2024
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Registrar (Administration) NJA
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not Applicable
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Not Applicable
6. Information Disclosed on own initiative		

6.1	Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain information	Mandatory disclosure already uploaded in the website of NJA
6.2	Guidelines for Indian Government Websites (IIFM) is followed (released in February, 2009 and included in the Central Secretariat Manual of office procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pension, Govt. of India)	
6.2.1	Whether STQC certification obtained and its validity	Not Applicable
6.2.2	Does the website show the certificate on the Website?	Not Applicable