

RIGHT TO INFORMATION ACT
Matters Related to Right to Information Act

Name of Organisation: ICAR- National Research Centre on Litchi

Head of Organisation: Director

NRCL Vision: To develop ICAR-NRCL as centre of excellence in the field of litchi research, extension and skill development for providing livelihood security and economic prosperity to litchi growers and traders

NRCL Mission: Harnessing science and technology by interfacing research and extension activities for enhanced quality production, productivity, processing and use diversification for sustained litchi production, industry and trade.

NRCL Mandate:

- Applied and strategic research on genetic resources and production technologies for enhanced, sustained and safe production of litchi
- Transfer of technology and capacity building of stakeholders for enhancing and sustaining productivity of litchi

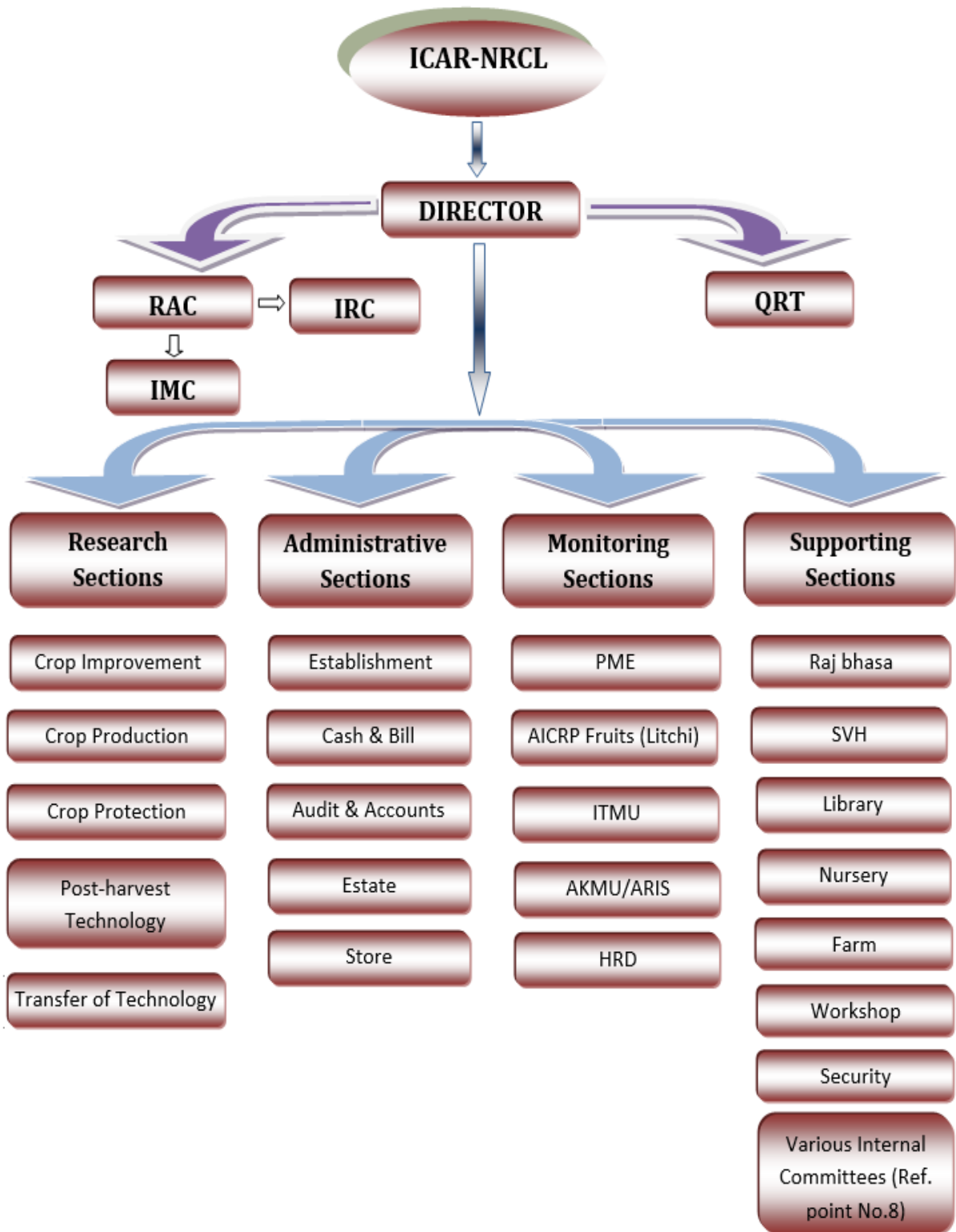
NRCL Functions:

- To undertake basic, strategic and applied research for enhancing productivity, quality and utility of litchi.
- To act as repository of genetic resources and scientific information on all aspects of litchi.
- To undertake front-line demonstration in newer technologies and to impart training for upgrading scientific knowledge.

