

**Right to Information Act, 2005**

**Section 4 (b)**

**Information Officer**

Dr. R. Islam, Principal Scientist will act as CPIO. Dr. R.Thomas, Senior Scientist, Administrative Officer and AF&AO will act as APIOs for Scientific, Administrative and Financial Matters, respectively and Director as Appellate Authority for RTI matters for ICAR-National Research Centre on Pig, Rani, Guwahati with immediate effect until further orders.

**Procedure**

In accordance with the RTI (Regulations of fee and costs) Rule 2005 made by the Govt. of India, it is considered necessary to bring to the notice of all concerned citizens of Republic of India that information in respect of this Institute can be obtained from the PIO of this Institute for which a written application has to be submitted to the PIO, ICAR-NRC on Pig, Rani, Guwahati along with the application fee and costs of copy as given below:

- Application fee under Section 6(1) Rs. 10.00
- The cost of copy of documents per page Rs. 2.00
- However, in case of applications which involve search of documents for a considerable duration and search of voluminous documents or involved substantial amount of manpower cost will require payment of costs as determined by CPIO, ICAR-NRC on Pig and intimated to the applicant under section 7(3) of RTI Act.
- The citizens can also inspect the records on prior appointment made by PIO of the Institute. For such inspection of records no fee shall be charged for the first hour. A fee Rs.5/for each subsequent hour or fraction thereof shall be charged.

The fee may be paid in cash to the Cashier, Administrative Block, NRC on Pig, ICAR, Rani, Guwahati against proper receipt or by demand draft bankers cheque or by Postal Order payable to ICAR UNIT NRC ON PIG payable at Guwahati. The fee in any other form will not be accepted and application accompanied with fee in the form other than cash/demand draft/banker's cheque/postal order drawn not in favour of the ICAR UNIT NRC ON PIG payable at Guwahati are liable to be rejected.

It is, further, informed that CPIO of NRC on Pig will provide information held in the records of the Institute and no clarifications/justifications/remarks shall be offered and therefore, citizens are advised not to seek any clarification/justification/remarks from the PIO under RTI Act.

The applications conforming to the various provisions given under RTI Act and received by PIO, NRC on Pig shall be processed and information and copies of documents within the purview of RTI Act will be provided to the applicant by registered post within 30 days from the date of receipt of application by PIO. In case of receipt of application by APIO, the APIO will immediately forward it to the PIO and the PIO has to dispose the application in 35 days from the date of receipt of the application.

As per section 8 and 9 of RTI Act, the following information shall not be provided to the applicants:

- Information having scientific and economic interest of the Institute.
- Information on collaboration with foreign countries.
- Information which if revealed may involve contempt of any court of law.
- Information which if provided may lead to the breach of privilege of parliament.
- Information on commercial activities of the Institute.
- Information on trade secrets.
- Information on intellectual property.
- Information available through fiduciary relationships.
- Information on personal matters of a third person which may cause unwarranted invasion of privacy of the individual.
- Information on any investigation in progress/pending.
- Information received from foreign countries.
- Information on the disclosures which would be dangerous to life and physical safety any person.
- Cabinet papers.
- The information which would involve any infringement of copyright subsisting in a person.

## **I. Objective/ purpose of the public authority**

### **Mission/Vision Statement of the public authority.**

The Mission Statement of ICAR-National Research Centre on Pig is, as follows: “Performance appraisal and genetic cataloguing of indigenous pigs, development of improved pig variety together with production, health, product processing and pig based integrated farming system technologies to facilitate the pig rearers of the country achieving household food, nutritional and economic security. The Vision Statement of National Research Centre on Pig is, as follows: To bring in excellence in pig production, health and product processing through innovative research in order to provide technology backstopping for enhanced pork production, employment generation and poverty reduction among socially and economically weaker sections through the medium of pig husbandry.

## **Brief history of the public authority and context of its formation**

Indian Council of Agricultural Research/Government of India established ICAR-National Research Centre on Pig at Rani, Guwahati, Assam in the year 2002 to bring in excellence in basic, applied and strategic research on pig production, health and product processing.

## **Duties of the public authority**

Keeping in view the present and future needs, the Institute is embarking upon extensive programmes of research in frontier areas to improve pig production practices of the country. In the scenario that is going to unfold, the Institute will have the following mandate:

### **Mandates:**

- Basic and applied research for enhancing pig production
- Repository of information on pig production
- Capacity building

### **Mission:**

Performance appraisal and genetic cataloguing of indigenous pigs, development of improved pig variety together with production, health, product processing and pig based integrated farming system technologies to facilitate the pig rearers of the country in achieving household food, nutritional and economic security.

## **Main activities/functions of the public authority.**

### **Mandates:**

- Basic and applied research for enhancing pig production
- Repository of information on pig production
- Capacity building

### **Vision:**

To bring in excellence in pig production, health and product processing through innovative research in order to provide technology backstopping for enhanced pork production, employment generation and poverty reduction among socially and economically weaker sections through the medium of pig husbandry.

### **Mission:**

Performance appraisal and genetic cataloguing of indigenous pigs, development of improved pig variety together with production, health, product processing and pig based integrated farming system technologies to facilitate the pig rearers of the country in achieving household food, nutritional and economic security.

**List of services being provided by the public authority with a brief write-up on them.**

**Research activities**

- (i) The National Research Centre on Pig conducts research in various Subjects-fields of Livestock Management, Health, Reproduction, Genetics and Breeding, Nutrition, Physiology, Products Technology etc.
- (ii) Apart from the Core Research Activities undertaken, the individual Scientists are able to get sanctioned various externally-funded Time-bound Research Projects, e.g., projects funded by ICAR, DBT, DST, ITRA, MoFPI, APEDA, APART and World Bank etc.

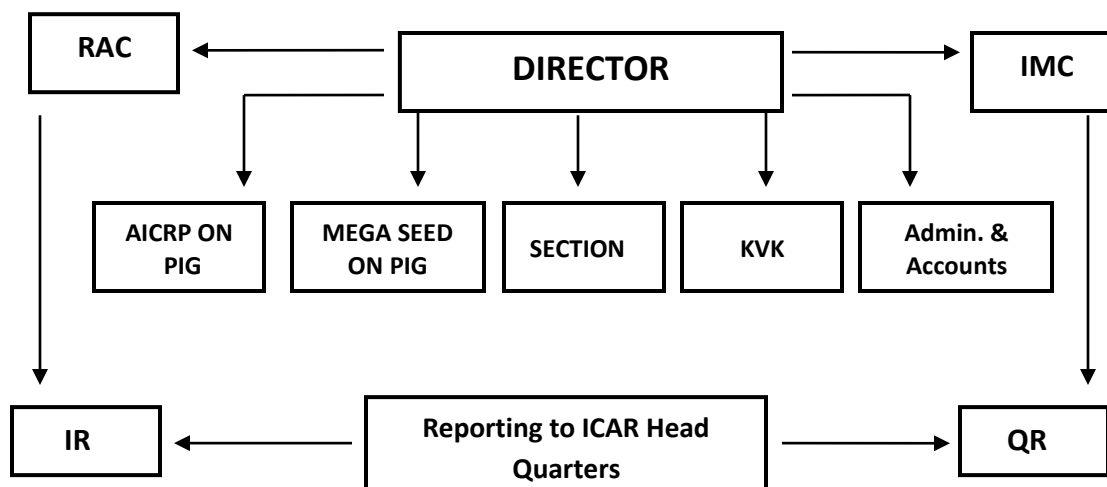
**Extension activities**

- (1) ICAR-National Research Centre on Pig conducts validation of improved pig production technologies at farmer’s field.
- (2) Institute offers Artificial Insemination technology at farmer’s field for better pig production practices.

