

## **Right to Information Act**

### **Information Officer**

In super session of all the previous orders on the subjects, it is declared that Dr. Girish Patil S, Senior Scientist will act as Central Public Information Officers (CPIO) and the Director as Appellate Authority for RTI matters for the whole Institute 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, ICAR, 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 man power cost will require payment of costs as determined by PIO, 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, ICAR-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 PIO of ICAR-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, ICAR-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 propriety.
- 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 copy right subsisting in a person.

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

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

The Mission Statement of 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.**

A mid-term appraisal committee constituted by ICAR in 1990 to review the work of the All India Coordinated Centers on Pig recommended establishment of one National Research Centre on Pig

preferably in the North Eastern part of the country where 28% of country's pig population is distributed. Following the recommendation, ICAR approved the establishment of one NRC on pig at Rani, Guwahati, Assam towards the fag end of the IX five year plan. Following the clearance for the site and also the approval of the EFC, a plot of land measuring 17 acres was taken over in the year 2002. The foundation stone of the Institute was laid by the then Director General of ICAR, Dr. Panjab Singh on 4<sup>th</sup> September, 2002. The piggery farm of the Institute has been started functioning since August, 2007 and currently maintain two exotic (Hampshire and Duroc), two indigenous (Ghungroo and Meghalaya local) pig breeds and their crosses. The office cum Laboratory building was inaugurated on 20<sup>th</sup> May, 2008 and the office was shifted to the Rani campus only in February, 2009 from the rented building at Panjabari, Six mile.

### **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:

- 1) To undertake basic, strategic and applied research in the areas of pig production and health including product/by-product processing, value addition through quality control measures and transfer of the evolved technologies to the client groups.
- 2) To act as a repository of information on pig production and health for regional, national and global policy planning and implementation.

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

- 1) To undertake basic, strategic and applied research in the areas of pig production and health including product/by-product processing, value addition through quality control measures and transfer of the evolved technologies to the client groups.
- 2) To act as a repository of information on pig production and health for regional, national and global policy planning and implementation.

### **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., NAIP Research Projects funded by World Bank, other Projects funded by DBT, DST, MFPI etc.

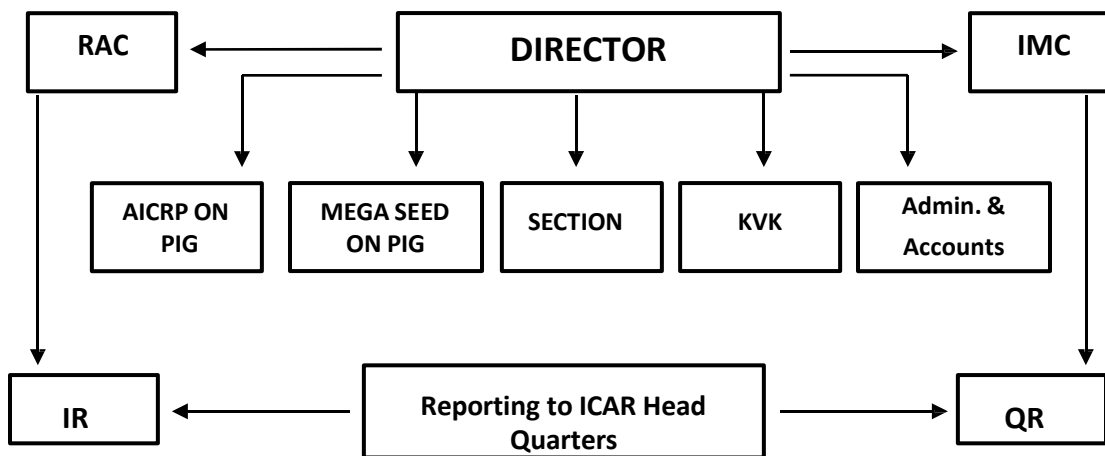
**Extension activities**

- (1) National Research Centre on Pig conducts validation of improved pig production technologies at farmerís field.
- (2) Institute offers Artificial Insemination technology at farmerís 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 |
| ICAR-NRCP | Indian Council of Agricultural Research-National Research Centre on Pig | GoI   | Government of India                  |
| AAO       | Assistant Administrative Officer  | KVK   | Krishi Vigyan Kendra                 |

