

**INSTITUTE OF FINANCIAL MANAGEMENT TRAINING &
RESEARCH
(IFMTR)**

RIGHT TO INFORMATION ACT –2005

INFORMATION HANDBOOK

CHAPTER 1
The particulars of Organization , Functions and Duties

- 1.1 INTRODUCTION: The Institute of Financial Management Training and Research(IFMTR) was established in the year 1972 as Finance & Accounts Training Institute(FATI) primarily for imparting training to the Finance and Accounts Service Officers and Treasury Accountants of U.P. Government. IFMTR is an attached office under the Department of Finance, Government of U.P. and is headed by a Director, who is an officer of U.P. Finance and Accounts Cadre. The Institute is located at 24/3 Indira Nagar, Lucknow-226016 and its office timings are from 9:30 AM to 6:00 PM, five days in a week.
- 1.2 VISION:
- ◆ To be a centre of excellence in financial rules & financial management .
- 1.3 MISSION:
- ◆ To inculcate in the trainees the commitment to service and professional competence.
 - ◆ To provide leadership in the frontier and potential areas in the field of training.
 - ◆ The undertake research and organize workshops and seminars.
 - ◆ To be a centre of excellence by providing opportunity to the faculty and the staff to grow, develop and promote financial discipline.
- 1.4 AIMS AND OBJECTIVES: The broad aims and objectives of the Institute are summarized below:
- ◆ To assess the training needs at various levels in the U.P. Government as well as the related field organizations and organize training programmes to meet these needs.
 - ◆ To create and foster among the participants a positive and innovative outlook to work, and a sense of fraternity and team- spirit.
 - ◆ To produce financial magazine relevant to the training courses designed and conducted by the Institute.
- 1.5 ACTIVITIES: IFMTR is a multi disciplinary organization specializing in capacity building, consultancy and research support particularly for the U.P. Government. IFMTR's main concern is to help develop the professional competence of individual officers of not only the U.P. Government but also public sector undertakings and autonomous bodies of the State Governments. IFMTR has the responsibility of conducting foundational and refresher courses every year of the officers of U.P. Finance & Account cadre. Training by IFMTR covers the areas of financial management, computer application and other matters related to office establishment. Besides providing faculty assistance to various organizations and training institutions. IFMTR also conducts organization specific courses for a nominal course fee.

**CHAPTER 2
POWER AND DUTIES OF OFFICERS AND EMPLOYEES**

S.R.	POST	POWER AND DUTIES
1	DIRECTOR	Head of the organization . He is the overall in-charge of both the training and administrative functions of the institute. He has all the administrative and financial powers.
2	JOINT DIRECTOR	Assist Director of the institute in Training matters.
3	JOINT DIRECTOR	Assist Director of the institute in administrative matters.
4	DEPUTY DIRECTOR	Assist Director of the institute in Training & administrative matters.
5	DEPUTY DIRECTOR	Assist Director of the institute in Training & administrative matters.
6	DEPUTY DIRECTOR	Assist Director of the institute in Training & administrative matters.
7	DEPUTY DIRECTOR	Assist Director of the institute in Training & administrative matters.
8	ASSISTANT DIRECTOR	Assist Director of the institute in Training & administrative matters.
9	ASSISTANT DIRECTOR	Assist Director of the institute in Training & administrative matters.
10	ASSISTANT DIRECTOR	Assist Director of the institute in Training & administrative matters.
11	PROGRAMMER	Assist Director of the institute in Training & administrative matters.
12	ASSISTANT DIRECTOR	Assist Director of the institute in Training & administrative matters.
13	SENIOR INSTRUCTOR	Assist Director of the institute in Training & administrative matters..
14	SENIOR INSTRUCTOR	Assist Director of the institute in Training & administrative matters.
15	PERSONAL ASSISTANT	Secretarial assistance to Director
16	SENIOR STENO GRAPHAR	Secretarial assistance to Joint Director
17	JUNIOR STENO GRAPHARS	Secretarial assistance to Joint Director, Dy. Directors & faculty
18	LIBRARIAN	Management of the work related to running the library
19	CATALOGUER	Assist in library work
20	ACCOUNTANT & ASSISTANT ACCOUNTANT	Look after the different account works allotted to them under the overall supervision of office Superintendent.
21	OFFICE SUPERINTENDENT	Assist officers in discharging, administrative & Training functions.
	SENIOR ASSISTANT	Assist in Establishment related works and reports to office superintendent.
	MESS MANAGER & HOSTEL KEEPER,	Assist officers in managing the work related to Hostel, Mess & Guest House.
	SATRA ASSISTANT,	Assist officers in running the training sessions.
	CONFIDENTIAL ASSISTANT	Assist officers in doing confidential correspondence related to examination and other works allotted to them.
	STORE CLERK	Assist officers in management of store and stocks and purchase work related to store.
	CASHIER	Discharges all works related to cash, Treasury & Bank functions, under the supervision of Drawing and Disbursing officer.
	SENIOR CLERK	Assist officers in Establishment work, prepares information and statements related to establishment.
	URDU TRANSLATOR & JUNIOR CLERK	Translation work from urdu to hindi & also receives & dispatch dak work.
	JUNIOR CLERK RECEPTIONIST & TELEPHONE OPERATOR	Function as receptionist and telephone operator also prepares bills related establishment.
	JUNIOR ENGINEER & VYAVASTHAPAK	Assist officers in maintaining building and other maintenance work of the campus.
22	PROJECTNIST	Operation of training related equipments
23	DRIVIERS	Function as driver to the vehicle allotted to them, maintenance of vehicle and logbook.
24	ELECTRICIAN & TUBE WELL OPERATOR	Work related to electricity & pump operation.
25	DAFTARI, PEONS/ORDERLIES CYCLOSTYLE OPERATOR MALI, CHAUKIDAR, COOK COOKS ASSISTANT COOKS - CHAUKIDARS GUEST HOUSE GUEST HOUSE ASSISTANT MESS/HOSTEL EMPLOYEE CLASS ROOM/ HOSTEL ASSISTANT, SWEEPER	Duties as assigned to them in their respective areas.