**Other services available**

- 1. Transfer of technologies
- 2. Training of personnel as per demand
- 3. Project document preparation
- 4. Consultancy services
- 5. Undertaking contract research for problem solving

**Organizational Structure Diagram at various levels namely State, directorate, region, district, block etc.**



**Abbreviations**

ICAR	Indian Council of Agricultural Research	AF&AO	Assistant Finance & Accounts Officer
NRCP	National Research Centre on Pig	GoI	Government of India
AAO	Assistant Administrative Officer	KVK	Krishi Vigyan Kendra

### **Pay Band**

<b>Sl. No.</b>	<b>Existing Designation</b>	<b>Pay (Rs) (Based on the pay level in 7<sup>th</sup> CPC)</b>
1.	Director	
2.	Principal Scientist	
3.	Senior Scientist	
4.	Scientist	
5.	Administrative Officer	
6.	Finance and Accounts Officer	
7.	Assistant Administrative Officer	
8.	Assistant Finance and Accounts Officer	
9.	Upper Division Clerk	
10.	Lower Division Clerk	
11.	Stenographer	
12.	T-3	
	T-1	
	Skilled Supporting staff	

**Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

The ICAR-National Research Centre on Pig makes all out efforts to reach the public. It expects from the public to approach the concerned officer directly for redressal of the grievance. Normally it takes 2 to 3 weeks' time for the redressal of the grievance. If not satisfied, a clear statement of grievance giving the background, details of interaction with the officers previously approached for redressal may be given to Director, ICAR-National Research Centre on Pig, Rani, Guwahati – 781131, Assam (Phone Number –0361-2847195).

**Arrangements and methods made for seeking public participation/contribution.**

The ICAR-National Research Centre on Pig interacts with the Farmers, Scientists, Students and Institutions. This limited public is approached through advertisements, exhibitions, telephonic communications, printed material and personal interactions in certain cases.

**Mechanism available for monitoring the service delivery and public grievance resolution.**

For grievance redressal, one can approach the officer directly. If not satisfied, the person may provide a clear statement of grievance to the Director, National Research Centre on Pig, ICAR, Rani, Guwahati – 781131, Assam (Phone Number –0361-2847195).

**Morning hours of the office: 9.30 A.M.**

**Closing hours of the office: 04.45 P.M.**

## Chapter 2. Powers and Duties of Officers and Employees

Please provide details of the powers and duties of officer and employees of the organization.

Designation	<b>1. Director, National Research Centre on Pig, ICAR, Rani</b>	
1. Director, ICAR-NRC on Pig		
Powers	Administrative	1. All Powers of Head of Department as per Government Rules. 2. All Powers of Directors of ICAR Research Institutes as per ICAR Delegation of Powers. 3. All Powers of Directors of National Institutes of ICAR as per specific ICAR orders.
	Financial	-do-
	Others	-do-
Duties	Preparing and executing research and management programmes of the Institute.	
<b>Designation</b>	<b>Principal Scientist, Senior Scientist and Scientist</b>	
Power	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Research and extension activities	
<b>Designation</b>	<b>Administrative Officer/ AAO</b>	
Power	Administrative	As delegated by the Director
	Financial	Nil
	Others	Nil
Duties	Maintenance and preparation of the reports and administrative matter and maintenance of service records and bills etc.	
<b>Designation</b>	<b>Finance &amp; Accounts Officer</b>	
Power	Administrative	Nil
	Financial	As per ICAR Audit manual and power delegated by the Director of the institute.
	Others	Nil

Duties	<ol style="list-style-type: none"><li>1. To exercise judicious scrutiny of all financial sanctions.</li><li>2. To pre-audit of all payments from the funds of the councils as per budgetary provision.</li><li>3. To maintain the main cash book in respect of all receipts / withdrawals into the bank account.</li><li>4. To prepare revised estimates and budget estimates of the institute.</li><li>5. To prepare annual accounts of the institute and get passed through Director (Fin), ICAR.</li><li>6. To furnish the following to the JS (Finance) Director (Finance), ICAR</li></ol>
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	a. Monthly progressive expenditure b. Monthly BRS c. Annual statement of provident fund etc.	
<b>Designation</b>	<b>Asst. Farm Manager (T-3)</b>	
Power	Administrative	Nil
Duties	Financial	Nil
	Others	Nil
	To look after day-to- day pig farm work/pork processing plant in the Instt.	As instructed by scientist I/C of farm and by other scientific staffs.
<b>Designation</b>	<b>Lab/Field Assistant (T-1)</b>	
Power	Administrative	Nil
Duties	Financial	Nil
	Others	Nil
	To look after the Field/Farm work of the Instt./ To assess the lab work i.e. cleaning, washing, preparation of slides and help to the scientist.	As instructed by the scientists
Duties	Taking dictation and its transcription. Keeping a list of engagements, meetings, etc. Keeping a note of the movement of files and other papers passed by the officer.	
<b>Designation</b>	<b>Driver</b>	
Power	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Operating Office vehicles.	
<b>Designation</b>	<b>Skilled Supporting Staff</b>	
Power	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	As instructed by the higher authorities	



### **Powers delegated to the Director**

<b>S. No.</b>	<b>Powers</b>	<b>Extent of powers</b>	
	<b>Administrative</b>		
1.	Appointing authority for all technical categories.	Group B, C and D	
2.	Power to dispense with medical certificate of fitness before appointment to	Full powers in the case of employees for whom Director is the appointing authority.	

	Council's Service in individual cases (FR 10)		
3.	Power to suspend a lien (FR 14)	Full powers, provided the Director is authorized to make appointment to the post on which the lien is held.	
4.	Power to transfer a lien (FR 14-B)	Full powers, provided that he is authorized to make appointments to both the posts concerned	
5.	Power to transfer an employee from one post to another (FR 15)	Full	
6.	Power to fix the pay and allowances of a Council's servant treated as on duty (FR 20)	Full powers for all employees posted at the Institute unless otherwise directed irrespective of the fact whether Director is empowered to make substantive appointment to the post or not subject to following GO/ICAR instructions issued from time to time.	
7.	Power to sanction annual increments (FR 24)	Full powers to allow normal increments unless there is an order to withhold the same for which sanction of the competent authority is necessary.	
8	Power to allow an employee to draw increment next above the Efficiency Bar (FR 25)	The increment next above the EB will also be released after the sanction of the competent authority.	
9	Power to allow an employee to count extraordinary leave for increment (FR 26)	Full in cases where Director is the competent authority to sanction extraordinary leave (order dt. 30.01.87)	
10	Power to grant premature increment on a time scale of pay (FR 27)	Grant of higher initial pay on initial appointment not exceeding 5 increments in the case of direct recruits only,	

		provided appointment is to	
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		the post created under own powers.	
11	Power to reduce the pay of an officiating employee (FR 35)	Full powers if he is empowered to make an officiating appointment in the post concerned	
12	Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium (FR 46 (b))	Full power up to a maximum of Rs. 2,500 in each case. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year (order dt. 30.01.87)	
13	Power to appoint a Council's employee to hold temporarily or to officiate in more than one post and to fix the pay of subsidiary posts and the amounts of compensatory allowance to be drawn (FR 49)	Full powers provided he is empowered to appoint a Council's servant permanently to each of the posts concerned.	
14	Power to require a medical certificate or fitness before return from leave (FR 71)	Full, if he is empowered to grant leave	
15	Power to sanction casual leave	Full, including for himself	
16	Power to sanction Earned leave (SR 206 & 208)	Full powers to grant leave including special disability leave, excepting for himself provided no officiating arrangements are involved in respect of posts which the Director is not competent to fill up. (This includes sanctioning of study leave and extra ordinary leave for pursuing higher studies. The exercise of this power will be subject to observance of all relevant rules of Govt. of India/Council in this regard) (Order dt. 04.02.93)	

