

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.3	The procedure followed the decision-making process [Section 4(1)(b) (iii)]	(i) Process of decision making - Identify key decision-making points Evaluations of the achievements of the Institute are annually done by the Scientific Advisory Committee (SAC), the Governing Body (GB) and the Society of the Institute. The approved Annual Reports of the Institute are placed in the Parliament.	Fully met
		(ii) Final decision-making authority Chairperson, Governing Body of NIHE and Secretary, Ministry of Environment, Forest & Climate Change, Government of India, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi - 110003, India	Fully met
		(iii) Related provisions, acts, rules, etc. As per the "RULES AND REGULATIONS" of NIHE	Fully met
		(iv) Time limit for taking decisions, if any 1. For RTI-related matters: 30 Days from receipt of the RTI application	Fully met

		<p>2. For Public Grievance Matter: As per the Citizen's Charter of NIHE</p> <p>Website link: https://gbpihed.gov.in/Citizen_Charter.php</p>	
		<p>(v) Channel of supervision and accountability</p> <ul style="list-style-type: none"> ▪ For RTI-related matters: Quarterly updation of RTI applications received and disposal of information on the website of the Institute (https://gbpihed.gov.in/index.php) as well as on the CIC website (http://cic.gov.in) ▪ For Institute-related matters: Annual review meetings of the Society of NIHE, Governing Body, Scientific Advisory Committee, Project Evaluation Committee. 	Fully met