Genesis, Inception, formation of Department:

The ICAR-National Research Centre on Litchi was established on 6th June, 2001 at the fag end of IXth Plan by Ministry of Agriculture, Government of India under the aegis of Indian Council of Agricultural Research to act as a nodal institution for research and development on litchi in India in a mission mode approach. The Centre started functioning from 2002 with budgetary allocation and the first batch of two scientists joining the Centre in March, 2002. The lease deed was signed on 25th June, 2002 between the ICAR and Government of Bihar to transfer 100 acres of land to the Centre at Mushahri. The Centre was strengthened during 2005 and onwards by redeploying scientific, technical and supporting staff along with administrative support and financial assistance for developing infrastructural facilities and to carry out the research work. The Centre is located at Mushahari, on Muzaffarpur-Pusa Road at 2605'87" N latitude, 85026'64" E longitude at an elevation of 210 m. It is about eight km from Muzaffarpur railway station. The area has typically subtropical climate with an average annual rainfall of 1100-1300 mm. The soil conditions of the area are alluvial with sandy loam texture and are calcareous having pH 7.5 – 8.0. The research farm of the centre is spread over an area of 40 ha.

ICAR-NRCL ORGANISATIONAL CHART



List of Directors as on 1st of August, 2018:

Sl. No.	Name of Director	From	To
1.	Dr. KK Kumar	02-11-2006	30-06-2010
2.	Dr. H. Ravishankar	30-06-2010	21-07-2010
3.	Dr. Vishal Nath	22-07-2010	21-07-2015
4.	Dr. Vishal Nath	22-07-2015	21-01-2016
5.	Dr. S.D. Pandey	22-01-2016	07-02-2016
6.	Dr. Vishal Nath	08-02-2016	Till date

1. The particulars of its organization, functions and duties

The ICAR-National Research Centre on Litchi was established on 6th June, 2001 at the fag end of IXth Plan by Ministry of Agriculture, Government of India under the aegis of Indian Council of Agricultural Research to act as a nodal institution for research and development on litchi in India in a mission mode approach. The Centre started functioning from 2002 with budgetary allocation and the first batch of two scientists joining the Centre in March, 2002. The lease deed was signed on 25th June, 2002 between the ICAR and Government of Bihar to transfer 100 acres of land to the Centre at Mushahari. The Centre was strengthened during 2005 and onwards by redeploying scientific, technical and supporting staff along with administrative support and financial assistance for developing infrastructural facilities and to carry out the research work. The Centre is located at Mushahari, on Muzaffarpur-Pusa Road at 26°05'87" N latitude, 85°026'64" E longitude at an elevation of 210 m. It is about eight km from Muzaffarpur railway station. The area has typically subtropical climate with an average annual rainfall of 1100-1300 mm. The soil conditions of the area are alluvial with sandy loam texture and are calcareous having pH 7.5 – 8.0. The research farm of the centre is spread over an area of 40 ha.

The Centre has sanctioned strength of 15 scientific, 14 technical, 12 administrative and 10 supporting staff. The sanctioned scientific position represent the various disciplines of Horticulture, Plant Breeding, Genetics, Soil Science, Biotechnology, Physiology, Pathology, Entomology, Economics, Extension and Computer Applications.

The R&D programmes of the institute are implemented through the following Sections:

1. Crop Improvement
2. Crop Production
3. Crop Protection
4. Post Harvest

Besides, there are some sections which render specialized services to the whole of the institute viz. PME for prioritization of research and development work, their monitoring and evaluation, Works & Estate Committee to look after the development of the centre and moving need based proposal, monitoring progress of major work and upkeep and maintenance of estate at the centre, AKMU (Formerly known as ARIS cell) provides infrastructural support for computer services and research information system. The library of the institute maintains a wide collection of reference books, periodicals, journals, monographs, reports, reviews etc. relevant to Litchi and other scientific topics.