## Pay Band

| Sl. No. | Existing Designation                   | Pay Scale (Rs)          |
|---------|--|-------------------------|
| 1.      | Director                               | 37400-67000, RGP-10,000 |
| 2.      | Principal Scientist                    | 37400-67000, RGP-10,000 |
| 3.      | Senior Scientist                       | 15600-39100, RGP-8000   |
| 4.      | Scientist                              | 15600-39100, RGP-6000   |
| 5.      | Administrative Officer                 | 9300-34800, GP- 5400    |
| 6.      | Assistant Administrative Officer       | 9300-34800, GP-4600     |
| 7.      | Assistant Finance and Accounts Officer | 9300-34800, GP-4600     |
| 8.      | Assistant                              | 9300-34800, GP-4200     |
| 9.      | Lower Division Clerk                   | 5200-20200, GP-1900     |
| 10.     | Stenographer                           | 5200-20200, GP-2400     |
| 11.     | T-3                                    | 5200-20200, GP-2800     |
| 12.     | T-1                                    | 5200-20200, GP-2000     |
| 13.     | Skilled Supporting staff               | 5200-20200, GP-1800     |

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

The 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 weeksí 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, National Research Centre on Pig, ICAR, Rani, Guwahati ñ 781131, Assam (Phone Number ñ0361-2847195).

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

The 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 ñ 781131, Assam (Phone Number ñ0361-2847195).

**Morning hours of the office: 10.00 A.M.**

**Closing hours of the office: 05.00 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.<br>2. All Powers of Directors of ICAR Research Institutes as per ICAR Delegation of Powers.<br>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>Administrative Officer</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>Assistant 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 Director (finance), ICAR               <ol style="list-style-type: none"> <li>a. Monthly progressive expenditure</li> <li>b. Monthly BRS</li> <li>c. Annual statement of provident fund etc.</li> </ol> </li> </ol> |  |

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| <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.<br>Keeping a list of engagements, meetings, etc.<br>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   |  |
| <b>Designation</b> | <b>Principal Scientist, Senior Scientist and Scientist</b>  |  |
| Power              | Administrative  | Nil  |
|                    | Financial   | Nil  |
|                    | Others  | Nil  |
| Duties             | Research and extension activities   |  |

#### **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. |  |

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|    | Councilís 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 Councilís 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) |  |

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| 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 |  |

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|    |  | 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   |  |

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| 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 Councilís/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 Councilís 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 Councilís employee is provided with means of locomotion at the   | Full powers  |  |

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|     | 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 Councilís 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 Councilís 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                          |  |

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|     |   | 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<br><br>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-  |   |

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|                         |   | Cdn. (A & A) pt. dated 14.02.02 and availability of budget.   |                 |
| 55.                     | Technical Assessment Committees 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- |

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|  |  | <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 budget of the Institute. The power will further be subject</p> | Laws of the ICAR |
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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) (Also see Annexure 9 to this Schedule) |
| 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   |   |

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|     |  | Schedule V of DFP Rules 1978)  |  |
| 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 airlifting 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   |  |

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| 77. | Municipal or/Cantonment rates and taxes  | Full  | The expenditure shall be incurred keeping in 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> | 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. |
| 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   |  |

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|     |  | sanctioned budget for printing of annual reports and other 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              | Rs. 30,000 p.a. at Bombay, Calcutta and Madras. Rs. 24,000 p.a. at other places (vide order dt. 12.09.83) | <p>(I) Assistance of appropriate local authority such as the PWD or Rent Control Authority may be taken and a certificate of reasonableness of rent obtained before fixing rate</p> <p>(II) Private accommodation should normally be hired for office/laboratory purpose only</p> <p>(III) Out houses, if any, which form the part of accommodation hired should be utilized for storage of stationery, forms, old records or for any other appropriate purpose. Where this is not possible these should be let out to class IV staff and rent recovered from them under the rules in force.</p> <p>(IV) Accommodation should not be hired for a period exceeding 5 years at a time</p> <p>(V) Lease deeds should be got executed in respect of hired building</p> |

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| 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<br><br>(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.<br><br>Full | Subject to availability of funds for this purpose   |
| 86. | (a) Purchase of working stores, chemicals, tools, plants and equipments, insecticides, fertilizers etc.<br><br>(b) Stores required for works | Full<br><br>The administrative approval of a Competent Authority for execution of works carries with it the sanction of incurring expenditure on purchase of stores required for the work  | Subject to availability of budget provision and approval of equipments in the EFC etc.  |
| 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  |   |

