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FROM PEAK TO
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HIMALAYAN MOUNTAINEERING INSTITUTE
DARJEELING 734101 (WB), INDIA

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DETAILS AS PER SECTION 4(1)(B) of RTI ACT 2005 :
HMI DARJEELING

1. **The Particulars of its Organisation, Function and Duties.**

(a) **Name of Organisation.** Himalayan Mountaineering Institute, Darjeeling.

(b) **Establishment.** Registered under the Societies Registration Act, XXI of 1860 (In the office of the Registrar of Companies under Act VII of 1913).

(c) **Address.** Himalayan Mountaineering Institute
Jawahar Parbat, Darjeeling (WB), India
PIN – 734 101

(d) **Contact.** 7602215312 (O) & 9064851452

(e) **Website.** www.hmidarjeeling.com

(f) **E-mail.** hmidarj@gmail.com

(g) **Function & Duties.** Principally to encourage and promote the science and art of mountaineering activities.

2. **The Powers and Duties of its Officers and Employees.** The officers, JCOs & OR posted with this institute on deputation basis discharge their professional and official duties in accordance with the directions given to them through proper channel of command. The permanent and contractual staff employed by this institute discharges their duties as per their trade.

3. **The Procedure Followed in the Decision Making Process, including Channels of Supervision and Accountability.** The institute refers Rules & Regulations as per laid down by Ministry of Defence and government of West Bengal.

4. **A Statement of the Categories of Documents that are Held by it or under its Control.**
- (a) Case files.
 - (b) Files of correspondences.
 - (c) Annual Reports.
 - (d) Files related to budget and budgetary allocation.
 - (e) Training related files.
 - (f) Ruling files.
 - (g) Files & documents related to the Officers, JCOs & OR.
5. **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.** To achieve the Institute objective of imparting training in the field of Land, Air & Aqua, all the necessary guidelines and instructions have been framed after through discussion with the training instructors and officers posted in the institute.
6. **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.** The Institute has taken a lot of initiative to spread public awareness about its courses and programs through website, motivational talks and other social networking platforms.
7. **A Directory of its Officers and Employees.** Directory of this Institute is available on the website, www.hmidarjeeling.com and it contains the details of officers and other employees.
8. **The Manner of Execution of Subsidy Programs Including the Amounts Allocated and the Details of Beneficiaries or Such Programs.** The Institute conducts mountaineering courses at subsidized rates with a view to promote mountaineering activities and enhanced skill development in the field of land, air and aqua adventure.
9. **Particulars of Recipients of Concessions, Permits or Authorisations Granted by it.** Applicable to all citizens of India who apply for various adventure courses in the field of Land, Air & Aqua.
10. **Details in Respect of the Information Available to or Held by it, Reduced in a Electronic Form.** All the relevant details including details of courses are available on this institute website : www.hmidarjeeling.com

11. **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 institute has maintained a library to its employees and students. The library is open for citizens provided they are honorary, associate or permanent members of Institute.

12. **The Names, Designations and Other Particulars of the Public Information Officer.** Major Fasith R – Contact No 7904250620

13. **Such Other Information as May be Prescribed and Thereafter Update These Publications Every Year.** All the necessary updates and revised information are being updated at regular intervals based on the latest developments/inputs available.