17	Power to extend leave (FR 73)	Full powers, provided the original leave was sanctioned by the Director and the employee on his return will be under his administrative control.	
18	Power to sanction the undertaking of work for which a fee is offered and the acceptance of fee (SR 11)	Up to a maximum of Rs. 2,500 in each case except in their own cases for which Council's approval is necessary. In the case of recurring fees, the limit would apply to the total amount of recurring payment made to an individual in a year	Subject to the conditions laid down (SR 11 & 12)
19	Power to decide the shortest of two or more routes (SR 30 (b))	Full powers for journeys within their jurisdiction	
20	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest (SR 3 1)	Full powers for journeys within their jurisdiction, provided that the selection of such route is in the interest of the Council.	TA by longer route is not admissible in cases where the journey can not be performed by the shortest route due to non-availability of reserved accommodation of the entitled class by that route
21	Power to decide in cases of doubt or hardship, the class of steamer accommodation to which a Council's employee is entitled (SR 42)	Full	
22	Power to sanction travel by air (SR 48 (b) (II))	The Director have power in respect of tour journeys on the routes for which general permission is granted by orders issued by Govt. from time to time. This power may be exercised in respect of the officers of the grade for whom the general permission is given Order dt. 04.02.93	

		No. 6-2/90 Cdn (A & A)	
23	Power to sanction of refund of cancellation charges on air ticket (including himself)	Full, subject to the conditions mentioned in Govt. of India/Min. of Finance OM No. 19028/5/76 EIV-(B) dt. 21.01.77, ICAR order dt. 30.01.87	
24	Power to prescribe Headquarters of the Council's employees (SR59)	Full Powers	
25	Power to define the limits of Council's employee's sphere of duty (SR 60)	Full Powers	
26	Power to decide whether a particular absence is absence on duty (SR 62)	Full powers	
27	Power to restrict the frequency and duration of journeys (SR 63)	Full powers	
28	Power to grant exemptions from the rule limiting a halt on tour to 10 days (SR 73)	Full to the extent and subject to the conditions prescribed by Govt. of India/ICAR from time to time	
29	Power to allow the actual cost of maintaining a camp during a sudden journey away from it (SR 79)	Full powers	
30	Power to extend the time limits of six months and one month within which the members of the family of Council's employee may be treated as accompanying him in individual cases attendant with special circumstances (SR 116(b) (III))	Full powers	
31	Power to prescribe the scale of tents to be carried at Council's expenses on transfer (SR 116 (c))	Full powers	

32	Power to disallow TA for journey to attend an obligatory examination if the Director considers that the candidate has culpably neglected the duty of preparing for it (Proviso to SR 130)	Full powers	
33	Power to permit recovery of TA for a journey to attend an examination other than those mentined in SR 130 & 131 (SR 132)	Full power in the case of departmental examination	
34	Power to sanction TA as for a journey on tour to a Govt. servant who is required while on leave in India to perform any Council's/ public duty at a place other than one where he is spending his leave (SR 135)	Full powers, provided TA may not be granted for a journey while proceeding on leave or while returning from leave	
35	Power to allow the actual cost of a journey to appear before a medical board, preliminary to voluntary retirement or invalid pension (SR 160(b))	Full powers	
36	Power to sponsor candidate for short term training course and count the period spent on training as duty	Full, subject to conditions laid down in Govt. of India, Ministry of Finance Memo. No. F. (71) Estt. III/60 dated 02.12.60 as modified from time to time	
37	Power to decide the rates of TA admissible to a Council's employee deputed to undergo a course of training (SR 164)	Full to the extent and subject to the conditions prescribed by Govt. of India/ICAR from time to time	In the case of Directors themselves, the power will be exercised by DG, ICAR
38	Power to fix amount of hire charges when a Council's employee is provided with means of locomotion at the	Full powers	

	expense of Central/State/Public Sector Undertaking etc. but pay all cost of its use or propulsion (SR 183)		
39.	Power to declare who should be controlling officers (SR 191)	Full powers, provided that the Director may not declare a Council's employee to be his own controlling officer.	
40.	Power to make rules for the guidance of controlling officers (SR 195) (e)	Full powers	
41.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of and employee of non-gazetted status to return to duty (SR 213)	Full powers	
42.	Power to grant leave to a Council's employee in respect of whom Medical Committee has reported that there is no reasonable prospect that he will ever be fit to return to duty (SR 233)	Full powers where the Directors are empowered to grant leave	
43.	Power to grant maternity leave (SR 267)	Full powers subject to provisions of SR 267	
44.	Power to grant hospital leave (SR 269)	Full powers	
45.	Power to permit the calculation of joining time by a route other than that which travelers ordinarily use (SR 296)	Full powers	
46.	Power to extend joining time on certain conditions within a maximum of 30 days (SR 302)	Full powers	
47.	To sanction tour programme and countersignature of TA bills	Full powers for all including self. Only the tour programme of the Directors should be	



		sent to DG, DDG and Secretary, ICAR by name. Normally tour should be arranged within their jurisdiction	
48.	Power to sanction reimbursement of cancellation charges on unused railway tickets	Full powers	
49.	Authorising a Council employee to proceed on duty to any part of India.	Full powers	
50.	Powers to abolish a post	Full in respect of posts for which Director has power for creation	
51.	Power to make appointments	Full in respect of Group C and D posts. In respect of Group B posts subject to the approval of the appointment by the selection committee to be appointed for the purpose  Schedule III of Delegation of Powers in ICAR vide letter no. F.11(4)/75-CDN(A&A) dated 1-4-1977 and modified vide order no. 6-2/90/CDN (A&A) dated 4-2-1993, 28-5-1993 and 29-03-1994 at serial no. 60 Director of the Institute has delegated the full power of appointment.	The power is subject to the Recruitment Rules and the Bye-laws of the ICAR and also subject to the availability of such posts
52.	Disciplinary powers	According to Classification Control and Appeal Rules 1965 as applicable to ICAR	
53.	To organize training programmes and fix fee and sanction honoraria.	Not for private sector. The honorarium may be regulated as per Johl Committee guidelines issued by the Council.	
54.	Air Travel permission for non-entitled/non-officials.	Subject to fulfillment of conditions of O.O. 6- 3/98-	

		Cdn. (A & A) pt. dated 14.02.02 and availability of budget.	
55.	Technical Assessment Committee's Proceedings approval	Up to T-6	
56.	Transfer of staff and Scientist.	Full	
57.	Leave for going abroad.	Leave for going abroad.	
58.	Forwardal of applications.	Full, except for Director himself.	
59.	Technical Assessment Committees DPCs nomination of Chairman and members	Full	
60.	Filling the vacant posts.	Subject to observance of rules and regulations laid down by MOF and DOPT.	
61.	Honorarium/LTC to Directors.	Subject to observance of rules and regulations.	
62.	Security arrangements.	Subject to observance of rules and regulations and availability of budget grant.	
63.	Participation in exhibitions/extension activities.	Full subject to observance of rules and regulations and availability of budget provision	
64.	Training to newly recruited administrative staff.	Full	
65.	Powers to declare the completion of probation of the staff	Full powers in respect of posts for which the Director is the appointing authority under intimation to Council.	
<b>Financial powers</b>			
66.	Re-appropriation of funds	Full powers within the heads	Subject to Bye-