CHAPTER 3
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Training Activities :

Areas on which decisions are required, the concerned faculty formulates proposals, which are put up to the Director through the Joint Director Training for approval. The decision is taken in concurrence with Finance Department & Director Treasuries, U.P. Training prospectus is approved by Adhyayan Mandal. Finance Secretary is President of this committee.

Administrative Activities :

Director, IFMTR has been declared as Head of the Department under the delegation of Financial Power Rules, 1972. All administrative and financial matters are processed in accordance with the relevant rules and regulations of U.P. Government and approved by the Director.

CHAPTER 4
NORMS FOR DISCHARGE OF FUNCTIONS OF IFMTR

The basic function of the institute is to impart training. The institute sets a schedule for its training on an annual basis and a training calendar is issued every financial year. Institute conducts following training programme:

S.R.	Course	Period
1	Treasury Accountant First level	08 weeks
2	Treasury Accountant Second level	06 weeks
3	Treasury Accountant Computer refresher course	01 week
4	Direct Officers of U.P. Finance & Accounts cadre	24weeks
5	U.P.Govt. Finance & Accounts Officers Computer refresher course	01 week
6	U.P.Govt. Finance & Accounts Officers refresher course	01 week
7	Promotees Officer of Finance & Accounts cadre	03months
8	Assistant Finance & Accounts Officers	03months
9	Promotees Assistant Finance & Accounts Officers	03months
10	Assistant /Dy. Treasury Officers	03months

Institute arrange others courses, workshops & seminars against U.P. Government order.

CHAPTER 5

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

Manuals of U.P. Government govern the Institute. Financial Handbooks, Government Orders & General Instructions.

The following is a list of the Rules, Regulations etc., which are used for discharging functions by the Institute:

Sl. No.	Details of Rules, Regulations etc.
01	Manual of Government Order
02	Financial Hand Book Vol-I
03	Financial Hand Book Vol-II (part 2 to 4)
04	Financial Hand Book Vol-III
05	Financial Hand Book Vol-V part-I
06	Financial Hand Book Vol-V part-II
07	Stamp Manual
08	Budget Manual
09	GPF Rules of U.P. Government-1985
10	Civil Service Regulation Act.
11	Conduct Rule of U.P. Government
12	LTC Rules

CHAPTER 6
A STATEMENT OF THE CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY IT
OR UNDER ITS CONTROL

The Institute is a Head of Department office under Finance department in U.P. Govt. So Institute has every records who is prescribed by Govt. for Establishment, Store, Library , Budget, Cash & Training as following:-

