

RTI Proactive Disclosure under Section 4(1)(b) of the RTI Act

1. The particulars of its organisation, functions and duties
2. The powers and duties of its officers and employees
3. The procedure followed in the decision making process, including channels of supervision and accountability
4. The norms set by it for the discharge of its functions
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
6. A statement of the categories of documents that are held by it or under its control
7. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority
8. Directory of officers and employees
9. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations
10. Name, designation and other particulars of public information officers
11. No. Of employees against whom Disciplinary action has been proposed/ taken
12. Programmes to advance understanding of RTI (Section 26) Educational programmes
13. Transfer policy and transfer orders
14. Budget and Programme
15. Publicity Band Public interface
16. E.Governance
17. Information as may be prescribed
18. Information Disclosed on own Initiative

ICAR – NATIONAL RESEARCH CENTRE ON CAMEL, BIKANER

THE RIGHT TO INFORMATION ACT, 2005

NO.22 OF 2005

CHAPTER II

Right to information and obligations of public authorities:-

1.1 Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]

(i) Name and address of the Organization

ICAR – National Research Centre on Camel, Post Box No.07, Jorbeer, Bikaner-334001 (Rajasthan), India

(ii) Head of the organization

Dr. R.K. Sawal, Director

(iii) Vision, Mission and Key objectives

Vision

Improvement of camel production system using unique adaptive physiological capabilities and other biological utilities of camels through basic and applied research, capacity building, extension technologies for the benefit of camel rearing people.

Mission

Improvement of livelihood status of people rearing camels in harsh arid and semi-arid regions.

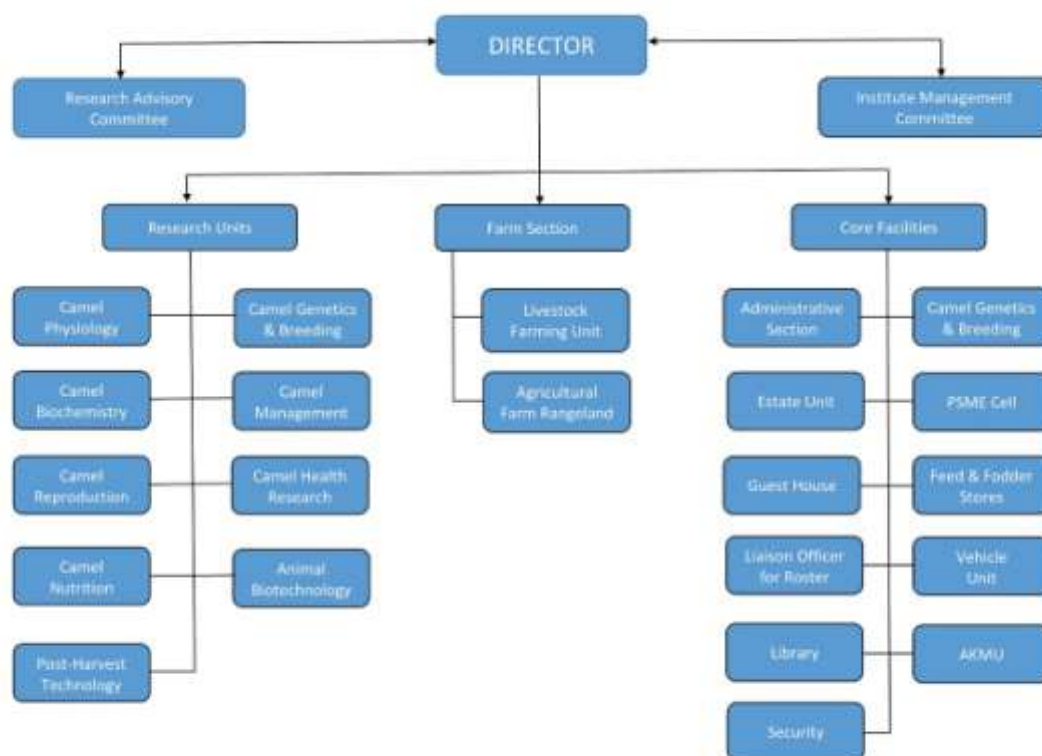
Key Objectives

- To carry out base line survey of camel genetic resources in India and conservation of breeds.
- To establish camel as a milch animal, improve its milk production potential and optimize the reproductive performance by nutritional and management interventions.
- To study the functional food value of Camel milk and value addition to camel milk
- To carry out research on management of camel diseases through surveillance, monitoring and control measures.
- To carry out research for exploring camel immune system and its applicability in the diagnosis and therapy of human diseases.
- To collaborate with national and international agencies for research on human medicine benefits of Camel milk and immunology and development of human resource in the area of camel health and husbandry.
- To develop ecotourism using camel

