

1. Organization and Function

S.No.			
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	ICAR-IISR, Lucknow
		(ii) Head of the organization	Director
		(iii) Vision, Mission and objectives Key	<p><u>Vision</u></p> <p>An efficient, globally competitive and vibrant sugarcane agriculture</p> <p><u>Mission</u></p> <p>Enhancement of sugarcane production, productivity, profitability and sustainability to meet future sugar and energy requirement of India</p> <p>https://iisr.icar.gov.in/iisr/download/publications/iisrvision2050.pdf</p>
		(iv) Function and duties	Conduct research on fundamental and applied aspects of sugarcane culture as well as to co-ordinate research work done on this crop in different states of the country.
		(v) Organization Chart	https://iisr.icar.gov.in/iisr/pages/orgnaisationstructure.jsp
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Not applicable

1.2	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	https://iisr.icar.gov.in/iisr/download/miscellaneous/Delegation of Power Handbook-2023.pdf
		(ii) Power and duties of other employees	Employees are entrusted duties as per day to day requirement. Powers have been delegated to head of the Departments and
	[Section 4(1)(b)(ii)]		Head of Office Only and same are available on the website https://iisr.icar.gov.in/iisr/pages/orgnaisationstructure.jsp
		(iii) Rules/ orders under which powers and duty are derived and	Delegation finance & Power rules 1978, CCS Conduct rule 1964 and ICAR delegation of Power.
		(iv) Exercised	All
		(v) Work allocation	https://iisr.icar.gov.in/iisr/pages/orgnaisationstructure.jsp
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	The procedure indicating in Manual of Office Procedure (MOP) for decision making is complied with in the Indian Council of Agricultural Research. Accordingly, Section Officer takes action with the help of staff (Assistant, UDC and LDC) posted in his Section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Section Officer submits the file to Finance & Accounts Officer who in turn submits the file to Deputy / Director.
		(ii) Final decision making authority	Director of the Institute.

(iii) Related provisions, acts, rules etc.	<p>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees</p> <p>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions</p> <p>Establishment & Administration Manual</p> <p>Fundamental Rules & Supplementary Rules (General Rules)</p> <p>Fundamental Rules & Supplementary Rules (Traveling Allowance Rules)</p> <p>Fundamental Rules & Supplementary Rules (Leave Rules) General Financial Rules</p> <p>Delegation of Financial Powers Rules</p> <p>Pension Rules</p> <p>Seniority & Promotion</p> <p>Rules Manual of Office</p> <p>Procedure Conduct</p> <p>Rules</p> <p>House Building</p> <p>Rules CCS (CCA)</p> <p>Rules</p> <p>Brochure on Verification of Character & Antecedents</p> <p>Instructions, guidelines etc. issued by the Department of Personnel & Training, Ministry of Finance etc. from time to time.</p>
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			<u>Rules and Bye-laws of the ICAR Society</u> <u>Delegation of Powers</u> ARS Rules <u>Handbook on Technical Service Rules</u> Recruitment Rules framed for different posts in ICAR Seniority Lists in respect of various cadres / posts ACRs / Assessment Reports of employees
		(iv) Time limit for taking a decisions, if any	Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time. The time schedule for disposing of some of the cases is defined in the relevant rules/instructions
		(v) Channel of supervision and accountability	1. Dealing Assistant 2. Section In-charge 3. Head of Office 4. Head of the Department 5. Head of the Institute
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Institution engaged in carrying out research in the field of Farming systems research.
		(ii) Norms/ standards for functions/ service delivery	Not Applicable
		(iii) Process by which these services can be accessed	Yes, Can be accessed through electronic means.
		(iv) Time-limit for achieving the targets	In general 15days time is prescribed for disposing of the cases.
		(v) Process of redressal of grievances	Organization is under the control of Govt. Of India/ICAR and there is mechanism of public grievance management systems through online with CP GRAM (https://pgportal.gov.in/)
1.5	Rules, regulations, instructions manual and records for	(i) Title and nature of the record/ manual /instruction.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions Establishment & Administration Manual Fundamental Rules & Supplementary Rules (General Rules)
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	

	<p>discharging functions [Section 4(1)(b)(v)]</p>	<p>(iv) Transfer policy and transfer orders</p>	<p>Fundamental Rules & Supplementary Rules (Traveling Allowance Rules) Fundamental Rules & Supplementary Rules (Leave Rules) General Financial Rules Delegation of Financial Powers Rules Pension Rules Seniority & Promotion Rules Manual of Office Procedure Conduct Rules House Building Rules CCS (CCA) Rules Brochure on Verification of Character & Antecedents Instructions, guidelines etc. issued by the Department of Personnel & Training, Ministry of Finance etc. from time to time. <u>Rules and Bye-laws of the ICAR</u> <u>Society Delegation of Powers</u> ARS Rules <u>Handbook on Technical Service Rules</u> Recruitment Rules framed for different posts in ICAR Seniority Lists in respect of various cadres / posts ACRs / Assessment Reports of employees</p>
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1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	The various Sections of the ICAR-IISR have the files, documents /records relating to their Sections along with the references and the correspondence
		(ii) Custodian of documents/categories	Concerned dealing hand/Section In-charge/Head of Office are the custodian of the documents.
1.7	Boards, Councils, Committees	(i) Name of Boards, Council, Committee etc.	The Research Advisory Committee (RAC)/ IRAC/Institute management Committee/, Research Advisory Committees (RACs) for the institute and Quinquennial Review Teams (QRTs) for ICAR-IISR committees/teams constituted for the purpose of providing advice and guidance for strengthening the programmes. The minutes of these meetings are accessible on request
	and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(ii) Composition	As per rules and By Laws of ICAR. Online link https://icar.org.in/node/6776
		(iii) Dates from which constituted	Constitution of committees updated from time to time as per the tenure prescribed.
		(iv) Term/ Tenure	-Do-
		(v) Powers and functions	As per rules and By Laws of ICAR. Online link https://icar.org.in/node/6776
		(vi) Whether their meetings are open to the public?	Yes
		(vii) Whether the minutes of the meetings are open to the public?	Yes
		(viii) Place where the minutes if open to the public are available?	Institute Library/ Administration.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	1. https://iisr.icar.gov.in/iisr/pages/scientistprofile.jsp 2. https://iisr.icar.gov.in/iisr/pages/technicalprofile.jsp 3. https://iisr.icar.gov.in/iisr/pages/administrativeprofile.jsp
		(ii) Telephone , fax and email ID	-Do-

