

**(as on 7.5.2018)**

**INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1)(b)-(i) to  
(xvii) OF THE RIGHT TO INFORMATION ACT, 2005**

**(i) Particulars of organisation, functions and duties.**

The International Centre for Alternative Dispute Resolution (ICADR) was registered under the Societies Registration Act, 1860 on 31<sup>st</sup> May, 1995. It is an autonomous organization now working under the aegis of Supreme Court of India with its Headquarters at New Delhi and Regional Centres at Hyderabad and Bengaluru. It has been established to promote, popularise and propagate alternative dispute resolution methods to facilitate early resolution of disputes and to reduce the burden of arrears in Courts. The objectives of the Society, *inter alia*, are as follows:

1. to promote studies in the field of alternative dispute resolution (ADR) and allied matters, and to promote reform in the system of settlement of disputes.
2. to undertake teaching and to provide for diffusion of knowledge of law and procedures on ADR and related matters and to award diplomas, certificates and other academic or professional distinction.
3. to impart training in ADR and related matters to those who are handling arbitration, conciliation and mediation;
4. to promote research and documentation in the field of ADR and publish books, periodicals, reports and other literature covering ADR;
5. to organize Conferences, seminars and study groups on issues concerning ADR;
6. to provide facilities and administrative and other support services for holding conciliation, mediation, mini-trial and arbitration proceedings;

7. to maintain panels of appropriate persons competent and qualified to serve as arbitrators, conciliators and mediators, or willing to serve in any other specialist capacity such as experts, surveyors and investigators;
8. to cooperate with other societies, institutions and organizations, national or international, in the pursuit of all or any of the above objectives;
9. to constitute Regional Centres at convenient places in India and abroad to promote the activities of the Society;
10. to draw up and prescribe rules of the Society for different modes of ADR.

The ICADR was inaugurated by the then Prime Minister of India on 6<sup>th</sup> October, 1995.

**The Organisational set up of the ICADR is as follows**

1. The General Body of the Society - It is composed of all the Members of the Society.
2. The Governing Council of the Society - It is composed of the following:
  - (i) All the Foundation Members
  - (ii) Two Members elected by the Corporate Members from amongst themselves.
  - (iii) One Member elected by the Associate Members from amongst themselves.
  - (iv) Fifteen Members elected by the Life Members from amongst themselves.

- (v) Five Members elected by the Ordinary Members from amongst themselves.
  - (vi) Secretary-General
3. The Chairperson of the Society;
  4. The Secretary - General of the Society;
  5. The Secretary; and
  6. Such other authorities as may be constituted by the Governing Council.

**The Rules and Bye-laws framed and adopted by ICADR are as follows**

- (a) The ICADR (Arbitration) Rules, 1996 ( including provisions for Fast Track Arbitration)
- (b) The ICADR (Conciliation)Rules, 1996
- (c) The ICADR Mini-Trial Rules, 1996
- (d) Rules and Regulation
- (e) Financial Bye-laws
- (f) Bye-laws for Regional Offices

For efficient functioning of the ICADR and wider participation of Members, the Governing Council of the ICADR has constituted the following Committees, namely:-

- (i) Finance Committee
- (ii) Research Advisory Committee
- (iii) Appointments Committee
- (iv) Building Committee
- (v) Screening/Empanelment Committee for Enrolling Members and Empanelment of Arbitrators/Mediators.
- (vi) Activities and Publicity/Marketing Committee

The Members of the Committees include judges, eminent lawyers, scholars, academicians, arbitrators, conciliators, etc. These Committees meet

from time to time and provide necessary guidance to the ICADR in the discharge of its functions smoothly and efficiently.

**(ii) The Powers and duties of its officers and employees**

While discharging its functions, ICADR is presently headed by Chairperson followed by Secretary-General, one Part-time Director (ADR). The staff looking after the routine office work consist of one Assistant Administrative Officer, one Systems Analyst, One Personal Secretary, one Accounts Officer, One Cash Officer, one Assistant Registrar (ADR), one Assistant Librarian, one Senior Clerk, two Electricians, one Junior Electrician/Lift Operator, one Caretaker, one Steno-Typist. In addition there are Staff Car Driver, 5 Senior Attendants, 1 Attendant and 2 Malis.