		<p>specified in the Budget Book subject to:</p> <p>I. General restrictions and Rule 8 of Delegation of Financial Power Rules 1978</p> <p>II. No re-appropriation shall be made to augment the provision under such heads of accounts where a maximum limit of power has been prescribed.</p> <p>III. Re-appropriation of funds from one head of account to another head of account as mentioned in the Budget Book would require the approval of Institute Management Committee.</p> <p>IV. Power for re appropriation of funds from Plan to Non-Plan and vice versa would require the approval of DG/Secretary, DARE</p> <p>Note 1: Re-appropriation of funds to augment the provisions of TA is not permitted.</p> <p>Note 2 : Re-appropriation of funds from the head salary to any other head of account is not permitted w.e.f. 01.04.1995 [OMF. 1 (II) EII (A)/94 dt. 24.02.1995 of MOF (DOE)]</p> <p>Note 3 : Funds shall not be re-appropriated to meet expenditure which has not been sanctioned by an authority competent to sanction it. Funds shall not be re-appropriated to meet expenditure on a new service, not contemplated in the</p>	Laws of the ICAR
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		budget of the Institute. The power will further be subject	
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		to observance of the other instructions issued by the Govt.of India/Council from time to time on the subject (O.O. dated 30.01.87 and No. 6-5/86-Cdn (A & A) dt. 04.02.92	
67.	Power to incur contingent expenditure in general		Powers under item 65 and sub items (I) to (XXV) there under are to be exercised subject to the provisions of sub rule (5) of Rule 10 of the DFP Rules 1978 as modified from time to time and subject also to the (I) availability of funds by valid appropriation or re appropriation within sanctioned budget, (II) observance of procedure and other directions contained in Central Govt. Compilation GFR (1963) and other existing rules and orders or those issued from time to time (Order dt. 04.02.93)
68.	Bicycle	Full	The supplies shall be obtained through DGS & D or against the rate contract where practicable and/or economical, provided budget provision exists for the purchase

69.	Conveyance hire	To the extent mentioned in column (4) against item 3 of Schedule V of DFP Rules 1978 (item 3 of Annexure to Schedule V of DFP Rules 1978)	
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70.	Electricity, gas and water charges	Full	
71.	Fixtures and furniture purchase and repairs	Full	Subject to provision of funds and observance of the required rules and procedures
72.	Freight charges	Full	
73.	Demurrage/wharfage charges	Full powers (each case exceeding Rs. 1,000 should be reported to the Council)	Expenditure on airlifting of stores should be resorted to only in rare cases of extreme urgency. In order to see that this condition is not violated reasons for air-lifting of stores should specifically be recorded and a periodical return sent to the Council every six month in September and March (ICAR O.M. No. 4 (2)/69 Reorgn (F & A)/Cdn (A & A) dated 29.05.70
74.	Hire of office furniture, electric fans, heaters, table fans, coolers, clocks and call-bells	Full	
75.	Legal charges for law suits to which Council is a party (a) Fees to barristers, pleaders, arbitrators and umpires (b) Other legal charges for law suit or prosecution cases as well as for arbitration cases	(a) Full powers subject to previous consent of the Council where fee is to be paid in excess of the Schedule of fee laid down in column 4 against item 11 of Annexure to Schedule V of DFP Rules 1978 as revised from time to time. (b) Full powers subject to previous consent of the Council	Legal advice may be obtained in advance
76.	Maintenance, upkeep and repairs of motor vehicles	Full	

77.	Municipal or/Cantonment rates and taxes	Full	The expenditure shall be incurred keeping in
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			view the principles laid down in the Rules for the payment of municipal rates and taxes given in Appendix to DFP Rules 1978
78.	<p>Petty works and repairs (a) Execution of petty works and special repairs to building owned by Council/Institute including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations</p> <p>(b) Maintenance and ordinary repairs of office buildings and staff quarters, etc.</p> <p>(c) Repairs and alterations to hired and requisitioned buildings</p>	<p>Rs. 3 lakhs in each case</p> <p>Full</p> <p>Rs. 5,000 per annum nonrecurring and Rs. 1,000 per annum recurring</p>	<p>The Director will have power to execute original works and special repairs from and agency of their choice even in places where CPWD has its own formations but subject to the conditions and guidelines prescribed by the GOI/Council from time to time. Subject to the condition that the cost of such repairs should be limited to the percentage fixed by CPWD from time to time Such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released the Council/Institute should have the right to remove any installation or material added to the building.</p>
79.	Posts and Telegraphs charges including commission on Money Orders etc.	Full	

80.	Printing and binding	Full powers subject to the availability of funds in the sanctioned budget for printing of annual reports and other	
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		publications	
81.	Purchase of books, periodicals and official publications	Full	Subject to any limitations prescribed by the Council
82.	XIV. Rent for ordinary office accommodation	As per the provisions available in the GFR, GoI. Delegation of powers Rules 1978 and orders issued by Min. of Finance/ ICAR from time to time.	-
83.	Repairs to plant and machinery equipments, tractors, pumping set, sea/river crafts etc.	Full	
84.	Staff paid from contingencies	Full	Remuneration of such staff should be regulated in accordance with general or special orders issued on this behalf
85.	(a) Local purchase of stationery stores  (b) Local purchase of rubber stamps and office seals	Full powers for local purchase on account of delay or/and non-supply of stationery stores by Chief Controller of Printing and Stationery, Govt. of India, subject to availability of funds and also, observance of the prescribed procedure.  Full	Subject to availability of funds for this purpose
86.	(a) Purchase of working stores, chemicals, tools, plants and equipments, insecticides, fertilizers etc.  (b) Stores required for works	Full  The administrative approval of a Competent Authority for execution of works carries with it the sanction of incurring expenditure on purchase of	Subject to availability of budget provision and approval of equipments in the EFC etc.

		stores required for the	
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		work	
87.	Supply of uniforms, badges and other articles of clothing etc. and washing allowance	Full	The issue of uniforms and payment of washing allowance should be regulated in accordance with the Rules and Orders issued by Ministry of Home Affairs/Fin. /ICAR from time to time
88.	Telephone charges	Full powers, subject to observance of restrictions in col. IV of Annexure to Schedule V of DFP Rules, 1978 as amended from time to time and those contained in M.O.F. O. M. No. 16(6)-E (Coord)/67 dt. 09.08.67 and 06.11.68 and such other orders as are issued from time to time. The powers do not include installation of new telephones (vide O.O. dt. 30.01.87)	
89.	Typewriters calculating machines	Full	Subject to general or special orders issued by the Council from time to time
90.	Indents, contracts and purchase (Rule 13 of DFP Rules, 1978)	(I) Full powers to place indents on the Chief Controller of Printing and stationery, DGS & D and other Central/State Govt./Autonomous organizations as pre deposit parties for procurement of working stores, equipment tools, plants, insecticides, fertilizers, chemicals etc. In case of deemed Universities (II) Full powers to sanction expenditure in case of miscellaneous contracts such	