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|     |  | 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 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 |  |

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|     |  | 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<br><br>(b) Deficiency and depreciation in the value of stores<br><br>(c) Declaration and disposal of obsolete, surplus and unserviceable stores           | 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)<br><br>Up to a value of Rs. 2,500 in each case<br><br>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 | 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) |
| 93. | Power to declare any Group '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 | Full  | It is not permissible to 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  |

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| 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 GFR 153)  | Full  | The rate of grants-in-aid will be in 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 :<br>(I) Provision exists in the budget for the items of work, and<br>(II) Plans and estimates                           |  |



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|      |  | approved by competent authority, e.g. Director (Works)<br>(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 connection with festivals   | Full   | Subject to GFR 236 to 245   |
| 110. | Grant of advances in connection with natural calamities  | Full   | Subject to the 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   | Full powers except for self. In case of Director, the  | As admissible under GPFR Rules/CPF  |

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|      | from Provident Fund   | Secretary, ICAR is the competent authority to sanction GP fund advance/final withdrawal for special reasons  | Rules  |
| 114. | Advance payment to :<br>(I) Firms with whom annual contracts for servicing of air conditioners, water coolers, typewriters etc. are entered into.<br>(II) Firms including Central/State Govts., Govt. run organization for supply of stores | (A) In respect of Govt. Departments, Govt. run organization.<br>Full powers<br>(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 including counter signature of medical bills  | Full, Directors will exercise the powers of Controlling Officer/Head of Deptt. In respect of officers/staff under his administrative control for the purpose of Central Services (Medical Attendance) Rules, 1944 as applicable to the Council's employees                             | Director can countersign his own medical bills provided the claim is covered by 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  |  |

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| 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.<br>In case of other Institutes Up to Rs. 1,500 in each case  | Subject to budgetary provision and availability of funds  |
| 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:í<br>(I) Disposal by single tender or negotiation up to ceiling limit of Rs. 5,000 in each case<br>(II) Report to DG at the end of season of quantities | 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)  |

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|      |  | 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   |                |
| 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-  |                |
| 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  | Full  | Subject to the |

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|      | <p>expenditure on insurance</p> <p>(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</p> <p>(II) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Raod Tax, wherever leviabale</p> |  | Provisions contained in Councilís letter No. 15(2)/69-Reorgn (F & A) dated 27.10.1969 modified from time to time.  |
| 135. | Grnat of ìNo Objection Certificatê 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 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 rat of Rs. 3.50 per head per session. (vide O.O. No. 6-2/90 |

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|      |   |   | Cdn (A & A) dt.<br>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 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  | Full subject to observance of existing rules and procedures.  |                              |
|      | <b>Others</b>   |   |                              |
| 146. | Local purchase of stationery stores   | Up to Rs. 50,000 per annum in cases of delay or/and non-  |                              |

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|      | <p>Direct cash purchases of spare parts without inviting quotations in emergency cases, breakdown of equipments machinery, vehicles (other than staff car), Research Vessels 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</p> | <p>supply of stationery stores by Chief Controller of Printing and Stationery. Govt. of India, subject to availability of funds and that requirement of stationery is assessed by the Institute as per the yardsticks laid down by Chief Controller of Printing and Stationery from time to time.</p> <p>Up to Rs. 2,000 on each occasion subject to the conditions that the purchase is made from the local market through Purchase Committee in which the Accounts Officer should essentially be one of the members</p> <p>By public auction up to Rs. 25,000 in each case subject to the provision of General Financial Rules, Govt. of India, 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</p> |  |
| 147. | <p>The following clarifications/instructions on the stores purchase procedure are also issued<br/>(I) Purchase by inviting tender from a single firm</p>  | <p>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</p>   |  |

