

RIGHT TO INFORMATION ACT

Matters Related to Right to Information Act

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°26'64" 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

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.

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

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.

4. The norms set by it for the discharge of its functions

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".

5. The rules, regulations, instructions manuals and records, held by it or under its control

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: <http://icar.org.in/>

6. A statement of the categories of documents that are held by it or under its control

- 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 and registers maintained for disposal of work.

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

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.

9. A directory of its officers and employees

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

Mentioned in detail in Manual on Establishment and Administration for ICAR Officers.

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

The details have been provided in the Institute Annual Report.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Nothing at present

13. Particulars of recipients of concessions, permits or authorizations granted by it

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.

16. The names, designations and other particulars of the Chief Public Information Officer, Asstt. Public Information Officer and Transparency officer

Chief Public Information Officer:

Shri Abhishek Yadav

Administrative Officer, ICAR-National Research Centre on Litchi
Mushahari Farm, Mushahari, Muzaffarpur - 842002.

Phone No : [0621-2281160](tel:0621-2281160), Mob : [+91-7549223322](tel:+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](tel:0621-2281160), Mob : [+91-9835680319](tel:+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](tel:0621-2281160), Mob : [+91-9934273391](tel:+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/ A3 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> .

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.

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. Important Links:

S.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	http://icar.org.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/