		as handling contracts, leases	
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		etc. subject to the conditions that the amount of expenditure/income involved does not exceed Rs. 100,000 in each case. (vide O.O. dt. 04.02.93) In case of other Institutes (III) Full powers to sanction expenditure in case of miscellaneous contracts such as handling contracts, leases etc. subject to the conditions that the amount of expenditure/income involved does not exceed Rs. 50,000 in each case subject to procedures and guideline issued by Govt. of India/ICAR from time to time	
91.	Advertisement charges	Up to the limit of budget provision	
92.	(a) Writing off losses	Up to Rs. 10,000 for losses of stores not due to theft, fraud or negligence. Rs. 2,500 in other cases (For losses exceeding Rs. 10,000 items 17 in Schl. VI may be seen)	Powers may be exercised subject to the conditions laid down in GFR and procedure laid down by/Govt. of India and other orders issued by Govt. of India/ICAR on the subject from time to time. Enhanced from Rs. 5,000 (vide O.O. dt. 04.08.83)
	(b) Deficiency and depreciation in the value of stores	Up to a value of Rs. 2,500 in each case	
	(c) Declaration and disposal of obsolete, surplus and unserviceable stores	By public auction up to Rs. 25,000 in each case subject to the provisions of GFR, DFP Rules, 1978 and orders issued by Min. of Finance/ICAR from time to time in general or for particular class of	

		stores	
93.	Power to declare any Group	Full	It is not permissible to



	‘A’ or Group ‘B’ officer to be Head of an Office for the purpose of relevant Rules or Drawing and Disbursing Officer vide Rule 10-A of DFP Rule, 1978		declare more than one officer as Head of Office in respect of same establishment unless the two establishments are distinctly separate from one another
94.	Expenditure on entertainment and light refreshment	Up to Rs. 5,000 per annum in respect of all the Institutes subject to 3.50 per head	Subject to restrictions laid down by the Min./Council from time to time
95.	Alteration of date of birth in respect of staff equivalent to non-gazetted staff (Rule 79 ibid)	Full, in case of a bonafide clerical error	
96.	Power to relax the age limit for initial appointment to posts for which Director is the appointing authority (Section I-Appendix 3 or FR and SR Vol. II)	Full, subject to order issued by Ministry of Home Affairs	See items 1 in Schedule VI also.
97.	Investigation of arrear claims (Rules 82 to 88 of GFR)	Up to six years of its becoming due	Powers may be exercised subject to provisions of the GFR and orders issued by the Govt. of India/Council from time to time
98.	Grant of permanent advances/cash Imprest (Rules 90 of GFR)	Full, subject to the procedure for regulating cash imprest circulated vide Council’s letter No. 1 (11)/68-A/cs. II dated 05.04.68 as amended/supplemented from time to time	
99.	To execute contracts, Deeds, and other instruments for and on behalf of the ICAR	Powers as delegated vide Council’s Office Order No. 4(7)/68-Reorgn (F&A) dated 23.11.68	
100.	Form of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof	Power as delegated vide Council’s Office Order No. 4(7)/68-Reorgn (F&A) dated 23.11.68	

101.	Grants-in-aid to staff clubs etc. (GI decision No. I below	Full	The rate of grants-in- aid will be in
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	GFR 153)		accordance with the orders/instructions of the Govt. of India issued from time to time (vide O.O. dt. 04.02.93)
102.	Power to accord administrative approval of works	Up to Rs. 1,000,000 subject to the conditions that : (I) Provision exists in the budget for the items of work, and (II) Plans and estimates are approved by competent authority, e.g. Director (Works) (III) Prior approval of Management Committees wherever necessary is obtained (vide O. O. dt. 15.04.88)	
103.	Grant of advances for purchase of conveyance (Rules 191,210,211 and 214 of GFRs)	Full powers to grant advances excepting himself and subject to the conditions laid down in the GFRs and availability of funds	
104.	Extension of number of installments up to 25 for repayment of cycle advances (Proviso (II) to GFR 212)	Full	
105.	Grant of advances for purchases of warm clothing and table fan (GFR 216, 221 (A))	Full	Subject to the provisions of GFRs
106.	Grant of advance of pay and TA on transfer (GFR 222)	Full	Subject to the provisions of Rules 223 to 226 of the GFRs
107.	Grant of advances in connection with tours (GFRs 231 to 232)	Full	Subject to the provisions of GFRs 231 to 234
108.	Grant of advance in connection with leave travel concession	Full	Subject to the provisions of GFR 235
109.	Grant of advances in	Full	Subject to GFR 236 to

	connection with festivals		245
110.	Grant of advances in	Full	Subject to the

	connection with natural calamities		provisions of Rules 247 to 252 GFRs
111.	Advances in connection with law suits to which Council is a party	Full	Subject to the provisions of GFR 256-257 and Legal Advice being obtained in advance
112.	Advances to employees for various deptt. Purposes	To the extent the Director is competent to sanction expenditure for the purpose	Subject to GFR 258
113.	Grant of temporary advances including special advances from Provident Fund	Full powers except for self. In case of Director, the Secretary, ICAR is the competent authority to sanction GP fund advance/final withdrawal for special reasons	As admissible under GPFR Rules/CPF Rules
114.	Advance payment to : (I) Firms with whom annual contracts for servicing of air conditioners, water coolers, typewriters etc. are entered into. (II) Firms including Central/State Govts., Govt. run organization for supply of stores	(A) In respect of Govt. Departments, Govt. run organization. Full powers (B) In case of others. Up to a maximum limit of Rs. 25,000 subject to the fulfillment of conditions laid down in M.O. Fin. Memo. No. F. 11(11)-E. II (A)/68 dated 20.12.68 as amended from time to time	Vide order dt. 30.01.87
115.	Grant of advance in lieu of leave salary (GFR 259- 261)	Full	Subject to provisions of GFR 259-261
116.	Grant of House Building Advances	Full, Subject to availability of fund and fulfillment of all the conditions prescribed under the HBA Rules (vide O.O. dt. 30.01.1987)	Vetting of document to be done at the Institute and in case of doubt loan document ought to be verified by the legal cell of ICAR H.Q.
117.	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees	Full powers including gazetted status employees also after following Govt. of India instructions issued from time to time	vide O.O. dt. 04.02.93

118.	Reimbursement of medical expenses as admissible under Central Services (Medical Attendance) Rules, 1944	Full, Directors will exercise the powers of Controlling Officer/Head of Deptt. In respect of officers/staff under	Director can countersign his own medical bills provided the claim is covered by
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	including counter signature of medical bills	his administrative control for the purpose of Central Services (Medical Attendance) Rules, 1944 as applicable to the Council's employees	Rules and Orders on the subject. As regards reimbursement of medical expenses in relaxation of Medical Attendance Rules, he may not exercise the power in his own case
119.	Grant of concession to persons proceeding to Pasteur Institute for Anti-rabies treatment	Full, as admissible under Rules	
120.	Control of staff cars and vehicles etc. of the Institute	Full	Subject to Staff Car Rules, and Rules and Orders issued for control, maintenance and operation of motor vehicles etc. (For the purpose of Staff Car Rules, Director will exercise the powers of a Head of Deptt.)
121.	Grant of leave travel concession	Director will exercise full powers of Head of Deptt./Controlling Officer for the purpose of application of Leave Travel Concession Rules to officers/staff under his administrative control except Director himself.	
122.	Final withdrawal including part final withdrawals from Provident Fund	Full, except for Director himself subject to GPF/CPF Rules and Orders issued from time to time	
123.	Sanction of pension to Council's employees provisionally	Full, in respect of officers/staff retiring from a post irrespective of whether the Director is competent to fill the post vacated by the retiring officer/staff, except for himself provided Govt. of India instructions issued from time to time are followed	Vide O.O. dt. 04.02.93