(iv) Function and duties

NRCC is a constituent unit of Indian Council of Agricultural Research, an autonomous body under the Department of Agricultural Research & Education, Ministry of Agriculture & Farmers' Welfare, Govt. of India. Director is the executive head of the Centre and is the chairman of the Institute Management Committee (IMC) which is responsible for all policy and decision making regarding the functioning of Centre. Research Advisory Committee (RAC) reviews the research achievements of the Centre and its consistency in view of the mandate of the Centre and suggests research programmes based on national/global context of research in the thrust areas. Director is also chairman of the Institute Research Council (IRC) that monitors the progress of research projects. The research and extension activities at the Centre are looked after by the respective In-charges/Scientists. The Institute Joint Staff Council (IJSC) looks after the grievance and welfare of staff members of the Centre.

(v) Organization Chart



(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

The National Research Centre on Camel (NRCC) was approved during the last phase of the 6th five year plan with a total outlay of 37 lakhs for the years 1983-84 and 1984-85. The approval of Govt. of India for establishing the NRCC was conveyed vide office order No. F.2891/81.AS (C&P), dated March, 1984.

The Centre actually came into existence on 5th July, 1984. The physical facilities available at the erstwhile camel breeding farm consisting of 149 camels of Bikaneri breed, approx.; 2064 acres of forest and grazing land, one open well and a dilapidated camel sheds and residential complex were transferred by the Animal Husbandry Department of the Government of Rajasthan to the Indian Council of Agricultural Research.

The Centre is located in the Jorbeer are of Bikaner city. It is situated at Latitude: 28° 01' North and Longitude; 73° 11' East with Time zone GMT +05:30 hours. The soil type is loose and sandy. The climate is mostly dry ad hot with annual rainfall in the range of 260-440 mm. The temperature ranges between 30-48°C in summer and between 4 to 28°C in winter season. The mandate of centre initially was decided as conservation and preservation of existing breeds of camel and to generate baseline research data on camel which was revised from time to time taking into consideration the achievements done by the scientists of the centre and development in the field across the globe.

The mandate was revised during 2015-16 to meet the requirements of eco-tourism by Indian Council of Agricultural Research

1. Basic and applied research for improvement of camel health and production.
2. Information repository on camel research and development.
3. Development of camel eco-tourism.

1.2 Power and duties of its officers and employees [Section 4(1)(b)(ii)]

(i) Powers and duties of officers (administrative, financial and judicial)

(ii) Power and duties of other employees

Officers/ Employees	Power and Duties
Director	The Director is Head of Department for the Centre. He exercises all the powers which is applicable to HOD as per GOI instructions. Further powers have been delegated to the Director for day to day functioning of the Centre as per delegation of powers by ICAR Hqrs. Overall administrative, financial, executive powers rest with the Director.
I/c PME	<p>Functions of PME Cell</p> <ol style="list-style-type: none"> 1. To coordinate and synthesize the recommendations of QRT, RAC, IRC, Vision documents of Centre and ICAR to recommend research priorities of the Centre for shortlisting priority researchable problems across crop(s)/divisions/programmes/commodity/livestock etc. at centre's level. (Priority setting) 2. Annual updating and presenting the report to the Director of the Centre for assigning research projects. 3. To coordinate and arrange for annual monitoring of each on-going project and evaluation of completed projects through internal and external experts. 4. To coordinate and arrange for technology validation and/or impact assessment of successful technology claimed by scientist(s) through internal and external experts. 5. Regularly sensitizing and capacity building of research managers and scientists through training programmes. 6. Maintaining a database on all publications, technologies developed, IPRs, consultancies, projects undertaken in the past 10 years and on-going projects.
I/c ITMU	To facilitate IP management and technology transfer and commercialization
I/c Store	Receipts and entry of procured goods
I/C Estate	Civil/Electrical maintenance of buildings, roads and residential quarters and undertaking repair/petty/minor works departmentally.
Grievance Committee	<p>To address grievances of employees at institute level</p> <p>Scope of Grievance Committee</p> <p>The scope of the Grievance Committee shall be as follows:-</p> <p>The Grievance committee will provide an apparatus in the institutional framework that may:</p> <ol style="list-style-type: none"> i) Facilitate easy access to individuals for ventilating their own personal grievances: ii) Ensure speedy consideration of grievance and decision thereon: iii) Impart a degree of objectivity and fair play in the whole process. <p>b) The Grievance Committee should not look only into technicalities but would help to establish good communication between the office of the unit and the employees.</p> <p>c) The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the unit.</p>

