



No. WII/RTI/CPIO/2023-24/Qtr-1/01

Date: 16.05.2023

To,

Shri Sewa Ram Sharma  
Durga Enclave, Lane no. 1,  
Sahastradhara Road,  
P.O. Kandoli, Dehradun

Sub.: Information under RTI Act, 2005—reg.

Ref.: Your RTI no. NIL dated 03.04.2023.

Sir,

Please refer to your application cited above and the fee receipt of Rs. 74/- (No.25229) dt. 15.05.2023 submitted under RTI Act, 2005 against our letter No. WII/RTI/2023-24/Qtr-I dt 27<sup>th</sup> April, 2023 for providing the information.

In this context, please find enclosed the required information received from administration vide office note No. A/11-15/2005-WII(Vol-V) dt. 21.04.2023 consisting of 37 pages (Annexure 1 to 5).

In case, you are not satisfied with the aforesaid reply, you may appeal to the Appellate Authority as per details given below within 30 days from the date of receipt of this letter.

Dean, FWS  
First Appellate Authority & Dean  
Address: Wildlife Institute of India, Chandrabani, Dehradun  
Phone No.: 01352646202

Thanking you,

Yours faithfully



[Dr. Manoj Kumar Agarwal]  
CPIO





No. WII/RTI/2023-24/Qtr-I/01

Date: 27<sup>th</sup> April, 2023

To,

Shri Sewa Ram Sharma  
Durga Enclave, Lane no. 1,  
Sahastradhara Road,  
P.O. Kandoli, Dehradun

Sub.: Information under RTI Act, 2005-reg.

Ref.: RTI no. NIL dt. 05.04.2023

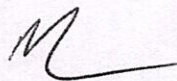
Sir,

Please refer to your application cited above under RTI Act, 2005. In this context, the required information under RTI has been received from administration department vide office note No. A/11-15/2005-WII(Vol-V) dt. 21.04.2023. The required information sought by you consist of 37 pages and the same may be provided to your on chargeable basis as per RTI Act.

Hence, you are requested to kindly deposit an amount of rupees Seventy Four only (Rs.74.00 : 37 pagesXRs.2) to the Finance Section at WII towards providing photocopies of the information and submit the receipt to the CPIO Office, WII.

Thanking you,

Yours faithfully,



[Manoj Kumar Agarwal]  
CPIO

Ev. 88305055-14 9/c  
27-4-23





G.A.R. 6 {See Rule 22 (i)}

भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

P.O. Box 18, Chandrabani, Dehradun

**RECEIPT**

No. 25229

Date 15/05/2023

Received from Mr. Sawa Ram.

With Letter No. \_\_\_\_\_ Dated \_\_\_\_\_

the sum of Rupees Seventy Four - 44

in cash/by cheque/by Bank draft on account of R.T.I. Photocopy

\_\_\_\_\_ in payment of Cash.

₹ 74 = 00

Cashier  
15/5/2023

Finance Officer  
Finance Officer,  
Wildlife Institute of India  
Chandrabani, Dehradun

WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI DEHRADUN

No.A/11-15/2005-WII (Vol-V)

Dated 21 April, 2023

Office Note

Sub: Supply of information under RTI Act – 2005 reg.

Ref: RTI dated 05.04.2023 of Sewa Ram Sharma, Dehradun

**PARAWISE REPLY OF RTI APPLICANT**

Para No.1 – As per WII records you were not engaged as Internal Audit Officer in WII.

Para No. 2 – Copies of Office Orders for extension of service till October, 2019 as Consultant not Internal Audit Officer are enclosed vide Annexure 1.

Para No. 3 – The required documents are placed vide Annexure 2.

Para No. 4 - The information sought by para (iv) is scattered in different vouchers file for three financial years. You are therefore requested to come to WII for physically inspection and mark the required documents so that I can be given to you. In this connection Office Note submitted by Finance Section is enclosed.

Para No 5 – The required document is placed vide Annexure 3.

Para No 6 – A copy of WII Circular No. WII/FIN/2021-22 dated 16.11.2021 is placed vide Annexure 4.

Para No 7 - A Copy of note of File No. WII/ADM/2022/25 is enclosed vide Annexure 5.

Para No 8 – The information sought vide para (viii) is interrogative and does not falls under RTI Act.

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

Consultant (Admin)

Deputy Registrar  
24.4.2023

Registrar  
24.4.23

C.P.I.O.

Rajni  
21/4/23

INFORMATION PROVIDED  
UNDER RTI



# Annexure-1

## WILDLIFE INSTITUTE OF INDIA CHANDRABANI, DEHRADUN

NO: WII/ ADM/2015-16/09-WII

Dated: 31 January, 2018

### OFFICE ORDER

With reference to his application dated 16.01.2018, the contractual engagement in respect of Shri Sewa Ram Sharma is hereby extended for further period up to 31.03.2018 with revised emoluments of Rs. 37,450.00 (Rupees thirty seven thousand four hundred fifty only).

The other terms and conditions of his contractual engagement will remain the same as envisaged in Office Order No WII/ADM/2015-16/09 dated 9<sup>th</sup> January 2017.

This issue with the approval of the Competent Authority.