124.	Participation in exhibitions and demonstrations of research activity	In case of deemed Universities up to Rs. 5,000 in each case.	Subject to budgetary provision and availability of funds
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		In case of other Institutes Up to Rs. 1,500 in each case	
125.	Sale of produce	Full by tender and/or auction as may be considered convenient and to the best advantage of the Council subject to: (I) Disposal by single tender or negotiation up to ceiling limit of Rs. 5,000 in each case (II) Report to DG at the end of season of quantities produced/disposed of and prices obtained. Subject also to the conditions that sale will be regulated as per General or Special Orders issued by the Council	Subject to observance of the procedure outlined in ICAR letter No. 8(9)/69-Reorgn (F & A) cdn (A & A) dated 15.10.1975 (Annexed)
126.	Fixation and revision of rates for service rendered by Institute to Outside Institutes and parties of bullock carts, threshers etc.	Full	
127.	Power to fix rates of seeds, plants and other products of the Institute and general or special Orders, if any, issued by the Govt. of India/ICAR	Full, the fixation of rates may be done on the recommendations of a Committee to be constituted by the Director for the purpose. The Committee may take into account among other factors, previous years rates, market rates etc.	
128.	Power to fix the rent for auditorium and community centres etc.	Full	
129.	Power to declare specific Scientific and Technical posts as outside the purview of the Reservation Orders	Subject to Council's Officer Order No. 2- 40/66-Reorgn (Admn) dated 11.02.70 and orders/instructions issued by Govt. of India/ICAR on the subject from time to time	

130.	De-reservation of temporary posts on the ground of non-availability of candidates of reserved community	-do-	
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131.	Permission to officers to attend conferences connected with agriculture matter	Full	
132.	Power to send samples of products or of culture or of organism free of charge to other Institutes	Full	
133.	Grant of overtime allowance	Full, subject to conditions laid by the Govt. of India/ICAR from time to time and subject to budgetary limits	
134.	Power to sanction expenditure on insurance (I) Power to get insured during rail transit such of the equipments as are very costly and are of fragile and delicate nature and where the Railways do not accept any risk or responsibility for losses due to breakage to transit (II) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Raod Tax, wherever leviable	Full	Subject to the Provisions contained in Council's letter No. 15(2)/69-Reorgn (F & A) dated 27.10.1969 modified from time to time.
135.	Grnat of "No Objection Certificate" for obtaining a rivate passport for visiting foreign countries on private purpose	Full, excepting himself after obtaining vigilance clearance subject to the observations of the conditions laid down in letter No. 7-10/82-ICI dt. 16.07.82	
136.	Purchase of vehicle in replacement of the condemned vehicle	As per O.O. No. 6(3)/92 Cdn (A & A) dt. 28.07.92 (attached as an annexure)	

137.	Norms of expenditure to be followed on holding of Workshops, Symposia, Conference etc.	POL Rs. 40 per delegate stationery Rs. 40 per head including honorarium to the typist	This will be the maximum limit and also subject to availability of sanctioned budget provision and the economy instructions of the Govt. of India/Council issued
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			from time to time. The other terms and conditions mentioned in O.O. No. 20-9/81 Cdn. (A & A) dt. 27.05.82 will continue to be followed except that expenditure on refreshment would be at the rate of Rs. 3.50 per head per session. (vide O.O. No. 6-2/90 Cdn (A & A) dt. 29.03.94)
138.	Capital Expenses	Full power for works subject to the condition that the work has been approved by the EFC, budget provision for the item is available and observance of other rules and instructions issued on the subject including technical vetting by competent authority.	
139.	Emergency nature of purchase (contingent in nature)	Full. If items are already approved or are of contingent nature. In special emergency instances purchases can be made and ex-post facto sanction may be obtained.	
140.	Gift to high dignitaries	Up to Rs. 5000/- in each case subject to Govt. of India/ICAR instructions/norms.	
141.	To sanction grant and permit acceptance of honorarium at the rates prescribed under Johl Committee.	Full. As per Johl Committee guidelines.	
142.	To sanction miscellaneous expenditure of unusual character.	Up to Rs. 5000/- in each case provided budget provision for the purpose exists and instructions on the subject are followed.	

143.	Entertainment including Lunch/refreshment.	Up to Rs. 2.00 lakhs per annum provided MOF instructions are followed and	
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		budget is available.	
144.	To repair fishing vessels.	Full subject to the condition that all rules and instructions on this account are followed and budget provision for this purpose exists.	
145.	Premature condemnation and disposal of damaged vehicles.	Full subject to observance of existing rules and procedures.	
	<b>Others</b>		
146.	Direct cash purchases of spare parts without inviting quotations in emergency cases, breakdown of equipments machinery, vehicles (other than staff car), Research items, where in the absence of immediate replacement of spare parts, the result of research experiment will be lost or production will be lost or the vehicles will be stranded. Declaration and disposal of obsolete surplus and unserviceable stores	As per the provision of General Financial Rules, Govt. of India and Delegation of Powers Rules 1978 and orders issued by Min. of Fin./ICAR from time to time in general or for particular class of stores.	
147.	The following clarifications/ instructions on the stores purchase procedure are also issued (I) Purchase by inviting tender from a single firm	Single tender system would arise only in cases of articles which are specifically of a proprietary nature, i.e. produced by only one firm. In each such case prior written approval of Director should be obtained besides ensuring that exact definition of proprietary nature of item is adopted as per the practice prevalent in the DGS & D.	





		University, etc.	
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	(V) Maintenance of a list of registered suppliers	Each Institute shall maintain a list of registered supplies which should be updated periodically. Only those suppliers should be enrolled who have a Registered Sales Tax Number	
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**DELEGATION OF POWERS TO ADMN. OFFICER / ASST. FINANCE AND ACCOUNTS OFFICER**

<b>Sl. No.</b>	<b>Nature of power</b>	<b>Staff covered</b>	<b>Extent of power</b>	<b>Delegated to whom</b>	<b>Remarks</b>
<b>1</b>	Power to decide whether a particular absence is absence on duty [SR 62]	Group ' D '	Full	Adm. Officer	
<b>2</b>	Investigation of arrear claims [Rules 82 to 88 of GFR].	For all staff	Full	AF &AO	Subject to provisions of GFRs and order issued by GI/ICAR from time to time.

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

<b>Name/title of the document</b>	FR
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
<b>Brief Write-up on the Document</b>	<b>Government Instructions issued from time to time regarding Fundamental Rules.</b>
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Open Market Telephone No. Fax: E-Mail Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	N.A.

<b>Name/title of the document</b>	SR
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Regulations
<b>Brief Write-up on the Document</b>	<b>Regulations issued by the Government of India from time to time.</b>
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Open Market Telephone No. Fax: E-Mail Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.

<b>Name/title of the document</b>	GFR
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
<b>Brief Write-up on the Document</b>	ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time.  Rules regarding General Financial Rules issued by the Government of India from time to time.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Open Market Telephone No. Fax: E-Mail Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.
<b>Name/title of the document</b>	Recruitment Rules
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
<b>Brief Write-up on the Document</b>	ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time.  Rules of Recruitment for different categories in the Institute.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of</b>	As per Government Rules.

<b>rules, regulations, instructions, manual and records (if any)</b>	
<b>Name/title of the document</b>	OM
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Manual
<b>Brief Write-up on the Document</b>	ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time. Instructions regarding different types of administrative matters.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.
<b>Name/title of the document</b>	Records
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Files
<b>Brief Write-up on the Document</b>	Files regarding different types of records.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.
<b>Name/title of the document</b>	Registers
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual,	File movement registers.

Records, Others)]	
<b>Brief Write-up on the Document</b>	Records for file movement from concerned sections to other sections.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Asst. Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.
<b>Name/title of the document</b>	Dispatch Registers
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
<b>Brief Write-up on the Document</b>	Records regarding outgoing letters.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.
<b>Name/title of the document</b>	Reservation Rosters
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
<b>Brief Write-up on the Document</b>	Records regarding reservations for SC/ST/OBC categories.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of</b>	As per Government Rules.