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

Secretary-General is the Chief Executive Officer of ICADR and all the decisions are taken/implemented by Secretary-General after obtaining requisite approval of various Committees of ICADR and the Governing Council.

Director (ADR) is responsible for Promoting further activities of ICADR and their publicity, establishing liaison with Law Universities and other agencies for online education and training in ADR (including training of Arbitrators and Mediators) and bring out monthly Journal on ADR.

In so far as the administrative side is concerned, proposals and files are put up by the concerned dealing hands to the A.A.O which are further submitted to Secretary-General for taking decisions.

**(iv) The norms set for the discharge of functions of ICADR**

The work of ICADR is generally performed in accordance with Rules and Regulations of ICADR and various sets of Bye-laws framed for its working. As mentioned above approval of concerned Committees of ICADR and Governing Council of ICADR is obtained as and when required in the discharge of its work.

**(v) The rules, regulations, instructions, manuals and records held by it or under its control as used by its employees for discharging its functions**

The ICADR is guided by the following Rules and Regulations and Bye-laws in the discharge of its functions :-

- Rules and Regulations
- Service Bye Laws of ICADR
- Financial bye Laws
- Regional office Bye-Laws

ICADR is governed by the following set of Rules to resolve the cases referred to it.

- The ICADR (Arbitration) Rules, 1996 (including provisions for Fast Track Arbitration)
- The ICADR (Conciliation) Rules, 1996
- The ICADR Mini-Trial Arbitration Rules, 1996

**(vi) A statement of the categories of documents that are held by ICADR under its control :**

The ICADR maintains files relating to the following subjects like Appointments, Personal files and service books (including leave account) of its employees, World Bank Project for strengthening ADR in India (2008), Minutes of Governing Council, Finance Committee, Building Committee and other Committees, Training, Conferences / Seminars in India, Purchase and maintenance of various equipments, Electricity and Water bills, Circulars, Library matters, Purchase and distribution of stationery items, Other Miscellaneous matters

**(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 implementation thereof:**

Suggestions if any received from the members of public for improvement in the working of ICADR for pursuing its objects are always considered by the

concerned Committees of ICADR and then placed before the Governing Council for decision.

**(viii) 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 public, or the minutes of such meetings are accessible for public :**

For efficient functioning of the ICADR and wider participation of Members, the Governing Council of the ICADR has constituted the following Committees, namely:-

- (i) Finance Committee
- (ii) Research Advisory Committee
- (iii) Appointments Committee
- (iv) Building Committee
- (v) Screening/Empanelment Committee for Enrolling Members and Empanelment of Arbitrators/Mediators.
- (vi) Activities and Publicity/Marketing Committee

Governing Council and the above mentioned Committees meet as and when required. The minutes of the respective meetings are confidential. However, information is normally given in terms of the RTI Act.

**(ix) A directory of its officers and employees at Headquarters**

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|--|---|
| 1. Shri B.S.Saluja,<br>Secretary-General<br>26139704               | ICADR, Plot No. 6, Vasant Kunj<br>Institutional Area, Phase II,<br>New Delhi - 110070 |
| 2. Dr. T.K. Viswanathan<br>Director – ADR ( Part-time)<br>65931886 | ICADR, Plot No. 6, Vasant Kunj<br>Institutional Area, Phase II,<br>New Delhi - 110070 |
| 3. Mrs. Kesh Rani<br>A.A O.<br>26139706, 65931884                  | ICADR, Plot No. 6, Vasant Kunj<br>Institutional Area, Phase II,<br>New Delhi - 110070 |