Mandate

To act as a repository of litchi plant genetic resources and to provide single window solution for crop production and post-harvest management to the growers, industries and exporters in mission mode.

2. The powers and duties of its officers and employees [Section 4(1)(b)(ii)]

Director in respect of the NRC shall exercise all the powers of the Head of the Department for the purpose of various Rules and Regulations of the Government of India, as amended from time to time and applicable *mutatis-mutandis* to the Society. In addition, the Director of the Institute shall exercise such powers for the functioning as is delegated to them by the Governing Body or any authority of the ICAR. The power delegated to the Director of Research Institutes is detailed in Schedule III. The powers detailed in this schedule however do not in any way restrict their powers as enjoyed by them as Head of the Department. The powers and duties of other staff are mentioned in the Establishment Manual (<https://icar.gov.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf>). The other rules, circulars, office orders etc under which power is exercised by the officers are available on ICAR website (<https://icar.gov.in/>). The Institute level work allocation is divided between Scientific staff (research and developmental work), Technical staff (Assistance to research and farm work), Administrative staff (Store & Purchase, Establishment, Director's Personal Section, Cash and Bill, Audit and Accounts, etc.) and Skilled Supporting Staff (Miscellaneous Supporting work).

Schedule III Powers delegated to the Directors of Research Institutes/Laboratories (vide ICAR letter No.F.11(4)/75-Cdn(A&A) dt. 01.04.1977 (Appendix I) and modified vide Order No. 6-2/90-Cdn(A&A) dt. 4.02.1993, 28.05.1993 and 29.03.1994, OO No. 6-3/92-Cdn(A&A) dt. 28.07.1992).

3. The procedure followed in the decision making process, including channels of supervision and accountability[Section 4(1)(b)(iii)]

The Director is assisted in the execution and implementation of various programmes by Section in-charges viz. Crop Improvement, Crop Production, Crop Protection, Post Harvest, Transfer of Technology and Section like Administrative Officer, and Finance and Accounts Officer of the institute provide the needed support. The Priority setting Monitory and Evaluation Committee (PME) guides and supports the Director by periodic review of programmes and approval of investments in new areas of research and policy making, training programmes, workshops and seminars. The Institute Staff Research Council (IRC) provides broad guidelines and assist in developing and implementing specific research. The channel of supervision and accountability is as per the Organization chart.

4. The norms set by it for the discharge of its functions[Section 4(1)(b)(iv)]

The norms are set by the ICAR Headquarters, New Delhi. The various functions carried out by the Centre are indicated in the mission, mandate, and objectives of the Centre, outlined in the section (i) on "The particulars of organization, functions, and duties of the ICAR-National Research Centre on Litchi". Also, the Centre complies ISO 9001:2008 certification. Other than this the centre also has its Citizen Charter and RFD which sets norms for discharge of its functions.

5. The rules, regulations, instructions manuals and records, held by it or under its control[Section 4(1)(b)(v)]

ICAR-NRCL is a Unit of ICAR, New Delhi. ICAR follows GOI rules *mutatis mutandis*, besides Agricultural Research Service rules, Technical Service Rules specially designed for Scientists and Technical personnel in ICAR. The Centre follows the rules, regulation, and instructions as followed by ICAR, and as indicated in the manuals and records of ICAR, New Delhi. These rules are available on ICAR website: <https://icar.gov.in/> . The transfer policy is also available on the ICAR website i.e. <https://icar.gov.in/>. Also, the list of employees who have been transferred from the centre or to the centre is available in the Annual reports of the centre. The Annual Reports of the centre are available at <http://www.nrclitchi.org/annual-reports>

6. A statement of the categories of documents that are held by it or under its control[Section 4(1)(b)(vi)]

- Annual Report
 - Vision 2025
 - Vision 2030
 - Vision 2050
 - News letters
 - Hindi Magazine
 - Litchi Books
 - Annual reports, Quarterly reports, Newsletters and research publication and documentation made from time to time. Other documents available are 16 years, Journey in Research for 16 years, Data Book on Litchi, Monographs on technologies etc.
 - Besides above office files (purchase, store, establishment, audit and accounts, cash & bill, etc.) and registers (Establishment, incumbency, reservation, stock, paybill, Main cash book, Subsidiary cash book, etc) are maintained for disposal of work and are kept with the dealing hand.
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7. The particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