<b>rules, regulations, instructions, manual and records (if any)</b>	
<b>Name/title of the document</b>	PBR
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
<b>Brief Write-up on the Document</b>	Records regarding Pay Bill registers of staff.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.
<b>Name/title of the document</b>	Stock Register Records
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	
<b>Brief Write-up on the Document</b>	Records for the stores.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.
<b>Name/title of the document</b>	Cash Book
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records



<b>Brief Write-up on the Document</b>	Records for the payments and receipts of the Institute
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.
<b>Name/title of the document</b>	Attendance Register
<b>Type of the document</b> [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
<b>Brief Write-up on the Document</b>	Records of the attendance of the employees.
<b>From where one can get a copy of rules, regulations, instructions, manual and records?</b>	Address: Administrative Officer Telephone No. 0361-2847195 Fax: 0361-2847195 E-Mail: nrconpig@rediffmail.com Others
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	As per Government Rules.

**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**

**Formulation of Policy:**

**Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

<b>Sl. No.</b>	<b>Subject/Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangements for seeking public participation</b>
1.	Matters of Research Policy	Yes	Members of Research Advisory committee/Institute Research Council/Institute Management Committee are chosen from the respective fields.
2.	Matters of overall interest to public	Yes	Members of Research Advisory Committee/Institute Research Council/Institute Management Committee are chosen from the respective fields.
3.	Matters of education policy	Yes	Members of Research Advisory Committee/Institute Research Council/Institute Management Committee are chosen from the respective fields.

**Implementation of Policy:**

**Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.**

<b>Sl. No.</b>	<b>Subject/Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangements for seeking public participation</b>
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1	Direct feedback from Farmers, Institutions, Users etc. on services provided to public by the Institute.	No	Annual Farmer's Fair of the Institute is being organized in NRC on Pig campus. The Institute also participates in Agro-Fairs organized at other places by various Institutions, Centres etc.
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**A statement of the categories of documents that are held by  
it or under its control**

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others”)

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/Under control of
1	Registers	The statutory registers to be maintained by different Sections and Units	From the office of NRC on Pig	Administrative Officer/Officers-in charge
2	Government Manuals	ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time, The Manual of Office Procedure, financial rules, Supplementary Rules, GFR etc.	From the office of NRC on Pig	Administrative Officer
3	Files	On the relevant subjects	From the office of NRC on Pig	Administrative Officer

**A statement of boards, council, committees and other bodies  
constituted as its part**

**Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:**

<b>Name and address of the Affiliated Body</b>		<b>Research Advisory Committee</b>
Type of Affiliated Body (Board, Council, Committees, Other Bodies)		Committee
Brief Introduction of the Affiliated Body	Establishment Year	Usual period of term: 3 years
	Objective	To take decisions on matter of research interest of this Institute.
	Main Activities	To formulate and finalize Annual research plan, to discuss and give directions for Five Year Plan proposals, etc.
Role of the Affiliated Body (Advisory/Managing/Executive/Others)		Advisory
Structure and Member Composition	Chairman	1. Nominated by DG, ICAR
	01 Member nominated by President, ICAR	2.
	04 Members nominated by DG, ICAR	3. 4. 5. 6.
	ADG (AP&B), ICAR	7.
	Director, NRC on Pig	8.
Head of the Body		Chairman
Address of main office		Nation Research Centre on Pig, Rani, Guwahat-781 131
Frequency of Meetings		Annual
Can public participate in the meetings?		Members of public are chosen from respective fields.
Are minutes of the meetings prepared?		Yes

Are minutes of the meetings available to the public? If yes, please provide	Yes. The Minutes are made available to all the Members chosen from public life.
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information about the procedure to obtain them.		The Members of public, in general, may obtain the Minutes either by approaching the Public Information Officer/Asstt. Public Information Officer under RTI Act or by accessing the related information provided in Annual Reports available in Institute Library
<b>Name and address of the Affiliated Body</b>		<b>Institute Management Committee</b>
Type of Affiliated Body (Board, Council, Committees, Other Bodies)		Committee
Brief Introduction of the Affiliated Body	Establishment Year	Usual period of term: 3 years
	Objective	To take decisions on matter of general interest of this Institute.
	Main Activities	<ol style="list-style-type: none"> <li>1. Consideration of proposal for Five Year Plan and Annual Plan.</li> <li>2. Periodical review of progress of development schemes.</li> <li>3. Consideration of proposal for the annual budget.</li> <li>4. Consideration of items of expenditure which are beyond the powers of the Director of the institute.</li> <li>5. Policy issues relating to the institute including the rights and obligation of staff.</li> <li>6. Consideration of action taken on the recommendation of the Grievance cell and Institute Joint Council.</li> <li>7. Any other items, as may be desired by the Director of other members of the committee or as may be required to be considered as per delegation of powers as direction of the governing body whether contained in any annual, orders issued, resolution passed, or other instruction approved by the governing body.</li> <li>8. Such power as may be delegated by the Governing Body to enable the management committees to administer the funds allocated and</li> </ol>

		programmes approved.
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Role of the Affiliated Body (Advisory/Managing/Executive/Others)		Advisory
Structure and Member Composition	Chairman	1. Nominated by DG, ICAR
	01 Member nominated by President, ICAR	2.
	04 Members nominated by DG, ICAR	3. 4. 5. 6.
	ADG (AP&B), ICAR	7.
	Director, NRC on Pig	8.
Head of the Body		Chairman
Address of main office		Nation Research Centre on Pig, Rani, Guwahat-781 131
Frequency of Meetings		Half yearly
Can public participate in the meetings?		Members of public are chosen from respective fields.
Are minutes of the meetings prepared?		Yes
Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them.		Yes. The Minutes are made available to all the Members chosen from public life. The Members of public, in general, may obtain the Minutes either by approaching the Public Information Officer/Asstt. Public Information Officer under RTI Act or by accessing the related information provided in Annual Reports available in Institute Library

## KVK

Name and address of the Affiliated Body		<b>KRISHI VIGYAN KENDRA Dudhnoi, Goalpara, Assam</b>
Type of Affiliated Body (Board, Council, Committee, Other Bodies)		<b>ICAR-NRC on Pig, Rani, Guwahati- 781 131, Assam</b>
<b>Brief Introduction of the Affiliated Body</b>	Establishment Year	2006
	Objective	<ol style="list-style-type: none"> <li>1. Prompt demonstration of latest agricultural technologies to farming community &amp; Extension workers of State Department of Agriculture, Animal Husbandry, NGO's etc. with a view to reduce the time lag between technology generation &amp; its adoption.</li> <li>2. Imparting training to farmers, farm women, rural youth and field extension functionaries.</li> <li>3. Testing and verifying the technologies in the socio- economic conditions of the farmer and identifying production constraints.</li> <li>4. Based on fieldwork, developing extension models for larger adoption by Extension system.</li> </ol>
	<b>Main Activities</b>	<ul style="list-style-type: none"> <li>• Long and short term vocational/ entrepreneurship development trainings in the field of agriculture, animal husbandry and allied vocations with special emphasis by learning by doing for generating self –employment through Institutional financing.</li> <li>• Training of Extension personnel's to update their knowledge in frontier areas of technology.</li> <li>• Front line demonstrations in various crops and allied enterprises to generate production data and feed back mechanism.</li> <li>• Farm Advisory Services and on farm trial/ testing.</li> </ul>

