

NATIONAL FILM ARCHIVE OF INDIA

Information as required by Central Information Commission, New Delhi

(01.04.2009 to 31.10.2009)

- a) Number of requests received by each authority : 10
- b) Number of decisions where applicants were not entitled to access the documents pursuant to the requests, the provisions of the Act under which these decisions were made and the number of times such provisions were invoked. : Nil
- c) The number of appeals referred to Central Information Commission for review, the nature of appeals and the outcome of appeals. : Nil
- d) Details of disciplinary action taken against any officer in respect of administration of this Act. : Nil
- e) Amount of charges collected by each public authority under this act. : 20
- f) The details to indicate the efforts made by the public authorities to administer and implement the spirit and intention of this act. : Relevant information useful for serious students of Cinema, researchers, film enthusiasts and general public is hosted on NFAl's website.
- g) Suitable suggestions for reform, including those required for development, improvement, modernization, reform for the amendment of the Act or other legislation or common law or any other matter relevant for operationalisation the Right to access the information. : No please.

NATIONAL FILM ARCHIVE OF INDIA

(i) **the particulars of its organization, functions and duties :**

The National Film Archive of India was established as an independent media unit under the Ministry of Information and Broadcasting in February, 1964 with the following aims and objectives :

1. To trace, acquire and preserve for posterity the heritage of national cinema and build up a representative collection of World Cinema.
2. To classify and document data related to film, undertake and encourage research on cinema and publish and distribute them.
3. To act as a centre for dissemination of film culture in the country and to familiarize Indian cinema abroad.

Functions of NFAI :

1. Acquisition and preservation of Indian and International film classics, books, journals and other ancillary material relating to Cinema.
2. Classification and documentation of the material acquired.
3. Publication of books / pamphlets / monographs / filmographies / programme notes on Cinema.
4. Conducting periodical courses, seminars, lectures on Film Appreciation for the spread of film culture among university students and general public.
5. Building up an oral history of Indian Cinema by interviewing eminent film personalities and others concerned with the development of Cinema in the country and recording their interviews on audio and video tapes.
6. Servicing film training institutions in the country with a regular supply of film classics and ancillary material required for their academic use.
7. Instituting fellowships / study grants for encouraging film scholarship.
8. Circulation of film classics to film societies / film clubs / educational institutions for non-commercial study, screenings through the Archive Distribution Library at Pune and respective Regional Offices.
9. Extending facilities to filmmakers, research scholars and students of Cinema for preview / study of rare films in the Archive collection within the premises.
10. Providing guidance and advisory service to individuals and organizations interested in film research and film study activities.
11. Preserving the heritage of national Cinema for the sake of posterity and extending service to filmmakers, distributors etc. for repair of their old negatives or video copying and also preparing compilation films, using extracts, clips from archival material for academic use.

(ii) **The powers and duties of its officers and employees :**

Director is the top-most post in the Organisation. He is the Head of Department and is responsible for proper and efficient management of the affairs of NFAI.

With headquarters in Pune the NFAI has three Regional Offices at Bangalore, Kolkata and Thiruvananthapuram. These regional offices are primarily engaged in the task of diffusing film culture in the respective areas through film societies, educational institutions and cultural organizations. The functioning of the regional offices is overseen by the Director with the help of Deputy Director-cum-Curator who is heading the technical and administrative wings at the headquarters. At present the post of Deputy Director-cum-Curator is vacant. Director (M&C), PIB, Pune has been given the additional charge of Director, NFAI, Pune. The present staff strength of NFAI inclusive of the three Regional Offices is 48 - 24 in the administrative wing and 24 in the technical wing.

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

The files are put up by dealing assistants through supervisory staff and the final decision is taken by the Head of Department as per the Government norms.

(iv) **the norms set by it for the discharge of its functions :**

The organization functions as per the norms set by the Government. General and Fundamental Rules are followed in discharging its functions.

(v) **the rules; regulations; instructions; manuals and records held by it or under its control or used by its employees for discharging its functions :**

As far as financial matters are concerned the general Financial Rules, Delegation of Financial Powers, Rules set by the Government are followed by the employees for discharging its function.

Films are supplied to the film clubs, educational institutions on the basis of nominal service charges fixed by the NFAI.