Nothing at present.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. [Section 4(1)(b)(viii)]

The Institute Management Committee (IMC), Research Advisory Committee (RAC), and Institute Research Committee (IRC) are the committees, which help the Institute in guiding and implementing its various programmes and activities. The Composition of these committees is as per the guidelines of ICAR Headquarters, New Delhi. Other than this there are various internal committees constituted for the disposal of work which have been tabulated below:

Committee/ Council/Board	Composition	Date of Constitution of current Committee	Term/ Tenure	Powers and functions
Institute Management Committee, RAC andSRC	All the information is available on https://icar.org.in/files/reports/other-reports/MOARBL.pdf The current constitution is given under link http://www.nrclitchi.org/governance			
Priority Setting Monitoring and Evaluation Committee (PME)	As constituted by the Director, NRCL	01 st May, 2018	Until further order	Prioritization of research and development work. Organization of events, preparation of reports, submission of information Updating and maintenance of research reports/ documents etc. and addressing grievances.
Works and Estate Committee	As constituted by the Director, NRCL	01 st May, 2018	Until further order	To look after the development of the centre and moving need based proposals, Monitoring progress of major works and apprising upto date works report to the competent authority, * Upkeep and maintenance of estate at the Centre.
Farm Management and Advisory Commtee	As constituted by the Director, NRCL	01 st May, 2018	Until further order	Maintenance and Development of Farm, Monitoring various contractual work at farm, Layout of plots/blocks, irrigation channel etc andmoving proposals for farm development, Revenue generation through farm produce, utilization of vacant land, sale of planting materialsetc., Distribution of experimental plots/ trees to scientist, Holding regular meetings of FMAC and submitting proceeding for needful action
Purchase & Store Advisory Committee	As constituted by the Director, NRCL	01 st May, 2018	Until further order	Processing/ Recommending indents of purchase for further necessary action, Tender/ Quotation opening, finalizing the purchase/recommending

					the purchases, Conducting meeting as per needs and submit proceedings for approval
Price Fixation Committee	As constituted by the Director, NRCL	01 st May, 2018		Until further order	To fix/ revise the price of farm produce
Publication Committee	As constituted by the Director, NRCL	01 st May, 2018		Until further order	To compile and develop annual report, revising centre's publication, moving proposals for need based publication. Securitization and recommendation of technical papers / documents for publication out side.
Local Purchase Committee	As constituted by the Director, NRCL	01 st May, 2018		Until further order	To ascertain the reasonableness of rate and purchase of materials/goods on emergent occasions
Guest House, Sports and extra-curricular activity Committee	As constituted by the Director, NRCL	01 st May, 2018		Until further order	To run and maintain Scientist Visiting Home and farmers facility, Organize sports, events/ activities and extra curricular events and activities at the Centre.
HRD, ITMU & TOT	As constituted by the Director, NRCL	01 st May, 2018		Until further order	To assess the need and organize training programmes/ extension activities on and off campus training including Mera Gaon Mera Gaurav, Swachchh Bharat Abhiyan.
ISO Management Committee	As constituted by the Director, NRCL	01 st May, 2018		Until further order	Ensure implementation of ISO at the Centre.
Technical Evaluation Committee	As constituted by the Director, NRCL	01 st May, 2018		Until further order	For evaluation of technical bids of equipment.
Internal Complaints Committee	As constituted by the Director, NRCL	01 st May, 2018		Until further order	To investigate reported cases of commission of acts of sexual harassment of women, if any, and submit its report to the disciplinary authority recommending action to be taken against the accused employees.