Account Section

1. Pay bill register
2. Casual bill register
3. P.L.O. register
4. Telephone register
5. T.A. bill register
6. 11c register
7. Pay & Allowance register
8. Advance control register
9. Income Tax deduction at source
10. G.P.F. Advance
11. G.P.F. Ledger
12. G.P.F. Ledger
13. Treasury bill register
14. Cash book
15. Cheque register
16. Cash receipt register

Library Section

1. Accession Register
2. Issue register
3. News paper register
4. Magazines register

Establishment Section

1. Attendance register
2. Casual leave register
3. Increment register
4. Service book
5. Roster register
6. Vehicle logbook
7. Cycle register
8. land/building register
9. Telephone register
10. Dad Stock register
11. Stationery register
12. Form register
13. Hostel register
14. Guest register
15. File register
16. Dak receipt register
17. Dak dispatch register
18. Peon register
19. Postal register

CHAPTER 7
PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION

As the main function of IFMTR being to train officers/ employees of the State Government, there is no occasion for consultation with or representation by the members of the public in relation to the affairs of the Institute. Further, policies formulated by the Department of Finance U.P. Government with regard to training is followed / implemented by this Institute.

CHAPTER 8
A Statement of the Boards, councils , Committees and others bodies consisting of two or more persons constituted as its part of for the purpose of its advise, and as to whether meetings of those Boards ,councils , Committees and others bodies are open to the public, or the minutes of such meetings are accessible for public.

Available on web site

CHAPTER 9
DIRECTORY OF OFFICERS AND EMPLOYEES
Name of office: Institute of Financial Management Training & Research
24/3 Indira Nagar, Lucknow.226016

S.R.	Name	Designation	Phones		e-mail
			Office	Home	
1	SOMESHWAR DAYAL	DIRECTOR	2345210		ifmtr @ up.nic.in
2	RAKESH CHAUBE	JOINT DIRECTOR	2353623	3941954	
3	RAJIV KUMAR SINHA	JOINT DIRECTOR	2353596	2431827	
4	S.P.MISRA	DEPUTY DIRECTOR	2353596	2721530	
5	RAMA SHANKAR SHUKLA	DEPUTY DIRECTOR	2345176		
6	DR.LAXMI SHUKLA	DEPUTY DIRECTOR	2353596	2726689	
7	RAMESH CHANDRA ROY	DEPUTY DIRECTOR	2345176		
8	DHIRENDRA KUMAR SRIVASTAVA	ASSISTANT DIRECTOR	2345176	2754643	dksrivastava4. 2008@gmail. com
9	GYAN SINGH	ASSISTANT DIRECTOR	2345176		
10	VIVEK TRIPATHI	ASSISTANT DIRECTOR	2345176		
11	VACANT	PROGRAMMER			
12	VACANT	ASSISTANT DIRECTOR			
13	VACANT	SENIOR INSTRUCTOR			
14	VACANT	SENIOR INSTRUCTOR			
15	NARESH PAL SINGH	PERSONAL ASSISTANT	2345210		
16	GANGA SARAN SRIVASTAVA	SENIOR STENO GRAPHAR	2353623		
17	RAJ KUMAR	JUNIOR STENO GRAPHAR	2353596		
18	AJAY KUMAR MISRA	JUNIOR STENO GRAPHAR	2345176		
19	ALKA SRIVASTAVA	LIBRARIAN	2345176		
20	SANDEEP SINGH CHAUHAN	CATALOGUER	2345176		
21	DEVI PRASAD GUPTA	ACCOUNTANT	2345176		
22	DESH DEEPAK LOHNI	ASSISTANTACCOUNTANT	2345176		
23	GIRISH CHANDRA MAURYA	OFFICE SUPERINTEDEDENT	2345176		
24	RAM KUMAR	SENIOR ASSISTANT	2345176		
25	SUNDER LAL	MESS MANAGER & HOSTEL KEEPER	2345176		
26	VACANT	SATRA ASSISTANT			
27	C.L.CHOUDHARY	CONFIDENTIAL ASSISTANT	2346314		
28	MOTI KUMARI	STORE CLERK	2345176		
29	N.REHMAN	CASHIER	2345176		
30	CHANDRA VALI	SENIOR CLERK	2345176		
31	SANJAY KUMAR PANDEY	SENIOR CLERK	2345176		
32	AKHLAQ AHMAD	URDU TRANSLATOR & SINIOR CLERK	2345176		
33	VACANT	JUNIOR CLERK			
34	KIRAN TIWARI	JUNIOR CLERK	2345176		
35	RAJESH KUMAR	RECEPTIONIST & TELE PHONE OPP.	2345176		
36	VACANT	JUNIOR ENGINEER & YVATHPAK			
37	ALI MEHDI	PROJECTNIST	2345176		
38	PRAKASH CHANDRA TIWARI	DRIVER	2345176		
39	JAG MOHAN SINGH	DRIVER	2345176		
40	VISHMBHAR NATH	DRIVER	2345176		
41	RAJ BAHADUR	DRIVER	2345176		
42	LIYAKAT ALI	ELECTRICIAN&TUBEWELL OPERATOR	2345176		
43	SRINATH RAM	ELECTRICIAN&TUBEWELL OPERATOR	2345176		
44	DINESH YADAV	DAFTARI	2345176		
45	VISWA NATH PRASAD SHUKLA	PEON/ORDERLY	2345176		
46	RAM VYAS RAM	PEON/ORDERLY	2345176		
47	PRADEEP KUMAR	CYCLOSTYLE OPERATOR	2345176		