To,

Shri Sewa Ram Sharma,  
Shree Durga Enclave Lane No. 1,  
Near Hill View Apartments,  
P.O. Kandoli, Sahastradhara Road,  
Dehradun

Copy to:-

1. Finance Officer, W.I.I for necessary action.
2. Personal File
3. Guard File

(P.K. Aggarwal)  
Administrative Officer

ATTESTED  
CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI



**Terms and Conditions for Contractual Engagement**

1. Contractual appointment would be on a full time basis and during the period of appointment, the appointee shall not be entitled to engage in any part-time assignment or to take up any employment, engagement of whatsoever nature either on full-time or on part-time basis.
2. Contractual engagement shall initially be for a period of one year. The tenure of the position may be extended for further period(s) depending upon annual performance evaluation by the Institute and functional needs and funds availability in the project/programme.
3. Contractual engagement can be discontinued at any time by giving one month's notice or payment in lieu thereof and by the Institute without assigning any reason thereof. Similarly, the contractual engagee may terminate the contractual engagement in between/during the contractual period, by giving one month's notice or wages in lieu thereof will be forfeited.
4. Contractual engagement ~~if "not terminated" earlier then on the expiry of~~ contractual period will automatically come to an end for which no separate termination letter or notice will be given.
5. Consolidated monthly emoluments and benefits, applicable will be as per the offer of contractual engagement. The engagee will not be entitled to any other allowances, perks, perquisites or benefits as admissible to regular employees of the Institute, except where specifically provided as admissible.
6. Duty hours will be at par with other regular employees of the Institute but the contractual engagee will be liable to attend office as and when required in the public interest or in the interest of the Institute or due to exigencies of work. Your attendance in the Institute will be marked through Biometric Attendance System.
7. If engage is required to travel as part of duty on official work, he/she shall be paid daily allowance in addition to actual fare paid for the travel as admissible to equivalent class of employees in the Institute.
8. During the period of engagement, the engagee can be transferred from one place, project and Section to another place at the discretion of the Institute.
9. The engagee shall be entitled for 20 days leave in a year and these will not be carried forward, if not used and un-availed portion of this leave will automatically lapse at the end of the contract period. Besides the above, no other kind of leave will be admissible.

**ATTESTED**

CPIO, Wild Life Institute of India, Dehradun

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UNDER RTI**



- 66
10. The engage shall abide by such other rules and conditions of Service as may be prescribed by the Institute from time to time.
  11. The engagement will be subject to satisfactory medical fitness report, in the prescribed form of civil hospital.
  12. The engage shall not be entitled to any retirement benefits such as New Pension Scheme (NPS), Gratuity, CPF, relocation allowance, leave encashment and TA on end of contract or any other benefits Institute introduces at any point of time for the permanent employees.
- 

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Annexure-2

**Responsibilities of Consultant for Internal Audit of Accounts**

1. To develop and manage a charter for the Internal Audit function which reflects the Office's responsibilities, authority, and reporting relationships.
2. To perform individual audits according to standard procedures.
3. To conduct scheduled and special audits and make recommendations for improvement.
4. To attend Standing Purchase Committee-I (SPC-I) and Standing Purchase Committee-II (SPC-II) meeting as required.
5. Perform duties as advised by Administrative Officer, Registrar, Dean and Director, WII.

—  
INFORMATION PROVIDED  
UNDER RTI

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(85)

**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN**

No.A/2-1/2007-WII

Dated the 2nd April 2018

**OFFICE ORDER**

Sub: Contractual Engagement in Wildlife Institute of India – reg.


Ref: (i) Circular No.A/2-1/2007-WII dated 24.03.2018.  
(ii) Your application dated 26.03.2018.

With the approval of the Competent Authority Shri Sewa Ram Sharma is hereby engaged as Consultant for Internal Audit of accounts of Institute at a consolidated emoluments of Rs. 37,450.00 (Rupees thirty seven thousand four hundred fifty only) per month for a fixed period from 03.04.2018 to 30.06.2018 for following Jobs:

1. To develop and manage a charter for the Internal Audit function which reflects the office's responsibilities, authority and reporting relationships
2. To perform individual audits according to standard procedures
3. To conduct scheduled and special audits and make recommendations for improvement
4. To attend Standing Purchase Committee – I and II meeting as required
5. Perform duties as advised by Administrative Officer, Registrar, Dean and Director, WII

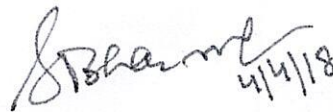
The terms and conditions of the above contractual engagement is enclosed herewith. In case the enclosed terms and conditions is acceptable to him, he is to sign and submit the same as token of his acceptance thereof; failing which this offer will be treated as cancelled and will stand withdrawn automatically. The above amount shall be debited under the budget head of WII-Grant-in-Aid sub-head 'Wages'.

This issues with the approval of the Competent Authority.