	<p>2) The Grievance Committee shall consider only individual grievances of specific nature of an employee raised personally by the concerned aggrieved employee. The Grievance Committee shall not consider:</p> <p>Any grievance relating to subjects for which separate committees exist.</p> <p>Any grievance of general applicability or of collective nature or raised collectively by more than one employee.</p> <p>Any grievance arising out of disciplinary action having been taken against an employee under Disciplinary Rules.</p>
I/C RFD Cell	Preparation, compilation and timely submission of RFD monthly, half yearly and annual achievement report
I/c Security	To ensure watch & ward of Centre's property.
I/c Guest House	Providing accommodation to the guests.
I/c Library	To maintain journals, books, reports etc. To act as Nodal Officer for CeRA.
CPIO & Nodal Officer	Central Public Information Officer is responsible to provide information to persons requesting for the information under RTI Act, 2005.
Member secretary, RAC	All meetings of the Research Advisory Committee shall be called by notice in writing by and under the hand of the Member-Secretary of the Committee. An omission to give notice or late receipt or non-receipt of notice by any member shall not invalidate the proceedings of the meeting. The proceedings of the Research Advisory Committee shall be forwarded to the Director-General, ICAR by the Member-Secretary, after getting the same approved from the Chairman, immediately and the Director of the Institute should ensure that the proceedings are delivered to the Secretary, ICAR within a week of the meeting.
Member Secretary, IMC	All meetings of the Management Committee shall be called by notice in writing by and under the hand of the Member-Secretary of the Committee.
Member Secretary, IRC	All meetings of the Staff Research Council shall be called by notice in writing by and under the hand of the Member-Secretary. An omission to give notice or late receipt or non-receipt of notice by any member shall not invalidate the proceedings of the meeting. Action on the Proceedings of the Staff Research Council will be initiated immediately after the same are approved by the Chairman and circulated to all concerned. The Member-Secretary of the SRC will monitor the follow-up action, which will be reported at the next meeting of SRC.
PAC	Prioritization and recommendation of purchase proposals
Tender opening committee	Opening of invited bids
Technical evaluation committee	Evaluation of technical aspects of the invited bids and selection of technically qualified goods
Scientific personnel	Scientific personnel are engaged in agricultural research and education (including extension education) whether in physical, statistical, biological engineering, technological or social sciences. This category also include persons engaged in planning, programming and management of scientific research.
Technical Officers	Technical personnel shall be those who perform technical service in support of research and education whether in the Laboratory, Workshop or Field, or in areas like Library, Documentation, Publication and Agricultural Communication.

Administrative
AO/AAO

To provide administrative support for the work of the Centre.

General Duties

- i) Distribution of work among the staff as evenly as possible-that is one Assistant should not be over loaded while the other is idle;
- ii) Training. Helping the advising the staff;
- iii) Management and co-ordination of the work;
- iv) Maintenance of order and discipline in the section;
- v) Maintenance of a list of residential address of the staff.

Responsibilities relating to Dak

- i) To go through the receipts;
- ii) To submit receipts which should be seen by the Branch Officer or Higher Officers at the dak stage;
- iii) To keep a watch on any hold-up in the movement of dak; and
- iv) To scrutinize the section diary once a week to know that it is being properly maintained.

Responsibilities relating to issue of drafts.

- i) To see that the draft is letter perfect i.e. all correction have been made before it is marked for issue;
- ii) To indicate whether a clean copy of the draft is necessary;
- iii) To indicate the number of spare copies require;
- iv) To check whether all enclosures are attached;
- v) To indicate mode of dispatch.