48	NARAN BHADUR	PEON/ORDERLY	2345176		
49	CHHAVI NATH	PEON/ORDERLY	2345176		
50	GAYA PRASAD	PEON/ORDERLY	2345176		
51	PRABHU DAYAL	PEON/ORDERLY	2345176		
52	OM PRAKASH	PEON/ORDERLY	2345176		
53	SARDAR SINGH	PEON/ORDERLY	2345176		
54	SHYAM LAL	PEON/ORDERLY	2345176		
55	ANAND KUMAR	PEON/ORDERLY	2345176		
56	LAXMAN SINGH	PEON/ORDERLY	2345176		
57	RAM VILASH	MALI	2345176		
58	MAHAVIR YADAV	MALI	2345176		
59	CHHOTY LAL	CHAUKIDAR	2345176		
60	RADHEY LAL	CHAUKIDAR	2345176		
61	HASMAT ALI	CHAUKIDAR	2345176		
62	MOHAN LAL	COOK	2346314		
63	RAJ KUMAR	COOK	2346314		
64	SHIV PAL	COOK ASSISTANT	2346314		
65	MAHESH CHANDRA	COOK ASSISTANT	2346314		
66	SOLHU PRASAD YADAV	COOK/CHAUKIDAR GUEST HOUSE	2346314		
67	KALA WATI DEVI	GUEST HOUSE ASSISTANT	2346314		
68	RAM NARESH YADVA	MESS/HOSTEL EMPLOYEE	2346314		
69	RAM CHANDRA	MESS/HOSTEL EMPLOYEE	2346314		
70	TEJ KUMAR	MESS/HOSTEL EMPLOYEE	2346314		
71	VIJAY KUMAR SONVAL	MESS/HOSTEL EMPLOYEE	2346314		
72	SHRILAL	CLASS ROOM /HOSTEL ASSISTANT	2346314		
73	RAM LALIT	MESS/HOSTEL EMPLOYEE	2346314		
74	DILIP KUMAR	SWEEPER	2345176		
75	MANNA LAL	SWEEPER	2345176		
76	SUMAN	SWEEPER	2345176		