  
(P.K. Aggarwal)  
Administrative Officer

To

Shri Sewa Ram Sharma,  
Shree Durga Enclave Lane No. 1,  
Near Hill View Apartments,  
P.O. Kandoli, Sahastradhara Road,  
Dehradun

  
4/4/18

Copy to:-

1. Finance Officer, W.I.I. for necessary action.
2. Personal File
3. Guard File

**INFORMATION PROVIDED  
UNDER RTI**

**ATTESTED**

  
CPJO, Wild Life Institute of India, Dehradun



(82)

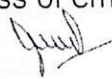
### Terms and condition for Contractual Engagement

1. Contractual engagement would be on a full time basis and during the period of appointment the appointee shall not been entitled to engage in any part time assigned for to take up any employment, engagement of whatsoever nature either of full time or on part-time basis.
2. Contractual engagement shall initially be for a period from 03.04.2018 to 30.06.2018. The tenure of the position may be extended for further period (s) depending upon annual performance evaluation by the Institute and functional needs and funds availability in the project/programme.
3. Contractual engagement can be discontinued at any time by giving one month's notice or payment in lieu thereof and by the Institute without assigning any reason thereof. Similarly, the contractual engage may terminate the contractual engagement in between/during the contractual period, by giving one month's notice or notice or wages in lieu thereof will be forfeited.
4. Contractual engagement if not terminated earlier then on the expiry of contractual period will automatically come to end for which no separate termination letter or notice will be given.
5. Consolidated monthly emoluments and benefits, applicable will be as per the offer of contractual engagement. The engage will not be entitled to any other allowances, perks, perquisites or benefits as admissible to regular employees of the Institute, except where specifically provided as admissible.
6. Duty hours will be at per with other regular employees of the Institute but the contractual engage will be liable to attend office as and when required in the public interest or in the interest of the Institute or due to exigencies of work. Your attendance in the Institute will be marked through Biometric Attendance System.
7. If engage is required to travel as part of duty on official work, he/she shall be paid daily allowance in addition to actual fare paid for the travel as admissible to equivalent class of employees in the institute.

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CPJO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI





(21)

8. During the period of engagement, the engage can be transferred from one place, project and section to another place at the discretion of the Institute.
9. The engagee shall be entitled for 05 days leave during the contract period and these will not be carried forward, if not used and un-availed portion of this leave will automatically lapse at the end of the contract period. Besides the above, no other kind of leaves will admissible.
10. The engage shall abide by such other rules and conditions of service as may be prescribed by the Institute, from time to time.
11. The engagement will be subject to satisfactory medical fitness report, in the prescribed form of civil hospital.

 INFORMATION PROVIDED  
UNDER RTI

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CPIO, Wild Life Institute of India, Dehradun

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WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN

No. WII/ADM/2015-16/09-WII

Dated : 25<sup>th</sup> June, 2018

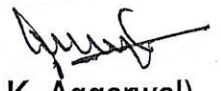
OFFICE ORDER

With the approval of the Competent Authority, the contractual engagement in respect of Shri Sewa Ram Sharma is hereby extended for further period of three months from 01.07.2018 to 30.09.2018 with existing emoluments of Rs. 37,450.00 (Rupees Thirty seven thousand four hundred fifty only).

The other terms and conditions of his contractual engagement will remain the same as envisaged in Office Order No. A/2-1/2007-WII dated 02<sup>nd</sup> April, 2018.

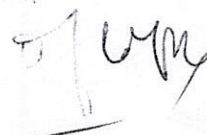
This issue with the approval of the Competent Authority.



  
(P.K. Aggarwal)  
Administrative Officer

To,

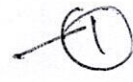
Shri Sewa Ram Sharma  
Shree Durga Enclave Lane No. 1,  
Near Hill View Apartments,  
P.O. Kandoli, Sahasthradhar oad  
Dehradun



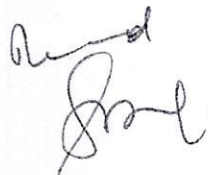
ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun

Copy to:-

1. Finance Officer, WII- for necessary action.
2. Personal File
3. Guard File.

 25/6/18.

INFORMATION PROVIDED  
UNDER RTI

 25/6/18



(82)

### Terms and condition for Contractual Engagement

1. Contractual engagement would be on a full time basis and during the period of appointment the appointee shall not been entitled to engage in any part time assigned for to take up any employment, engagement of whatsoever nature either of full time or on part-time basis.
2. Contractual engagement shall initially be for a period from 03.04.2018 to 30.06.2018. The tenure of the position may be extended for further period (s) depending upon annual performance evaluation by the Institute and functional needs and funds availability in the project/programme.
3. Contractual engagement can be discontinued at any time by giving one month's notice or payment in lieu thereof and by the Institute without assigning any reason thereof. Similarly, the contractual engage may terminate the contractual engagement in between/during the contractual period, by giving one month's notice or notice or wages in lieu thereof will be forfeited.
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7. If engage is required to travel as part of duty on official work, he/she shall be paid daily allowance in addition to actual fare paid for the travel as admissible to equivalent class of employees in the institute.

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

*[Signature]*



21

8. During the period of engagement, the engage can be transferred from one place, project and section to another place at the discretion of the Institute.
9. The engagee shall be entitled for 05 days leave during the contract period and these will not be carried forward, if not used and un-availed portion of this leave will automatically lapse at the end of the contract period. Besides the above, no other kind of leaves will admissible.
10. The engage shall abide by such other rules and conditions of service as may be prescribed by the Institute, from time to time.
11. The engagement will be subject to satisfactory medical fitness report, in the prescribed form of civil hospital.