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|  | <p>(II) Purchase through Negotiations</p> <p>(III) Purchase by visiting the market</p> <p>(IV) Cash payment where the purchase is made by</p> | <p>adopted as per the practice prevalent in the DGS &amp; D.</p> <p>Only in cases where open tenders have been invited negotiations, if found necessary, should be held in the presence of the Members of the Purchase Committee with all the tenderers who should be asked to bring down the rates to the desired level. Such negotiations should be conducted in such a manner that reduced rates quoted by a tenderer are kept confidential from other tenderers</p> <p>The purchase of stores by a Committee by visiting the market is not permissible under the rules. However in exceptional cases like :</p> <p>(I) Emergent purchases mentioned in paras 1, 2 above, and (II) purchase of livestock or any other item of similar nature where it is certified that purchase through quotation/tenders is not possible, the purchase may be made by deputing the Purchase Committee. Such a certificate should be given by an officer at a senior level who will be held responsible for the correctness of the same. For conducting such purchases the said committee will invariably associate one officer representing the State Govt. or Agricultural University of the State where the purchase is made or a</p> |  |
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|  | <p>Purchase Committee by Visiting</p> <p>(V) Maintenance of a list of registered suppliers</p> | <p>Sister Institute other than the one for which purchase is intended.</p> <p>The payment through Purchase Committee in case of direct purchases should be made through cheques or bank draft as far as possible. However, where cash payment is unavoidable receipt should be obtained from the party concerned and counter signed by all the Members of the Purchase Committee including representative of State Government/Agricultural University, etc.</p> <p>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</p> |  |
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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 ě Dí           | Full                   | Adm. Officer             |  |
| <b>2</b>       | Investigation of arrear claims [Rules 82 to 88 of GFR].                 | For all staff        | Full                   | Adm. Officer             | 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.

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| <b>Name/title of the document</b>   | FR   |
| <b>Type of the document</b><br>[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<br>Telephone No.<br>Fax:<br>E-Mail<br>Others                    |
| <b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>                  | N.A.   |

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| <b>Name/title of the document</b>   | SR  |
| <b>Type of the document</b><br>[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<br>Telephone No.<br>Fax:<br>E-Mail<br>Others       |
| <b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>                  | As per Government Rules.  |

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| <b>Name/title of the document</b>   | GFR   |
| <b>Type of the document</b><br>[Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)] | Rules   |
| <b>Brief Write-up on the Document</b>   | 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<br>Telephone No.<br>Fax:<br>E-Mail<br>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><br>[Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)] | Rules   |
| <b>Brief Write-up on the Document</b>   | 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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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>   | OM  |
| <b>Type of the document</b><br>[Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)] | Manual  |

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| <b>Brief Write-up on the Document</b>   | 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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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><br>[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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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><br>[Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)] | File movement registers.  |
| <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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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>   | Despatch Registers  |
| <b>Type of the document</b><br>[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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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><br>[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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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>   | PBR   |
| <b>Type of the document</b><br>[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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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><br>[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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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><br>[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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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><br>[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<br>Telephone No. 0361-2847195<br>Fax: 0361-2847195<br>E-Mail: nrconpig@rediffmail.com<br>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>  |
|----------------|---|--|---|
| 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 ICAR-NRC on Pig campus. The Institute also participates in Agro-Fairs organized at other places by various Institutions, Centres etc. |

**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 ICAR-NRC on Pig | Administrative Officer/Officers-in charge |
| 2       | Government Manuals       | The Manual of Office Procedure, financial rules, Supplementary Rules, GFR | From the office of ICAR-NRC on Pig | Administrative Officer                    |
| 3       | Files                    | On the relevant subjects  | From the office of ICAR-NRC        | 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:**

|   |  |  |
|---|--|--|
| Name and address of the Affiliated Body   |  | Research Advisory Committee  |
| Type of Affiliated Body (Board, Council, Committees, Other Bodies)  |  | Committee  |
| Brief Introduction of the Affiliated Body   | Establishment Year                     |  |
|   | 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.<br>4.<br>5.<br>6.   |
|   | ADG (AP&B), ICAR                       | 7.   |
|   | Director, ICAR-NRC                     | 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 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 |

|  |                    |   |
|--|--------------------|---|
| Name and address of the Affiliated Body                            |                    | Institute Management Committee  |
| Type of Affiliated Body (Board, Council, Committees, Other Bodies) |                    | Committee   |
| Brief Introduction of the Affiliated Body                          | Establishment Year | 2006  |
|  | 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 programmes approved.</li> </ol> |
| Role of the Affiliated Body (Advisory/Managing/Executive/Others)   |                    | Advisory  |
| Structure and Member Composition                                   | Chairman           | 1. Nominated by DG, ICAR  |
|  | 01 Member          | 2.  |