CHAPTER 10
THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND
EMPLOYEES

S.R.	Name	Designation	Scale of Pay		Monthly Remuneration (In Rupees)
			PAY BAND	GRADE PAY	
1	SOMESHWAR DAYAL	DIRECTOR	37400-67000	10000	Rs 75,552.00
2	RAKESH CHAUBE	JOINT DIRECTOR	37400-67000	8700	Rs 60,836.00
3	RAJIV KUMAR SINHA	JOINT DIRECTOR	37400-67000	8700	Rs 63,850.00
4	S.P.MISRA	DEPUTY DIRECTOR	15600-39100	6600	Rs45,941.00
5	RAMA SHANKAR SHUKLA	DEPUTY DIRECTOR	15600-39100	7600	Rs42,295.00
6	DR.LAXMI SHUKLA	DEPUTY DIRECTOR	15600-39100	7600	Rs42,295.00
7	RAMESH CHANDRA ROY	DEPUTY DIRECTOR	15600-39100	6600	Rs43,382.00
8	DHIRENDRA KUMAR SRIVASTAVA	ASSISTANT DIRECTOR	15600-39100	6600	Rs41,641.00
9	VIVEK TRIPATHI	ASSISTANT DIRECTOR	15600-39100	5400	Rs35,477.00
10	GYAN SINGH	ASSISTANT DIRECTOR	15600-39100	5400	Rs33,709.00
11	VACANT	PROGRAMMER	15600-39100	5400	
12	VACANT	ASSISTANT DIRECTOR	15600-39100	5400	
13	VACANT	SENIOR INSTRUCTOR	9300-34800	4600	
14	VACANT	SENIOR INSTRUCTOR	9300-34800	4600	
15	NARESH PAL SINGH	PERSONAL ASSISTANT	9300-34800	4200	Rs28,599.00
16	GANGA SARAN SRIVASTAVA	SINIOR STENO GRAPHAR	9300-34800	4200	Rs24,707.00
17	RAJ KUMAR	JUNIOR STENO GRAPHAR	5200-20200	2400	Rs15,807.00
18	AJAY KUMAR MISRA	JUNIOR STENO GRAPHAR	5200-20200	2400	Rs14,116.00
19	ALKA SRIVASTAVA	LIBRARIN	9300-34800	4200	Rs21,989.00
20	SANDEEP SINGH CHAUHAN	CATALOGUER	5200-20200	2800	Rs16,677.00
21	DEVI PRASAD GUPTA	ACCOUNTANT	9300-34800	4200	Rs23,599.00
22	DESH DEEPAK LOHNI	ASSISTANT ACCOUNTANT	5200-20200	2800	Rs17,49.00
23	GIRISH CHANDRA MAURYA	OFFICE SUPERINTENDENT	9300-34800	4200	Rs26,493.00
24	RAM KUMAR	SENIOR ASSISTANT	9300-34800	4200	Rs24,866.00
25	SUNDER LAL	MESS MANAGER & HOSTEL KEEPER	9300-34800	4200	Rs19,581.00
26	VACANT	SATRA ASSISTANT	5200-20200	2800	
27	C.L.CHOUDHARY	CONFIDEN TIAL ASSISTANT	5200-20200	2800	Rs19,533.00
28	MOTI KUMARI	STORE CLERK	5200-20200	2800	Rs15,765.00
29	N.REHMAN	CASHIER	5200-20200	2400	Rs15,066.00
30	CHANDRAVALI	SENIOR CLERK	5200-20200	2400	Rs14,116.00
31	SANJAY KUMAR PANDEY	SENIOR CLERK	5200-20200	2400	Rs13,324.00
32	AKHLAQ AHMAD	URDU TRANSLATOR & SINIOR CLERK	5200-20200	2400	Rs12,791.00
33	VACANT	JUNIOR CLERK	5200-20200	1900	
34	KIRAN TIWARI	JUNIOR CLERK	5200-20200	1900	Rs10,590.00
35	RAJESH KUMAR	RECEPTIONIST & TELE PHONE OPERATOR	5200-20200	1900	Rs10588.00
36	VACANT	JUNIOR ENGINEER & VYAVASTHAPAK	9300-34800	4200	
37	ALI MEHDI	PROJECTNIST	5200-20200	2000	Rs13,553.00
38	PRAKASH CHANDRA TIWARI	DRIVER	5200-20200	2800	Rs14,886.00
39	JAG MOHAN SINGH	DRIVER	5200-20200	2400	Rs14,326.00
40	VISHMBHAR NATH	DRIVER	5200-20200	2400	Rs15,278.00
41	RAJ BHADUR	DRIVER	5200-20200	2400	Rs16,346.00
42	LIYAKAT ALI	ELECTRICIAN & TUBE WELL OPERATOR	5200-20200	2000	Rs11,805.00
43	SRINATH RAM	ELECTRICIAN & TUBE WELL OPERATOR	5200-20200	2000	Rs12,299.00
44	DINESH YADAV	DAFTARI	5200-20200	1800	Rs11,291.00
45	VISWA NATH PRASAD SHUKLA	PEON/ORDERLY	5200-20200	1800	Rs12,391.00
46	RAM VYAS RAM	PEON/ORDERLY	5200-20200	1800	Rs12,391.00
47	PRADEEP KUMAR	CYCLO STYLE OPERATOR	5200-20200	1800	Rs12,534.00
48	NARAN BHADUR	PEON/ORDERLY	5200-20200	1800	Rs11,454.00