				To review the state of preparedness to deal with complaints and to make all officers fully aware of their responsibilities in this regard.
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9. A directory of its officers and employees [Section 4(1)(b)(ix)]

The information is provided in the "About Us (NRCL Staff)" page.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation's provided in its regulations[Section 4(1)(b)(x)]

MONTHLY REMUNERATION OF EMPLOYEES

- Employees name provided under tab: **About us>NRCL Staff** (<http://www.nrclitchi.org/staff>)
- **Pay details:** Employees are paid salaries as per 7th CPC with their position and seniority

Employee Post held	Pay Scale/ Level
Director	Research Level-14
Principal Scientist	Research Level-14
Senior Scientist	Research Level-12 & 13A
Scientist	Research Level-10 & 11
Administrative Officer	Level-10
Assistant Administrative Officer	Level-07
Assistant Finance & Accounts Officer	Level-07
Assistant	Level-06
Upper Division Clerk	Level-04
Lower Division Clerk	Level-02
Stenographer (Gr.III)	Level-04
Senior Technical Officer (T-6)	Level-10
Technical Assistant (T-3)	Level-05
Technician (T-1)	Level-03
Skilled Supporting Staff	Level-01

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made[Section 4(1)(b)(xi)]

The details have been provided in the Institute Annual Report. The link of Annual reports is <http://www.nrclitchi.org/annual-reports>.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes[Section 4(1)(b)(xii)]

Nothing at present

13. Particulars of recipients of concessions, permits or authorizations granted by it[Section 4(1)(b)(xiii)]

Nothing at Present

14. Details in respect of the information, available to or held by it, reduced in an electronic form

NRCL Website (www.nrclitchi.org)

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

The facility of Library may be provided to all Indian Nationals with valid identity card during Library hours (10:30 HRS to 16:30 HRS) subject of approval of the competent authority. The books, journals, etc. are issued or lend only to ICAR-NRC on Litchi employees. In-charge Library can be contacted to avail the facility.

16. The names, designations and other particulars of the Chief Public Information Officer, Asstt. Public Information Officer and Transparency officer. [Section 4(1)(b)(xvi)]

Chief Public Information Officer:

Shri Abhishek Yadav

Administrative Officer, ICAR-National Research Centre on Litchi Mushahari Farm, Mushahari, Muzaffarpur - 842002. Phone No: 0621-2281160,
Mob: +91-7549223322 **Email:** abhishek.yadav@icar.gov.in
Training attended on RTI: 11-12th February, 2013 at ISTM, New Delhi.

Nodal Officer:

Shri Abhishek Yadav

Date of appointment as Nodal Officer: 21st November 2016

Administrative Officer, ICAR-National Research Centre on Litchi Mushahari Farm, Mushahari, Muzaffarpur - 842002. Phone No : 0621-2281160,
Mob : +91-7549223322 **Email:** abhishek.yadav@icar.gov.in

First Appellate Authority

Director,
ICAR-NRCL, Mushahari Farm,
Mushahari, Muzaffarpur – 842 002.
Email: 1) director.nrcl@icar.gov.in
2) nrclitchi@yahoo.co.in

Transparency Officer:

Dr. SK Purbey,
Principal Scientist, ICAR-National Research Centre on Litchi Mushahari Farm,
Mushahari, Muzaffarpur - 842002. Phone No : 0621-2281160, Mob : +91-
9835680319 **Email:** sushil.purbey@icar.gov.in | skpurbey_nrcl@yahoo.com

Vigilance Officer:

Dr. Amrendra Kumar
Principal Scientist, ICAR-National Research Centre on Litchi Mushahari Farm,
Mushahari, Muzaffarpur - 842002. Phone No : 0621-2281160, Mob : +91-
9934273391 **Email:** amrendra14d@gmail.com

17. Such other information as may be prescribed and thereafter update these publications every year

Mode of Seeking Information -

A) The relevant provisions of the Act towards charging fee are as under:

1. A request for obtaining information under Sub-section (1) of Section 6 shall be accompanied by an application fee of Rs.10.00 by way of cash against proper receipt or by demand draft in the name of "**ICAR Unit-NRCL**" payable at "**SBI Musahari, Muzaffarpur**".
 2. For providing the information under Sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand draft payable to the Director, National Research Centre on Litchi at following rates:
 - a) Rs.2.00 for each page (in A4 size paper) created or copied.
 - b) Actual charge or cost price of a copy in larger size paper.
 - c) Actual cost or price for samples or models; and
 - d) For inspection of records, no fee for first hour; and a fee of Rupees 5.00 for each fifteen minutes (or fraction thereof) thereafter.
 3. For providing the information under Sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand draft in the name of "**ICAR Unit-NRCL**" payable at "**SBI, Mushahari, Muzaffarpur**" at following rates:
 - a) For information provided on CD Rs.50.00 per CD; and
 - b) For information provided in printed form at the price fixed for such publication or Rs.2.00 per page of photocopy for extracts from the publications. The payment is required to be dispatched to: Public Information Officer/ APIO, NRCL.
- B) Online RTI application can also be requested through online portal:
<https://rtionline.gov.in/request/request.php> .
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18. Contracts & Procurement Tender

The information are provided in the "Tender" page on website: www.nrclitchi.org
The eTenders are published on Central Public Procurement Portal
<https://eprocure.gov.in/eprocure/app>.