(vi) **a statement of the categories of documents that are held by it or under its control :**

Acquisition holdings of various categories as on 31.03.2010 are as under :

Acquisition items	As on 31.03.2010
Films	18,069
Video Cassettes	2,798
DVD	1,547
Books	27,110
Scripts	34,759
Pre-recorded audio cassettes	1,098
Stills	1,34,012
Wall Posters	18,481
Song Booklets	11,809
Audio Tapes(oral history)	190
Press Clippings	2,05,619
Pamphlets/folders	8,530
Slides	8,576
Disc records	3,164
Audio Compact Discs	155
Images converted on CD	1,917
Digitalization of ancillary material	3,50,891

(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 are accepted by the members of the public provided it is feasible and within the government norms.

(viii) **a statement of the boards, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, 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 :**

Ministry of I & B, reconstituted the Advisory Committee on 22.7.2008 for National Film Archive of India under the Chairmanship of Secretary (I&B) with six each government officials and non-official members as representatives from the film industry.

Meetings of the committee are not open to the public.

Minutes of such meetings are not accessible for public.

(ix)&(x) **a directory of its officers and employees, the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :**

Category-wise pay-scales of officers and staff, information is furnished herewith in the enclosed Annexure.

Medical facilities and Group Insurance Scheme are applicable to the Officers and Staff of the organization as per the Central Govt. Rules.

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

The Plan Schemes and budget outlay of NFAI are as under :-

		(Rs. In Crores)
Sr.No.	Name of Scheme	11th Plan Outlay (2007-12)
1)	Acquisition and exhibition of archive films.	30.00
Total		30.00 =====

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

Not applicable to NFAI

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

Not applicable to NFAI

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

General public, serious students of cinema and researchers from different parts of the country and from across the globe enjoy better access to the collection and services of the Archive through its website. Information / data on the holding is available in the case of 449 film titles from the Archive collection. Data on the remaining titles are being placed on the website in a phased manner.

- (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 :**

Book Library and Reading Room facilities are available to the citizens interested in films.

Documentation and Research Section facilities are available to the citizens. Citizens can avail the facilities of stills, press clippings on nominal service charge basis.

Film Library Section loans the films for non-commercial use for the film training institutions, film societies and cultural organizations on annual membership basis.

All these facilities can be availed by the citizens from Monday to Friday between 9.30 a.m. to 6.00 p.m.

- (xvi) **the names, designations and other particulars of the Public Information Officers :**

1. Shri. Vijay H. Jadhav
Director
Appellate Authority,
NFAI, Pune
Telephone No. : 25652259 / 25671569

2. Smt. L.A. Suri
Administrative Officer,
CPIO, NFAI, Pune
Telephone No. : 25659379

3. Smt. A.V. Karkhanis
Library & Information Asstt.,
Asstt. PIO, NFAI, Pune
Telephone No. : 25658253

- (xvii) **Such other information as may be prescribed :**

For more information citizens can visit to our website.

The website address is : www.nfaipune.gov.in

NATIONAL FILM ARCHIVE OF INDIASanctioned Staff Strength as on 31st March, 2010

Sr.No.	Name of Post, pay bands and Grade Pay	Group / Class	Sanctioned Strength
1.	Director (37400-67000)8700	A	1
2.	Dy.Director-cum-Curator (15600-39100)6100	A	1
3.	Regional Officer (15600-39100)6600	A	2
4.	Administrative Officer (9300-34800)4600	B	1
5.	Film Preservation Officer (9300-34800)4600	B	1
6.	Library & Information Asstt. (9300-34800)4200-4600	C	3
7.	Stenographer Gr. II (9300-34800)4200	C	1
8.	Accountant (9300-34800)4200	C	1
9.	Jr. Hindi Translator (Rs.9300-34800) 4200	C	1
10.	Film Library Asstt. (9300-34800)4200	C	1
11.	Projectionist (9300-34800)4200	C	1
12.	Upper Division Clerk (9300-34800)4200	C	3
13.	Computer Operator (5200-20200)2800	C	1
14.	Junior Librarian (9300-34800)4200	C	1
15.	LDC-4(9300-34800)4200 LDC-1(5200-20200)1900	C	5
16.	Driver (5200-20200)1900	C	1
17.	Asstt. Projectionist 5200-20200)2400	C	1
18.	Sr. Film Checker (5200-20200)2400	C	1
19.	Film Checker (5200-20200)2400 (incl. 3 reg. offices)	D	11
20.	Daftary (5200-7440)1650	D	1
21.	Chowkidar (4440-7440)1300-1650	D	3
22.	Peon-cum-Packer (4440-7440)1650 (inclu.3 reg, offices)	D	4
23.	Peon (4440-7440)1650	D	1
24.	Mali (4440-7440)1650	D	1
25.	Sweeper-cum-Farash (4440-7440)1400	D	1
	Total		49