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	
		(ii) System of compensation as provided in its regulations	Rules & regulation framed by Govt. Of India/ICAR followed and the same available on ICAR website http://14.139.248.44:81
1.10	Name, designation	(i) Name and designation of the public informati (ii) on officer (PIO), Assistant	1. Dr. R. Viswanathan, Director/Appellate Authority.
	and other particulars of public information officers [Section 4(1) (b) (xvi)]	Public Information (s) & Appellate Authority	2. Mr. Saroj Kumar Singh, Chief Administrative Officer/CPIO.
		(ii) Address, telephone numbers and email ID of each designated official.	https://iisr.icar.gov.in/iisr/pages/rti.jsp
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	NIL
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL

1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Through Web based publicity
		(ii) Efforts to encourage public authority to participate in these programmes	Various Lectures are arranged by Institute about the RTI
		(iii) Training of CPIO/APIO	Training has been imparted to CPIO & APIO
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	The guideline issued by DPOT is followed and same are available on their website.
1.13	Transfer policy and transfer orders		https://icar.org.in/node/6766

2. Budget and Programme

S. No.			
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	2023-24 (Rs. 8128.20 Lakhs)
		(ii) Budget for each agency and plan & programmes	Not applicable
		(iii) Proposed expenditures	2023-24 (Rs. 8128.20 Lakhs)
		(iv) Revised budget for each agency, if any	Not applicable
		(v) Report on disbursements made and place where the related reports are available	The disbursement is through online system of PFMS/TSA & ERP-MIS ICAR.
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Lakh
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Not applicable
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	As per the Govt. Of India policy procurements are madethrough Gem & All details areavailable on the Gem portal.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	

		(v) Physical and financial targets of the programme	Not applicable
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	`CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	No Audit Para is unattended

3. Publicity Band Public interface

S. No.			
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	All member of public can visit the Institute for this purpose and can interact with the authority by prior appointment.
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	All member of public can visit the Institute for this purpose and can interact with the authority by prior appointment.
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	NOT Applicable
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements.	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	NOT Applicable
		(ii) Outline the Public consultation process	

		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	1. Internet 2. Workshop/ Seminars
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Yes
		(ii) Printed format	yes
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Free of Cost material available on the website https://iisr.icar.gov.in/iisr/index.jsp
		(iii) At a reasonable cost of the medium	

4. E. Governance

S.No.			
4.1	Language in which Information Manual/Handbook Available	(i) English	Yes
		(ii) Vernacular/ Local Language	HINDI
4.2	When was the information Manual/Handbook last updated?	Last date of Annual updation	March, 2023
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Yes
		(ii) Name/ title of the document/record/ other information	Available on Institute Website https://iisr.icar.gov.in/
		(iii) Location where available	ICAR-IISR, Lucknow
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	ICAR-IISR, Lucknow
		(ii) Details of information made available	-
		(iii) Working hours of the facility	09:00 am to 05:30 pm
		(iv) Contact person & contact details (Phone, fax email)	Mr. Saroj Kumar Singh, Chief Administrative Officer Tel. No. (0522) 2491803, Fax 091-(0522)-2480738 Email cao.iisr@icar.gov.in
4.5	Such other information as may be prescribed under section 4(i)	(i) Grievance redressal mechanism	Grievance Committee constituted and any aggrieved employee may submit his/her grievance to the committee.
		(ii) Details of applications received under	All the applications received and information provided. https://rtionline.gov.in/RTIMIS/login/index.php

	(b)(xvii)	RTI and information provided	
		(iii) List of completed schemes/ projects/ Programmes	1. https://iisr.icar.gov.in/iisr/pages/ongoingproject.jsp 2. https://iisr.icar.gov.in/iisr/pages/technologies.jsp
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	https://iisr.icar.gov.in/iisr/pages/annualreport.jsp
		(vii) Frequently Asked Question (FAQs)	nil
		(viii) Any other information such as	NA
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	-
		c) Six monthly reports on the	-
		d) Performance against the benchmarks set in the Citizen's Charter	-
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Details available at RTI portal https://rtionline.gov.in/RTIMIS/login/index.php
		(ii) Details of appeals received and orders issued	01
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	

5. Information as may be prescribed

S. No.			
5.1	Such other information as may be prescribed	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	1. Dr. R. Viswanathan, Director /Appellate Authority. 2. Mr. Saroj Kumar Singh, Chief Administrative Officer/CPIO.
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not applicable
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not applicable
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Not applicable

3. Information Disclosed on own Initiative

S.No.			
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		All the rules & regulation of Intuition is available on the website of Institute.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Not applicable But website is framed as per our Headquarter ICAR guideline.