4. Mrs. Anjali Aggarwal,  
System Analyst  
26139706, 65931884  
ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi – 110070
5. Shri Nisheeth Govil,  
P.S. To Secy. General  
26139706, 65931884  
ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi – 110070
6. Mrs Ritu Gupta,  
Accounts Officer  
26139706, 65931884  
ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi - 110070
7. Mr Manoj Kumar Singh,  
Cash Officer  
26139706, 65931884  
ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi - 110070
8. Mr. Randhir Singh,  
Assistant Registrar (ADR)  
26139706, 65931884  
ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi – 110070
9. Ms. Chander Kanta Rana,  
Assistant Librarian  
26139706, 65931884  
ICADR, Plot No. 6, Vasant  
Kunj Institutional Area, Phase  
II, New Delhi - 110070
10. Mrs. Bimla Vishnoi,  
Sr. Clerk  
26139706, 65931884  
ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi - 110070
11. Shri Kamlesh Kr. Barthwal ,  
Caretaker  
26139706, 65931884  
ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi - 110070
12. Ms. Vandana Kapoor  
Steno-typist  
26139706, 65931884  
ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi - 110070
13. Mr. Sushil Kumar Rawat,  
Electrician  
ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,

- 26139706, 65931884                      New Delhi - 110070
14. Mr. Bhupendra Pratap Gond              ICADR, Plot No. 6, Vasant Kunj  
Electrician                                      Institutional Area, Phase II,  
26139706, 65931884                      New Delhi – 110070
15. Shri Mahesh Kumar,                      ICADR, Plot No. 6, Vasant Kunj  
Sr. Staff Car Driver                              Institutional Area, Phase II,  
26139706, 65931884                      New Delhi – 110070
16. Shri Hari Prasad Khanal,                      ICADR, Plot No. 6, Vasant Kunj  
Senior Attendant cum                              Institutional Area, Phase II,  
Driver    New Delhi - 110070  
26139706, 65931884
17. Shri Uttam Singh Chauhan , ‘              ICADR, Plot No. 6, Vasant Kunj  
Sr. Attendant                                      Institutional Area, Phase II,  
26139706, 65931884                      New Delhi - 110070
18. Shri Dharamveer ,                              ICADR, Plot No. 6, Vasant Kunj  
Sr. Attendant                                      Institutional Area, Phase II,  
26139706, 65931884                      New Delhi - 110070
19. Sh. Vinod ,                                      ICADR, Plot No. 6, Vasant Kunj  
Sr. Attendant                                      Institutional Area, Phase II,  
26139706, 65931884                      New Delhi - 110070
20. Mr. Mahipal                                      ICADR, Plot No. 6, Vasant Kunj  
Sr. Attendant                                      Institutional Area, Phase II,  
26139706, 65931884                      New Delhi - 110070
21. Mr. Puneet Kumar                              ICADR, Plot No. 6, Vasant Kunj  
Junior Electrician/Lift                              Institutional Area, Phase II,  
operator    New Delhi - 110070



- 26139706, 65931884
22. Sh. Jitender Prasad,  
Attendant  
26139706, 65931884
- ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi – 110070
23. Sh. Jhinku Yadav, Mali  
26139706, 65931884
- ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi – 110070
24. Mr. Ajay Mishra, Mali  
26139706, 65931884
- ICADR, Plot No. 6, Vasant Kunj  
Institutional Area, Phase II,  
New Delhi - 110070

**(x) The monthly remuneration received by each of its officers and employees, indicating the system of compensation :**

The details of monthly remunerations of the officers and employees of the ICADR are as follows :-

**Headquarters, New Delhi**

<b>Name and designation</b>	<b><u>Remuneration (in Rs.) as in April, 2018</u></b>
1. Mr. B.S.Saluja, Secretary-General	1,72,000
2. Dr. T.K. Viswanathan Director – ADR (Part-time)	80,000 (Consolidated)
3. Mrs. Kesh Rani A.A O.	65,342
4. Mrs. Anjali Aggarwal, System Analyst	62,414
5. Mr. Nisheeth Govil, P.S. To Secy. General	52,072