19. Dissemination of knowledge and training for Farmers/Litchi Cultivators/ entrepreneurs for different products from Litchi

Training programme
For details contact:
Director, ICAR-NRCL, Mushahari Farm, Mushahari, Muzaffarpur – 842 002.
Email: 1) director.nrcl@icar.gov.in, 2) nrclitchi@yahoo.co.in

20. Recruitment

The information are provided in the "Recruitment" page on website:
www.nrclitchi.org

21. Number 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 as on date
(ii)	Finalised for minor penalty or major penalty proceedings	:	NIL as on date

22. Foreign tour (F. No. 1/8/2012-IR dt. 11.09.2012)

(i)	Budget :	Nil during 2017-18
(ii)	Foreign Tours by ministries and officials of the rank of joint secretary to the Government and above, as well as the heads of of the department. a) Place visited b) The Period of visit c) The number of mebers in the officials delegation d) Expenditure on the visit	Nil during 2017-18

23. Publicity Band Public interface

S.No.	Item	Details of disclosure	Particulars
1	Particulars for any arrangement for consultation with or representation by the members of the	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which	Farmer representative are included as members in important committees such as IMC & RAC. The representatives attend

	public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	are normally accessed by citizens (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors (iii) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	the meeting as and when the meeting is scheduled.
2	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)	http://www.nrclitchi.org/
3	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Annual Reports and other information available on website in electronic format
		(ii) Printed format	Annual Reports and other information available in print format in the Office
4	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Some publications are available in the library free of cost and other are charged. The material available on website is free of cost.

24. E. Governance

S. No.	Item	Details of disclosure	Remarks
1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Annual Reports available on website in English. Other information is available partially in Hindi and English such as technical bulletin, books, newsletter, Litchima etc. These are updated as and when required.
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	- -

3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	The information is available under various tabs such as publications, research, facilities, recruitment. Etc. on the website.
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Details of applications received under RTI and information provided	The quarterly reports are uploaded on the website.
		(ii) List of completed schemes/ projects/ Programmes	Available under Annual Reports and under link http://www.nrclitchi.org/research-projects
		(iii) List of schemes/ projects/ programme underway	Available under Annual Reports and under link http://www.nrclitchi.org/research-projects
		(iv) Annual Report	http://www.nrclitchi.org/annual-reports
		(v) Frequently Asked Question (FAQs)	http://www.nrclitchi.org/faqs
		(vi) Any other information such as a) Citizen's Charter	http://www.nrclitchi.org/citizen-charter
		b) Result Framework Document (RFD)	http://www.nrclitchi.org/rfd
		c) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	http://www.nrclitchi.org/rfd
6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	http://www.nrclitchi.org/rti
		(ii) Details of appeals received and orders issued	http://www.nrclitchi.org/rti
7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Not met

25. Important Links:

Sl.No.	Important Websites	Link
1.	Ministry of Agriculture and farmers welfare	http://agriculture.gov.in/
2.	Department of Agricultural Research and Education (DARE)	http://dare.nic.in/
3.	Indian Council of Agricultural Research, New Delhi	https://icar.gov.in/
4.	Agricultural Scientist Recruitment Board, New Delhi	http://www.asrb.org.in/
5.	ICAR-NRC on Litchi, Muzaffarpur	www.nrclitchi.org
6.	Applying RTI online	https://rtionline.gov.in/request/request.php
7.	Government eMarketplace	https://gem.gov.in/
8.	Central Public Procurement Portal	https://eprocure.gov.in/cppp/
9.	National Career Service	https://www.ncs.gov.in/Pages/default.aspx
10.	National Agricultural Market	http://www.enam.gov.in/NAM/home/index.html
11.	GST Portal	https://www.gst.gov.in

Last Updated on 7th of August 2018