49	CHHAVI NATH	PEON/ORDERLY	5200-20200	1800	Rs12,554.00
50	GAYA PRASAD	PEON/ORDERLY	5200-20200	1800	Rs12,227.00
51	PRABHU DAYAL	PEON/ORDERLY	5200-20200	1800	Rs12,217.00
52	OM PRAKASH	PEON/ORDERLY	5200-20200	1900	Rs11,976.00
53	SARDAR SINGH	PEON/ORDERLY	4440-7440	1650	Rs10,120.00
54	SHYAM LAL	PEON/ORDERLY	4440-7440	1300	Rs10,590.00
55	ANAND KUMAR	PEON/ORDERLY	4440-7440	1650	Rs10,949.00
56	LAXMAN SINGH	PEON/ORDERLY	4440-7440	1650	Rs10,949.00
57	RAM VILASH	MALI	4440-7440	1650	Rs11,080.00
58	MAHAVIR YADAV	MALI	4440-7440	1650	Rs10,929.00
59	CHHOTE LAL	CHAUKIDAR	5200-20200	1800	Rs12,391.00
60	RADHEY LAL	CHAUKIDAR	4440-7440	1300	Rs10,022.00
61	HASMAT ALI	CHAUKIDAR	4440-7440	1300	Rs9,024.00
62	MOHAN LAL	COOK	4440-7440	1400	Rs10,786.00
63	RAJ KUMAR	COOK	4440-7440	1400	Rs10,066.00
64	SHIV PAL	COOK ASSISTANT	4440-7440	1400	Rs10,786.00
65	MAHESH CHANDRA	COOK ASSISTANT	4440-7440	1400	Rs10,786.00
66	SOLHU PRASAD YADAV	COOK /CHAUKIDAR GUEST HOUSE	4440-7440	1400	Rs9,876.00
67	KALA WATI DEVI	GUEST HOUSE ASSISTANT	4440-7440	1650	Rs9,636.00
68	RAM NARESH YADAV	MESS/HOSTEL EMPLOYEE	4440-7440	1300	Rs10,292.00
69	RAM CHANDRA	MESS/HOSTEL EMPLOYEE	4440-7440	1300	Rs10,292.00
70	TEJ KUMAR	MESS/HOSTEL EMPLOYEE	4440-7440	1300	Rs10,502.00
71	VIJAY KUMAR SONVAL	MESS/HOSTEL EMPLOYEE	4440-7440	1300	Rs9,392.00
72	SHRILAL	CLASS ROOM /HOSTEL ASSISTANT	4440-7440	1650	Rs10,949.00
73	RAM LALIT	MESS/HOSTEL EMPLOYEE	4440-7440	1300	Rs8,888.00
74	DILIP KUMAR	SWEEPER	5200-20200	1800	Rs 12,534.00
75	MANNA LAL	SWEEPER	4440-7440	1400	Rs10,786.00
76	SUMAN	SWEEPER	4440-7440	1300	Rs9,392.00

CHAPTER 11

THE BUDGET allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Available on web site

CHAPTER 12

THE manner of execution of subsidy programmes including the amounts allocated and the details of beneficiarises of such programmes.

IFMTR does not have any subsidy programme.

CHAPTER 13

THE particulars of recipients of concessions permits or authorisations granted by it
No such activity is performed at the Institute.

CHAPTER 14

Details in respect of the information, available to or held by it, reduced in an electronics form

CHAPTER 15

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.

IFMTR functions five days a week from 9:30 AM to 6:00 PM. It has its own library to be used by faculty members, staff and trainees of the various training programmes. The Library remains open from 9:30 AM to 6:00 PM. Any information's can be obtained during the office hours.

The information about the Institute is also available at the website:
<http://ifmtr.up.nic.in>.

CHAPTER 16

THE names, designations and other particulars of the Public Information Officers.

Public Information Officer

S.R	Name and Designation	Phone No.		Fax	Email	Address
		Office	Home			
1	Rajiv Kumar Sinha Joint Director	0522-2353596	0522-2431827	-	-	B1/19Sector D1-LDA Colony Kanpur Road Lucknow

CHAPTER 17

Such others informations as may be prescribed and there after update these publication in every years