6.	Mrs Ritu Gupta, Accounts Officer	50,210
7.	Mr. Manoj Kumar Singh, Cash Officer	50,210
8.	Mr. Randhir Singh, Assistant Registrar (ADR)	48,233
9.	Ms. Chander Kanta Rana, Assistant Librarian	47,807
10.	Mrs. Bimla Vishnoi, Sr. Clerk	31,652
11.	Mr. Kamlesh Kr.Barthwal , Caretaker	26,097
12.	Ms. Vandana Kapoor Steno-typist	27,087
13.	Mr. Sushil Kumar Rawat, Electrician	30,453
14.	Mr. Bhupendra Pratap Gond Electrician	26,979
15.	Mr. Mahesh Kumar, Sr. Staff Car Driver	29,358
16.	Mr. Hari Prasad Khanal, Senior Attendant cum Driver	27,092
17.	Mr. Uttam Singh Chauhan , Sr. Attendant	23,535
18.	Mr. Dharamveer Singh Kakran	22,692

Sr. Attendant

19.	Mr. Vinod Kumar, Sr. Attendant	23,140
20.	Mr. Mahipal Singh Chauhan Sr. Attendant	22,890
21.	Mr. Puneet Kumar Junior Electrician/Lift operator	22,183
22.	Mr. Jitender Prasad, Attendant	17,567
23.	Mr. Jhinku Yadav, Mali	17,887
24.	Mr. Ajay Mishra, Mali	14,631

**Regional Office, Hyderabad**

1	Shri J.L.N. Murthy Secretary	80,000 (Consolidated)
2	Mrs. K. Jayasree Sr. Assistant	53,044
3	Mr. P. Srinivas Private Secretary	52,009
4	Mr. M. Srinivasa Rao Assistant	44,155
5	Mr. J. Ramesh Assistant	41,408
6	Mr. Syed Shabbir Hussain Sr. Staff Car Driver	27,967

7	Mr. Srinivas Krishna Murthy Y. Steno-Typist	26,279
8	Mr. K. Krishna Rao Sr. Attendant	23,618
9	Mr. J. Maraiah Attendant	17,860

**Regional Office, Bengaluru**

1	Mr. C.R. Sundaresh Secretary	48,160
2	Mrs. D.K. Rohini Jamadagni Sr. Clerk	25,639
3	Mr. V. Santhosh Junior Clerk	18,098

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made :**

The Headquarters and each Regional Centre has its separate budget. Source of Income of each Centre is interest on Corpus Grant and other income. The Budget of the Head Office and Regional Centres is approved by the Finance Committee and Governing Council of ICADR.

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiary of such programmes :**

No such programmes are patronized by ICADR.

**(xiii) Particulars of concessions, permits or authorization granted by it :**

Not applicable

- (xiv) **Details in respect of the information available to or held by it, reduced in an electronic form**

ICADR has its own web-site <http://icadr.nic.in>

- (xv) **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.**

The citizens can obtain information through correspondence, by accessing web-site of ICADR and through e-mail. The library of ICADR can also be used by Members between 10.30A.M. to 5.00 P.M. after seeking permission

- (xvi) **The name, designation and other particulars of the Public Information Officers**

The particulars of the Public Information Officers are as under

Name : Ms. Anjali Aggarwal/Ms. Kesh Rani

Designation : System Analyst /AAO

Office Address : ICADR, Plot No. 6, Vasant Kunj Institutional Area,  
Phase II, New Delhi – 110070

Tel No. (Office) 26139706, 65931884

- (xvii) **The name, designation and other particulars of the Appellate Authority**

The particulars of the Appellate Authority are as under:

Name : Mr. B.S. Saluja

Designation : Secretary-General

Office Address : ICADR, Plot No. 6, Vasant Kunj Institutional Area,  
Phase II, New Delhi – 110070

Tel No. (Office) 26139704

**(xviii)** A request for obtaining information under Section 6(1) of the Act needs to be accompanied by an application fee of Rs.10/- by way of cash against proper receipt or by Postal Order/DD/bankers' cheque (payable at New Delhi) favouring **ICADR, New Delhi.**