  
INFORMATION PROVIDED  
UNDER RTI

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun



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**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN**

**No. WII/ADM/2015-16/09-WII**

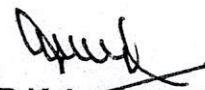
**Dated 01.10.2018**

**OFFICE ORDER**

With the approval of the Competent Authority, the contractual engagement in respect of Shri Sewa Ram Sharma is hereby extended for further period six months from 01.10.2018 to 31.03.2019 with existing emoluments of Rs.37,450/- (Rupees Thirty seven thousand four hundred fifty only).

The other terms and conditions of his contractual engagement will remain the same as envisaged in Office Order No. WII/ADM/2015-16/09 dated 09<sup>th</sup> January, 2017.

This issues with the approval of Competent Authority.

  
(P.K Aggarwal)  
Administrative Officer

To,

Shri Sewa Ram Sharma  
Shree Durga Enclave Lane No. 1,  
Near Hill View Apartments,  
P.O. Kandoli, Sahastradhara road  
Dehradun  
Ph no-9411768554



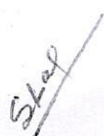
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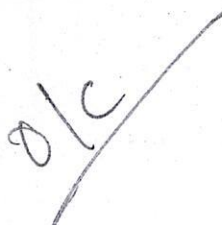
**Copy to:-**

1. Finance Officer, WII- for necessary action
2. Personal File
3. Guard File

**ATTESTED**

  
CPIO, Wild Life Institute of India, Dehradun  
11/10/18







(82)

### Terms and condition for Contractual Engagement

1. Contractual engagement would be on a full time basis and during the period of appointment the appointee shall not been entitled to engage in any part time assigned for to take up any employment, engagement of whatsoever nature either of full time or on part-time basis.
2. Contractual engagement shall initially be for a period from 03.04.2018 to 30.06.2018. The tenure of the position may be extended for further period (s) depending upon annual performance evaluation by the Institute and functional needs and funds availability in the project/programme.
3. Contractual engagement can be discontinued at any time by giving one month's notice or payment in lieu thereof and by the Institute without assigning any reason thereof. Similarly, the contractual engage may terminate the contractual engagement in between/during the contractual period, by giving one month's notice or notice or wages in lieu thereof will be forfeited.
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ATTESTED  
CPIO, Wild Life Institute of India, Dehradun

*[Signature]*



(21)

8. During the period of engagement, the engage can be transferred from one place, project and section to another place at the discretion of the Institute.
9. The engagee shall be entitled for 05 days leave during the contract period and these will not be carried forward, if not used and un-availed portion of this leave will automatically lapse at the end of the contract period. Besides the above, no other kind of leaves will admissible.
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INFORMATION PROVIDED  
UNDER RTI

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun



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WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN

No. WII/ADM/2015-16/09

Dated: 3<sup>rd</sup> July, 2019

OFFICE ORDER

With the approval of the Competent Authority, the contractual engagement in respect of Shri Sewa Ram Sharma is hereby extended for a further period of three months 01.07.2019 to 30.09.2019 with existing emoluments of Rs. 40,072/- per month.

The other terms and conditions of the contractual engagement will remain same as envisaged in Office Order No. WII/ADM/2015-16/09 dated 09<sup>th</sup> January, 2017.

This issues with the approval of the Competent Authority.



  
(P.K Aggarwal)  
Deputy Registrar

To,


Shri Sewa Ram Sharma,  
Shree Durga Enclave Lane No.1  
Near Hill View Apartments,  
P.O.Kandoli, Sahastradhara Road,  
Dehradun

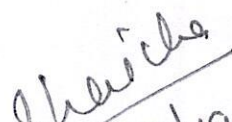
INFORMATION PROVIDED  
UNDER RTI

Copy to:-

1. Finance Officer, WII for necessary action
2. Personal File
3. Guard File

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun

Recd.  
  
3/7/19

  
3/7/19



(82)

### Terms and condition for Contractual Engagement

1. Contractual engagement would be on a full time basis and during the period of appointment the appointee shall not been entitled to engage in any part time assigned for to take up any employment, engagement of whatsoever nature either of full time or on part-time basis.
2. Contractual engagement shall initially be for a period from 03.04.2018 to 30.06.2018. The tenure of the position may be extended for further period (s) depending upon annual performance evaluation by the Institute and functional needs and funds availability in the project/programme.
3. Contractual engagement can be discontinued at any time by giving one month's notice or payment in lieu thereof and by the Institute without assigning any reason thereof. Similarly, the contractual engage may terminate the contractual engagement in between/during the contractual period, by giving one month's notice or notice or wages in lieu thereof will be forfeited.
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Duty hours will be at per with other regular employees of the Institute but the contractual engage will be liable to attend office as and when required in the public interest or in the interest of the Institute or due to exigencies of work. Your attendance in the Institute will be marked through Biometric Attendance System.

If engage is required to travel as part of duty on official work, he/she shall be paid daily allowance in addition to actual fare paid for the travel as admissible to equivalent class of employees in the institute.