|   |                                  |  |
|---|----------------------------------|--|
|   | nominated by President, ICAR     |  |
|   | 04 Members nominated by DG, ICAR | 3.<br>4.<br>5.<br>6.   |
|   | ADG (AP&B), ICAR                 | 7.   |
|   | Director, ICAR-NRC               | 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<br/>Dudhnoi, Goalpara, Assam</b>   |
| Type of Affiliated Body<br>(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, NGOís 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 ñemployment through Institutional financing.</li> <li>• Training of Extension personnelís 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>  |
| <b>Role of the Affiliated Body</b><br>(Advisory / Managing / Executive / Others) |                        | <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.</p> <p>ICAR-NRCP KVK places a special emphasis on training and education of farmers, entrepreneurs, farm women, rural youth, financial institutions extension functionaries</p>   |



|   |  |
|---|--|
| Structure and Member Composition  | Programme Coordinator ñ 01<br>Subject Matter Specialist- 06<br>Technical staff (T3): 03<br>Office Superintendent -01<br>Supporting Staff - 02<br>Driver- 02<br>Junior Stenographer -01<br><b>[Total Sanctioned staff- 16]</b><br><b>(Staff position present-16)</b>  |
| <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>  | Two meetings are organized annually by Zonal coordination Unit of Zone III<br>Annual workshop of KVK Zone III<br>Annual Workshop of FLD<br>Scientific advisory committee meetings are organized twice in a year at KVK NRCP  |
| <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> | Yes<br>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. |

**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:**

**Central Public Information Officer (CPIO):**

| <b>Sl. No.</b> | <b>Name</b>        | <b>Designation</b> | <b>Phone No.</b> | <b>E-mail</b>           | <b>Address</b>                          |
|----------------|--------------------|--------------------|------------------|-------------------------|---|
| 1.             | Dr. Girish Patil S | Senior Scientist   | 0361-2847195     | nrconpig@rediffmail.com | ICAR-NRC on Pig, Rani, Guwahati-781 131 |

**Assistant Public Information Officers (APIO's):**

| <b>Sl. No.</b> | <b>Name/ Designation</b>                   | <b>Phone No.</b>      | <b>E-mail/ Address</b>   | <b>Subject Matters</b>                     |
|----------------|--|-----------------------|--|--|
| 1.             | Admin. Officer (A.O.) or i/c Admn. Officer | 0361-2847221, 2847195 | nrconpig@rediffmail.com<br>ICAR-NRC on Pig, Rani, Guwahati-781 131 | All Administrative matters                 |
| 2.             | AF&AO or i/c AF&AO                         | 0361-2847221, 2847195 | nrconpig@rediffmail.com<br>ICAR-NRC on Pig, Rani, Guwahati-781 131 | All Accounts & Finance matters             |
| 3.             | Dr. R. Thomas, Scientist                   | 0361-2847221, 2847195 | nrconpig@rediffmail.com<br>ICAR-NRC on Pig, Rani, Guwahati-781 131 | Research, Scientific and extension matters |

**Departmental Appellate Authority:**

| <b>Sl. No.</b> | <b>Name</b>           | <b>Designation</b> | <b>Phone No.</b> | <b>E-mail</b>           | <b>Address</b>                   |
|----------------|-----------------------|--------------------|------------------|-------------------------|----------------------------------|
| 1.             | Dr. Dilip Kumar Sarma | Director           | 0361-2847195     | nrconpig@rediffmail.com | ICAR-NRC on Pig, Rani, Guwahati- |