<p><b>Role of the Affiliated Body</b> (Advisory / Managing / Executive / Others)</p>	<p>The Krishi Vigyan Kendra of NRC on Pig has been sanctioned during 2005-06. It has completed two decades of its activities. The center plays a First Line Extension role-A linkage between research and the field in augmenting the socio-economic conditions of farmers farmwomen and livestock owners. NRCP KVK places a special emphasis on training and education of farmers, entrepreneurs, farm women, rural youth, financial institutions extension functionaries as well as voluntary organizations.</p>
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Structure and Member Composition	<p>Programme Coordinator – 01  Subject Matter Specialist- 06  Technical staff (T3): 03  Office Superintendent -01  Supporting Staff - 02  Driver- 02  Junior Stenographer -01  <b>[Total Sanctioned staff- 16]</b>  <b>(Staff position present-16)</b></p>
<b>Head of the Body</b>	Director, ICAR-NRC on Pig, Rani, Guwahati
<b>Address of main office</b>	ICAR-NRC on Pig, Rani, Guwahati-781131
<b>Frequency of Meetings</b>	<p>Two meetings are organized annually by Zonal coordination Unit of Zone VI  Annual workshop of KVK Zone VI  Annual Workshop of FLD  Scientific advisory committee meetings are organized twice in a year at KVK NRCP</p>
<b>Can public participate in the meetings?</b>	Yes, Officers of line department of the district, Farmers representatives of different categories, representatives of the Bank, Mandi Samiti and Zonal coordinator participate in the scientific advisory committee meeting.
<b>Are minutes of the meetings prepared ?</b>	Yes, proceeding and action taken report are prepared.
<b>Are minutes of the meeting available to the public? If yes, please provide information about the procedure to obtain them.</b>	<p>Yes  Progress report, action plan and action taken reports and proceedings of the meetings of the annual workshop and SAC are prepared and distributed to the members of Scientific Advisory Committee members. The related information can also be accessed through the Annual Reports available in Library of ICAR-NRC on Pig.</p>

## The names, designations and other particulars of the Public Information Officers

Please provide contact information about the Public Information Officers, Assistant Public information Officers and Departmental Appellate Authority of the Public authority in the following format

**Name of the Public Authority:**

**Assistant Public Information Officer:**

Sl. No.	Name	Designation	Phone No.	E-mail	Address
1.	Dr. Santanu Banik (For administrative matters)	Principal Scientist and I/c Admin. Officer	0361-2847221	nrconpig@rediffmail.com	ICAR-NRC on Pig, Rani, Guwahati-781 131
2	Shri. P.K. Nayak (For finance matters)	AF&AO	0361-2847221	nrconpig@rediffmail.com	ICAR-NRC on Pig, Rani, Guwahati-781 131

**Public Information Officer:**

Sl. No.	Name	Designation	Phone No.	E-mail	Address
1.	Dr. R. Thomas	Senior Scientist	0361-2847195	nrconpig@rediffmail.com	ICAR-NRC on Pig, Rani, Guwahati-781 131

**Departmental Appellate Authority:**

Sl. No.	Name	Designation	Phone No.	E-mail	Address
1.	Dr. Swaraj Rajkhowa	Director (Acting)	0361-2847195	nrconpig@rediffmail.com	ICAR-NRC on Pig, Rani, Guwahati-781 131

## **Procedure followed in Decision Making Process**

**What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc. can be made)**

The basic activities of the Institute are Research, Education and Extension in the field of Swine research in the country. The decisions in respect of these matters are taken at the Director level in accordance with the directions given by Statutory Bodies like IMC, Research Advisory Committee, etc. The approval of ICAR Headquarters is also taken in respect of certain high level policy matters. This arrangement is as per the delegation of powers as approved by the ICAR.

**What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

After submission of Research Proposals in Research Project Formats (RPFs) by the various Scientists, the Director evaluates the respective proposals. If considered worthwhile, the particular Research Proposals are put up to the Research Advisory Committee of the Institute for necessary vetting and approval. The details of the Research Proposals are finalized at Director level. In some cases, the matter is referred to the Animal Science Division of ICAR.

**What are the arrangements to communicate the decision to the public?**

Telephone/fax : 0361- 2847195, letters, e-mail (nrconpig@rediffmail.com) etc. are used to apprise the public of the solutions of their respective problems.

**Who are the officers at various levels whose opinions are sought for the process of decision making?**

In accordance with the delegated administrative and financial powers, decision is taken at appropriate level. In case of the respective Research Projects, after the Scientist, it is finalized by Director.

**Who is the final authority that wets the decision?**

Director, NRC on Pig is the final authority in most of the cases. In rare cases, where the decisions have wider ramifications, the ICAR Headquarters is approached for direction.



## Directory of Officers and Employee

Sl. No.	Name	Designation	Phone No.	E-mail ID
1.	Dr. Swaraj Rajkhowa	Director (Acting)	0361-2847195 / 09435732488	nrconpig@rediffmail.com swaraj.rajkhowa@gmail.com
2.	Dr. S. Banik	Principal Scientist, AGB	09435551646	sbanik2000@gmail.com
3.	Dr. K. Barman	Principal Scientist, Animal Nutrition	0361-2847195	barman74@ gmail.com
4.	Dr. Mohan N.H.	Principal Scientist Animal Physiology	0361-2847195	mohan.icar@gmail.com
5.	Dr. P.J. Das	Senior Scientist AGB	0361-2847195	pranabjyotidas@gmail.com
6.	Dr. R. Thomas	Senior Scientist, LPT	0361-2847195/ 9101871235	thomasr12@ rediffmail.com
7.	Dr. S. Pegu	Scientist, Animal health	09435346679	drseemapegu@yahoo.com
8.	Dr. Sunil Kumar	Scientist, Animal Reproduction	0361-2847195	sunilvet@gmail.com
9.	Shri. P.K. Nayak	Assistant Finance and Accounts Officer	09401454183	nayakpaku@ yahoo.com
10.	Shri. Uttam Prakash	Assistant Administrative Officer	0361-2847221	Mrprakash_icar@gmail.com
11.	Dr. Anil Das	T4	07399261670	anilnrcp1@ gmail.com
12.	Dr. Gagan Bhuyan	T4	09954137618	gaganbhuyan.31@gmail.com
13.	Dr. Rajib Das	T4	8721077720	-
14.	Mrs. Jonali Nath	Upper Division Clerk	0361-2847221	nath_jonali@ rediffmail.com
15.	Hiramoni Thakuria	Jr. Stenographer cum computer operator	0361-2847195	
16.	Kailash Choudhuri	T2	09864856749	
17.	Rana Pratap Kakati	T2	09707084458	
18.	Siba Ch. Deka	T2	09435119597	
19.	Ratul Baishya	Skilled supporting staff	0361-2847221	Baishya_2011@ rediffmail.com
20.	Naren Ch. Deka	Skilled supporting staff	0811447690	

**Please provide the details of the information related to the various schemes which are available in the electronic format.**

The Institute has a website [www.nrcp.in](http://www.nrcp.in) The information about the latest Researches, Extension packages etc. is available on our website. Other organizational information about the Institute is also available on the website.

**Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

The National Research Centre on Pig uses the following means for facilitating the flow of information to the concerned public:

- (i) Office Library
- (ii) Through News Paper
- (iii) Exhibition
- (iv) Notice Board
- (v) Inspection of Records in the Office
- (vi) System of issuing of copies of documents
- (vii) Printed Manual Available
- (viii) Website of the Public Authority
- (ix) Other means of advertising

## **Frequently Asked Questions and their Answers by Public.**

### **Related to seeking Information**

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request- Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal

### **With relation to training imparted to public by Public Authority**

- Name of training programme with brief description
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training Perquisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving help Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)

- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

- List of enclosures/documents Format of enclosures/documents Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district.