INFORMATION PROVIDED  
UNDER RTI

ATTESTED

CPIO, Wild Life Institute of India, Dehradun



- (21)
8. During the period of engagement, the engage can be transferred from one place, project and section to another place at the discretion of the Institute.
  9. The engagee shall be entitled for 05 days leave during the contract period and these will not be carried forward, if not used and un-availed portion of this leave will automatically lapse at the end of the contract period. Besides the above, no other kind of leaves will admissible.
  10. The engage shall abide by such other rules and conditions of service as may be prescribed by the Institute, from time to time.
  11. The engagement will be subject to satisfactory medical fitness report, in the prescribed form of civil hospital.

  
**INFORMATION PROVIDED  
UNDER RTI**

**ATTESTED**  
  
CPIO, Wild Life Institute of India, Dehradun



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WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN

No. A/2-1/2007-WII

Dated 04.04.2019

OFFICE ORDER

In continuation to the office order no.WII/ADM/2015-16/09-WII dated 01.10.2018 and with the approval of the Competent Authority the contractual period of Shri Sewa Ram Sharma, Consultant is hereby extended for a period upto 30.06.2019.

Shri Sewa Ram Sharma, Consultant will be paid a monthly consolidated emoluments of Rs.40,072/- (Rupees Forty thousand and seventy two only) per month w.e.f 01.01.2019.

The other terms and conditions of the contractual engagement will remain same as given in the office order dated 01.10.2018.

This issues with the approval of the Competent Authority.

  
(P.K Aggarwal)  
Deputy Registrar

To,

Shri Sewa Ram Sharma,  
Shree Durga Enclave Lane No.1  
Near Hill View Apartments,  
P.O.Kandoli, Sahastradhara Road,  
Dehradun

Copy to:-

1. Finance Officer, WII for necessary action
2. Personal File
3. Guard File



INFORMATION PROVIDED  
UNDER RTI

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun

(82)

### Terms and condition for Contractual Engagement

1. Contractual engagement would be on a full time basis and during the period of appointment the appointee shall not been entitled to engage in any part time assigned for to take up any employment, engagement of whatsoever nature either of full time or on part-time basis.
2. Contractual engagement shall initially be for a period from 03.04.2018 to 30.06.2018. The tenure of the position may be extended for further period (s) depending upon annual performance evaluation by the Institute and functional needs and funds availability in the project/programme.
3. Contractual engagement can be discontinued at any time by giving one month's notice or payment in lieu thereof and by the Institute without assigning any reason thereof. Similarly, the contractual engage may terminate the contractual engagement in between/during the contractual period, by giving one month's notice or notice or wages in lieu thereof will be forfeited.
4. Contractual engagement if not terminated earlier then on the expiry of contractual period will automatically come to end for which no separate termination letter or notice will be given.
5. Consolidated monthly emoluments and benefits, applicable will be as per the offer of contractual engagement. The engage will not be entitled to any other allowances, perks, perquisites or benefits as admissible to regular employees of the Institute, except where specifically provided as admissible.
6. Duty hours will be at per with other regular employees of the Institute but the contractual engage will be liable to attend office as and when required in the public interest or in the interest of the Institute or due to exigencies of work. Your attendance in the Institute will be marked through Biometric Attendance System.
7. If engage is required to travel as part of duty on official work, he/she shall be paid daily allowance in addition to actual fare paid for the travel as admissible to equivalent class of employees in the institute.

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

CPIO, Wild Life Institute of India, Dehradun



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8. During the period of engagement, the engage can be transferred from one place, project and section to another place at the discretion of the Institute.
9. The engagee shall be entitled for 05 days leave during the contract period and these will not be carried forward, if not used and un-availed portion of this leave will automatically lapse at the end of the contract period. Besides the above, no other kind of leaves will admissible.
10. The engage shall abide by such other rules and conditions of service as may be prescribed by the Institute, from time to time.
11. The engagement will be subject to satisfactory medical fitness report, in the prescribed form of civil hospital.

*[Handwritten signature]*

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

*[Handwritten signature]*  
CPIO, Wild Life Institute of India, Dehradun

**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN**

**No.WII/ADM/2015-16/09**

**Dated 09<sup>th</sup> October, 2019**

**OFFICE ORDER**

In continuation to the office order no. No.WII/ADM/2015-16/09 Dated 03.07.2019 and with the approval of the Competent Authority, the contractual period of Shri Sewa Ram Sharma , Consultant is hereby extended for a period of one month from 01.10.2019 to 31.10.2019 with existing emoluments of Rs.40,072/- per month.

The other terms and conditions of the contractual engagement will remain same as envisaged in Officer Order No. WII/ADM/2015-16/09 dated 09<sup>th</sup> January, 2017.

This issues with the approval of the Competent Authority.