## **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, ICAR-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                 | Residential Address   |
|---------|----------------------------|--|--------------|---------------------------|---|
| 1.      | Dr. Dilip Kumar Sarma      | Director                                 | 0361-2847195 | nrconpig@rediffmail.com   |   |
| 2.      | Dr. M. K. Tamuli           | Principal Scientist, Animal Reproduction | 09435045192  | mktamuli@yahoo.com        | Namghar path via VIP Road, Natun Chasal, Guwahati-781022, Assam   |
| 3.      | Dr. Prithviraj Chakravarty | Principal Scientist, Animal Physiology   | 0361-2847221 | drpcicar@gmail.com        | C/o R. Sarmah, Opp. Central Nursing Home Survey, Guwahati- 781028 |
| 4.      | Dr. S. Rajkhowa            | Senior Scientist, Animal Health          | 09435732488  | swaraj.rajkhowa@gmail.com | East Gota Nagar, Maligaon, Guwahat-781011                         |
| 5.      | Dr. S. Banik               | Senior Scientist, AGB                    | 09435551646  | sbanik2000@gmail.com      | ICAR-NRC on Pig, ICAR, Rani, Guwahati-781131, Assam               |
| 6.      | Dr. K. Barman              | Senior Scientist, Animal Nutrition       | 0361-2847195 | barman74@rediffmail.co    | C/o D. Baishya, house No. 26, Sixmile, Guwahati-                  |
| 7.      | Dr. Mohan N.H              | Senior Scientist, Animal Physiology      | 0361-2847221 | mohan.icar@gmail.com      | ICAR-NRC on Pig, ICAR, Rani, Guwahati-781131, Assam               |
| 8.      | Dr. Girish Patil S         | Senior Scientist, LPT                    | 0361-2847221 | girishlpt@gmail.com       | ICAR-NRC on Pig, Rani, Guwahati-781131, Assam                     |
| 9.      | Dr. S. Naskar              | Scientist, AGB                           | 0361-2847195 | soumen_naskar@hotmail.com | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                            |
| 10.     | Dr. R. Thomas              | Scientist, LPT                           | 0361-2847195 | thomasr12@rediffmail.com  | C/o B.C. Medhi, Azara, Guwahati                                   |
| 11.     | Dr. S. Pegu                | Scientist, Animal Health                 | 09435346679  | drseemapegu@yahoo.com     | Bagharbari, Panjabari, Guwahati                                   |
| 12.     | Dr. Gokuldas P.P.          | Scientist, Animal Reproduction           | 0361-2847221 | dasgokul@ymail.com        | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                            |
| 13.     | Shri. Chandrashekhar       | Assistant Administrative Officer         | 0361-2847221 | cjsc.secretary@gmail.com  | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                            |
| 14.     | Shri. P.K. Nayak           | Assistant Finance and Accounts Officer   | 09401454183  | nayakpaku@yahoo.com       | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                            |

|     |                          |  |              |                             |  |
|-----|--------------------------|--|--------------|-----------------------------|--|
| 16. | Dr. Purabi Kaushik       | (Asst. Farm Manager)                   | 09435147896  | iiv@rediffmail.com          | Audity Enclave, Dwarka Nagar, Down Town, Dispur, Guwahati-06             |
| 17. | Dr. Anil Das             | T3 (Farm Assist.)                      | 07399261670  | anilnrp1@gmail.com          | C/o Sri Upendra Nath Das, vill-Saruheramdo, P.O. Amranga, Kamrup, 781130 |
| 18. | Dr. Gagan Bhuyan         | T3 (Farm Assist.)                      | 09954137618  | gaganbhuyan.31@gmail.com    | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |
| 19. | Shri. Uttam Prakash      | Assistant                              | 0361-2847221 | mrprakash_icar@yahoo.com    | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |
| 20. | Miss. Laxmi Kumari Jha   | Assistant                              | 0361-2847221 | laxmi_sofia@yahoo.co.in     | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |
| 21. | Shri. Utpal Ghosh        | Upper Division Clerk                   | 0361-2847221 | utpal_shillong@yahoo.co.in  | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |
| 22. | Mrs. Jonali Nath         | Lower Division Clerk                   | 0361-2847221 | nath_jonali@rediffmail.com  | VIP, Bullarpar, P.O. Azara   |
| 23. | Miss. Hiramoni Thakuria  | Jr. Stenographer cum computer operator | 0361-2847195 | --                          | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |
| 24. | Shri. Siba Ch. Deka      | T2 (Driver)                            | 09435119597  | --                          | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |
| 25. | Shri. Kailash Choudhuri  | T1 (Lab/Field Assistant)               | 09864856749  | --                          | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |
| 26. | Shri. Rana Pratap Kakati | T1 (Lab/Field Assistant)               | 09707084458  | --                          | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |
| 27. | Shri. Ratul Baishya      | SSS                                    | 0361-2847221 | baishya_2011@rediffmail.com | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |
| 28. | Shri. Naren Ch. Deka     | SSS                                    | 0811447690   | --                          | ICAR-NRC on Pig, ICAR, Rani, Guwahati-                                   |

**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.**