*(Signature)*  
**(P.K Aggarwal)**  
**Deputy Registrar**

**To,**  
**Shri Sewa Ram Sharma**  
**Shree Durga Enclave Lane No.1**  
**Near Hill View Apartments,**  
**P.O. Kandoli, Sahastradhara Road,**  
**Dehradun**

**Copy to:**

- 1. Finance Officer, WII for necessary action**
- 2. Personal File**
- 3. Guard File**

*o/c*

**INFORMATION PROVIDED  
UNDER RTI**

**ATTESTED**

*(Signature)*  
**CPIO, Wild Life Institute of India, Dehradun**  
*(Signature)*  
**9/10/19**



(82)

### Terms and condition for Contractual Engagement

1. Contractual engagement would be on a full time basis and during the period of appointment the appointee shall not been entitled to engage in any part time assigned for to take up any employment, engagement of whatsoever nature either of full time or on part-time basis.
2. Contractual engagement shall initially be for a period from 03.04.2018 to 30.06.2018. The tenure of the position may be extended for further period (s) depending upon annual performance evaluation by the Institute and functional needs and funds availability in the project/programme.
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7. If engage is required to travel as part of duty on official work, he/she shall be paid daily allowance in addition to actual fare paid for the travel as admissible to equivalent class of employees in the institute.

INFORMATION PROVIDED  
UNDER RTI

TESTED

CPIO, Wild Life Institute of India, Dehradun

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- (21)
8. During the period of engagement, the engage can be transferred from one place, project and section to another place at the discretion of the Institute.
  9. The engagee shall be entitled for 05 days leave during the contract period and these will not be carried forward, if not used and un-availed portion of this leave will automatically lapse at the end of the contract period. Besides the above, no other kind of leaves will admissible.
  10. The engage shall abide by such other rules and conditions of service as may be prescribed by the Institute, from time to time.
  11. The engagement will be subject to satisfactory medical fitness report, in the prescribed form of civil hospital.

*[Signature]*

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

*[Signature]*  
CPIO, Wild Life Institute of India, Dehradun



WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN

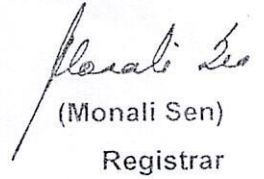
No. WII/ADM/2015-16/09

Dated: 11.03.2020

## OFFICE ORDER

In continuation to the Office Order no. WII/ADM/2015-16/09 dated 25<sup>th</sup> February, 2020 and with the approval of competent Authority Shri Sewa Ram Sharma, engaged on contract basis as Section Officer w.e.f. 02.03.2020 is hereby posted in Finance Section until further orders.

Issued with the approval of the Competent Authority.

  
(Monali Sen)  
Registrar

To,

Shri Sewa Ram Sharma,  
Shree Durga Enclave Lane no.1,  
Near Hill View Apartments,  
P.O.Kandoli, Sahastradhara Road,  
Dehradun

कुलसचिव/Registrar  
भारतीय वन्यजीव संस्थान  
Wildlife Institute of India  
देहरादून/Dehradun

Copy to:-

1. Finance Officer, WII for necessary action
2. Personal File
3. Guard File

INFORMATION PROVIDED  
UNDER RTI

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CPIO, Wild Life Institute of India, Dehradun

### Terms and condition for Contractual Engagement

1. Contractual engagement would be on a full time basis and during the period of engagement the engage shall not been entitled to engage in any part time assigned for to take up any employment, engagement of whatsoever nature either of full time or on part-time basis.
2. Contractual engagement shall be for a period of one year. The tenure of the contract may be extended for further period (s) depending upon performance evaluation by the Institute and functional needs and funds availability in the project/programme.
3. Contractual engagement can be discontinued at any time by giving one month's notice or payment in lieu thereof and by the Institute without assigning any reason thereof. Similarly, the contractual engage may terminate the contract in between/during the contractual period, by giving one month's notice or notice or wages in lieu thereof will be forfeited.
4. Contractual engagement if not terminated earlier then on the expiry of contractual period will automatically come to end for which no separate termination letter or notice will be given.
5. Contractual engagement will not entitle towards any regular employment in the services of institute, or to claim any absorption or regularization in the Institute's services.
6. Consolidated emoluments will be applicable as per the offer of contractual engagement. The engage will not be entitled to any other allowances, perks, perquisites or benefits as admissible to regular employees of the Institute, except where specifically provided as admissible.
7. Duty hours will be at par with other regular employees of the Institute but the contractual engage will be liable to attend office as and when required in the public interest or in the interest of the Institute or due to exigencies of work.
8. If engagee is required to travel as part of duty on official work, he/she shall be paid travel allowance as admissible to equivalent class of employees in the Institute.

INFORMATION PROVIDED  
UNDER RTI



ATTESTED

*[Signature]*  
Wild Life Institute of India, Dehradun



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9. During the period of engagement, the engagee can be transferred from one place, project and section to another place at the discretion of the Institute.
10. In case, in future, any vacancy exists against any sanctioned or regular post or is required to be filled up, then the engagee will not be entitled to any preference against such vacancy, simply on the ground of having worked under the project/Institute on a contractual basis.
11. The engagee shall be entitled for 20 days leave during the contract period and these will not be carried forward, if not used and un-availed portion of leave will automatically lapse at the end of the contract period. Besides the above, any other kind of leave will not be admissible.
12. The contractual engagement shall not confer any right of any employment in the Institute subsequent to the initial engagement. Also the engagee will not be offered any lien with the Institute and will not have any permanency in the Institute.
13. The engagee shall abide by such other rules and conditions of service as may be prescribed by the Institute, from time to time.
14. The engagement will be subject to satisfactory medical-fitness report, in the prescribed form of civil hospital.
15. The engagee shall not be entitled to any retirement benefits as applicable to permanent employees of the Institute.
16. The contractual engagee will not be normally eligible for campus housing. However, the residential accommodation may be provided depending upon availability of quarters in the campus. In case the residential quarter is offered to a contractual employee, House Charges as applicable will be deducted from the consolidated emoluments of the contractual engages.
17. Your attendance in the Institute will be marked through Biometric Attendance System.
18. The conduct rules as applicable to the contractual employees of the Institute will apply

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

CPIO, Wild Life Institute of India, Dehradun



ACCEPTANCE

I have gone through and understood the above terms and conditions as per Office Order No. WII/ADM/2015-16/09 Dated \_\_\_\_February, 2020 and I hereby agree to abide by the same and it is fully understood and accepted by me, that the same are binding upon me.

Signature

Dated:

Place :

Witness

1.

2.

INFORMATION PROVIDED  
UNDER RTI

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun





143  
भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

Dated 16.03.2021

File No. WII/ADM/2015-16/09

To,

Shri S.R Sharma  
Section Officer (On Contract)  
Wildlife Institute of India,  
Dehradun

Sub: Engagement of Section Officer on contract in WII – reg.

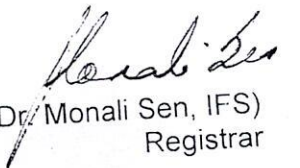
Sir,

This has reference to your application dated 22.02.2021 wherein you had requested that your contractual engagement as Section Officer (On Contract) may be renewed from 02.03.2021 to 01.03.2022 as your tenure has been over on 01.03.2021.

From the records it is revealed that your present age is 71 years 3 months approx. being your date of birth 05.11.1949. For consideration of your request for further extension of contract, you are requested to submit your medical fitness certificate from appropriate authority based on which decision on further contractual engagement in the Institute will be taken.

INFORMATION PROVIDED  
UNDER RTI

Sincerely,

  
(Dr. Monali Sen, IFS)  
Registrar

ATTESTED

  
CPIO, Wild Life Institute of India, Dehradun

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CPJO, Wild Life Institute of India, Dehradun



- 113
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  16. The contractual engagee will not be normally eligible for campus housing. However, the residential accommodation may be provided depending upon availability of quarters in the campus. In case the residential quarter is offered to a contractual employee, House Charges as applicable will be deducted from the consolidated emoluments, of the contractual engages.
  17. Your attendance in the Institute will be marked through Biometric Attendance System.
  18. The conduct rules as applicable to the contractual employees of the Institute will apply

INFORMATION PROVIDED  
UNDER RTI



ATTESTED

Wild Life Institute of India, Dehradun

ACCEPTANCE

I have gone through and understood the above terms and conditions as per Office Order No. WII/ADM/2015-16/09 Dated \_\_\_\_February, 2020 and I hereby agree to abide by the same and it is fully understood and accepted by me, that the same are binding upon me.

Signature

Dated:

Place :

Witness

1.

2.


INFORMATION PROVIDED  
UNDER RTIATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun



From previous page

An office note has been received from Registrar Office under RTI regarding providing copies of monthly pay bills in respect of Sh. Sewaram Sharma for the period January 2017 to October 2019. It is informed that the required information is scattered in different voucher files for three financial years with the Cashier during above period.


Therefore, individual may be requested to come to WII and the required vouchers will be provided to him and copies of vouchers will be provided accordingly. Submitted please.

  
(Harikrishan Gupta)  
Assistant Grade-III

Section Officer

  
20/2

Finance Officer

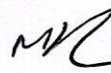
  
20.2.2023

Registrar (on tour)


C.P.I.O. (Dr. Manoj Aggarwal)

Please furnish the information as desired by the applicant para-wise <sup>1 to 7</sup> so that the proper reply may be sent to the applicant.

Dy. Registrar

  
20-2-2023

Shri Rajiv Consultant

  
20.2.2023

INFORMATION PROVIDED  
UNDER RTI  
ATTESTED

  
CPIO, Wild Life Institute of India, Dehradun



# Annexure-3

Mr. No. 157  
2/9/202

## WILDLIFE INSTITUTE OF INDIA PAYMENT VOUCHER

VOUCHER NO. \_\_\_\_\_

Date 16th Aug 22

Salary A/c No. 57945 ✓

Particulars			Amount
following contractual staff on account of interim relief as per details given below and copy of approval attached			Dr.
			₹ 1,28,461
Name of Official	Amount	UBI A/c No.	
Sh. P.B. Thapa	36300	518502010004788	
Sh. Sewaram Sharma	92161	504702010000993	
Total	128461		
			₹ 1,28,461
Passed for	₹ 1,28,461		
		One lakh twenty eight thousand four hundred sixty one only	
Pay	₹ 1,28,461.00	STAMP	

Dealing Assistant

Section Officer

Finance Officer

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

2022-23-282

CH No 02039079  
dt 2/9/2022  
₹. 1,28,461 = 00



WILDLIFE INSTITUTE OF INDIA  
CHANDRA BANI DHERADUN

File No: WII/FIN/2021-22

Dated 16.11.2021

## OFFICE ORDER

Govt. of India MOEF&CC New Delhi has imposed substantial cut in the Grant in aid budget of WII during the financial year 2021-22.

In view of the reduced Grain in aid, WII has mandated the following actions to be taken with immediate effect until orders (exceptions will be reviewed by the competent authority):

1. Fresh recruitment under Grant-in-aid will not be made in the institute for the time being.
2. LTC/Festival advance will not be reimbursed or paid till the receipt of budget.
3. Expenditure on medical reimbursement will be withheld till the receipt of budget.
4. All the purchases will be thoroughly scrutinized and only essential goods/items which are necessary to run the institute will be procured.
5. Performance and productivity of the current employees will be strictly reviewed necessary actions will be taken as per govt. rules.
6. Arrears of all types of claims and bills will be withheld till the receipt of budget.
7. Forest advance, travel advance, miscellaneous reimbursement, Quarter and Vehicle maintenance, etc. will be withheld till the receipt of budget.
8. Over and unnecessary use of electrical/electronic equipment and vehicles may be avoided.
9. Travelling expenses may be curtailed to the minimum extent.
10. Annual increment in salary of contractual staff will not be allowed.
11. Expenditure on functions, seminars and official meetings to be incurred from Grant in Aid will be minimized to the extent possible.
12. Use of institute vehicles for official purpose may be made economically and mostly on sharing basis, wherever possible.
13. Wastage of papers may be avoided as far as possible.

**This issues with the approval of the competent authority.**

INFORMATION PROVIDED  
UNDER RTI

*Monali Sen*  
(Dr. Monali Sen, IFS) 16/11/21  
Registrar

Distribution:

1. Institute.
2. PS to D/WII.
3. PA to Dean.

ATTESTED

*M*  
CPIO, Wild Life Institute of India, Dehradun



# Annexure-5

Dated: 19 May 2022

The WII engaged various persons on contract in various categories to meet out its activities on the recommendations of Governing Body. The WII is facing financial crunch during last two years causing non enhancement on consolidated emoluments in respect of contractual engages working under grant in aid.

Recently, MoEFCC has deputed Dr. Amil Mallick, Director General, NTCA, New Delhi for review of WII's working environment and facilities to be provided to the staff of WII (Regular and Contractual). It is submitted that 24 persons are working in various capacities under grant in aid and they did not get enhancement in emoluments during past two years. Their details with full breakup are placed at page-1/c.

It is observed from the statement placed vide page-1/c that we need total additional requirement of approx. Rs.17.52 lakhs to meet out the proposed expenditure.

The matter is submitted for further directions please.

*(Signature)*  
19/5/22  
(Bajni)

Deputy Registrar The total requirement of funds is 17.52 lakhs for above payment.  
Submitted for further orders HP.

*(Signature)*  
20/5/22

Registrar

For kind approval pl.

*(Signature)*  
20/5/2022

Dy Registrar Approved subject to availability of funds.  
*(Signature)*  
21.5.22

DR/FO As directed once we receive funds from MoEFCC we may put up

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED UNDER RTI

कुल सचिव / Registrar

कुल सचिव / Registrar

प्रमाण सं. / Despatch No. 1127

दिनांक / Date 20-5-22

DWII OFFICE
DIARY NO. 148
DATE 20/5/22



with estimates. we may continue  
this once we receive the funds.  
Maybe paid from salary head.

Luchi  
23/5/2022

FINANCE SECTION

Incoming Files  
Entry No. 562  
Date 13/6/22

FO  
24.5.2022  
S.O. Shash 24/5/22

Smt Hari Krishan

कुल सचिव / Registrar

पत्र सं. / Despatch No. 1659  
दिनांक / Date 10/6/22

Kindly see note and approval of Director, WII at page-1/N for payment of Rs. 17.52 lakhs to Contractual engagees for the FY 2020-21 & 2021-22.

It is informed that first Installment of Rs. 475 lakhs under Plan Salary head for the current FY 2022-23 has been received in DWII A/c No. 01 on 9.06.2022. As, the funds have been received the payment may be released to the Contractual engagees as per revised statement placed at page-3 to 2/c for Rs. 17,43,436/- only. The budget head will be Plan Salaries 2022-23. Submitted for approval please.

H 9-6-22  
(Harikrishan Gupta)

Finance Section

Despatch No. 167  
Date 10/6/22

Section Officer

for approval pl.  
Shash 9/6/22

Finance Officer

for approval please.

10.6.2022

Registrar

Luchi  
13/6/2022

EO 14.6.2022

Shash 14/6/22

Smt Hari Krishan

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

File No. W11/ADM/2022/25

F.P.P.

Vr. prepared for 1743436/2 and submitted for  
sign. pl.

H  
14.6.22

S.O. Shank  
14/6/22

F.O. 14.6.2022

Necessary action has been taken. File may be sent  
back to Admin. Section pl.

H  
14.6.22

S.O. Shank  
14/6/22

F.O. 14.6.2022

Ay. Regr.  
Aparna

15/6/22

INFORMATION PROVIDED  
UNDER RTI

ATTESTED  
CPIO, Wild Life Institute of India, Dehradun

Finance Section  
Despatch No. 213  
Date 15/6/22