Responsibility for efficient and expeditious disposal of work and check on delays:

- i) To keep a note of important receipts with a view to watching the progress of action;
- ii) To ensure timely submission of arrear and other returns;
- iii) To undertake inspection of Assistants, table to ensure that no paper of file has been overlooked;
- iv) To ensure that cases are not help up at any stage;
- v) To go through the list of periodical returns every week and take suitable action of items requiring attention during next week.

Independent disposal of cases:-

He should take independently action of the following types:-

- i) Issuing reminder;
- ii) Obtaining or supplying factual information of a non-classified nature;
- iii) Any other action which a Section Officer is authorized to take independently.

Duties in respect of recording and indexing

- i) To approve the recording of files and their classification;
- ii) To review the recorded file before destruction;
- iii) To order and supervise periodic weeding of unwanted spare copies;
- iv) Ensuring proper maintenance of registers required to be maintained in the section.
- v) Ensuring proper maintenance of reference books, office orders etc. and keep them up-to-date.
- vi) Ensuring neatness and tidiness in the Section.

Dealing with important and complicated cases himself.

- i) Ensuring strict compliance with Departmental Security instructions.

Assistant/Upper Division Clerk:- He works under the orders and supervision of the AAO/AO and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:-

- i) To see whether all facts as are open to check have been correctly stated.
- ii) To point out any mistakes or mis-statements of the facts.
- iii) To draw attention where necessary to precedents or Rules and Regulations on the subject.
- iv) To put up the Guard file, it necessary, and supply other relevant facts and figures.
- v) To bring out clearly the question under consideration and suggest a course of action wherever possible.

F & AO

The duties of Finance & Accounts Officers of the Indian Council of Agricultural Research and its Institutes etc. are broadly indicated below:

1. To exercise judicious scrutiny of all financial sanctions copies of which should invariably be furnished to the Finance & Accounts Officer.
2. Fixation of pay will be checked by the Finance & Accounts Officer before any orders are issued in this behalf by the administrative authorities. He need not, however, be consulted at the time of sanction of annual increments or for the fixation of pay at the minimum of the time scale under the normal rules.
3. To pre-audit all payments from the funds of the Council/Institutes with reference to proper sanction and budget provision.
4. To prepare cheques for all payments and withdrawals from the Bank Account for signatures and counter-signatures of the officers authorized in this behalf, after the bills have been pre-audited and passed for payment.
5. To maintain the Main Cash Book in respect of all receipts deposited into the Bank Account or payments or withdrawals made therefrom.
6. To watch adjustment/clearance of all advances, deposits and Remittance transactions through objection book or separate register or Broadsheet.
7. To maintain Classified Abstract of all receipts and payments, and to render monthly accounts to ICAR by the prescribed date each month.
8. To prepare Revised Estimates and Budget Estimates.
9. To watch the progress of receipts and expenditure against the sanctioned Estimates and to caution the officers concerned as and when the variations are wide.
10. To furnish to the Director (Finance), the reports/returns in the prescribed formats.
11. To assist in checking of comparative statements of tenders for works and supplies and of quotations for other purchases.
12. Vetting of all purchase proposals.
13. To examine the forms of contracts, invitation to tenders etc. when the approved form and substance of the contract require any change.
14. To advise on all financial matters which may be referred to him by the

	<p>officers concerned or which may come to his notice in the course of scrutiny of sanctions/orders/bills etc.</p> <p>15.To watch receipt of audited statements of accounts and utilization certificates in respect of grants-in-aid made to outside Institutes or bodies.</p> <p>16.In respect of schemes financed by outside agencies transactions should be booked separately under 'Deposits'. At the end of the year a statement of account should be rendered to the parties concerned duly certified by Audit and any excess of expenditure should be recovered forthwith.</p> <p>For any balance at credit their acceptance should be asked for and kept on record, until it is refunded on the termination of the scheme.</p> <p>17.With a view to giving greater flexibility of operation including planning for better expenditure control in the context of powers delegated to the Directors of the Institutes, the following procedure of remittance of funds to the Institute has been adopted by the Council:-</p> <p>18.To maintain the audit registers etc.</p>
<p>Private Secretary/ Personal Assistant/ Stenographer</p>	<p>He should keep the officer free from the worries of a routing nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An officer has to depend on his Personal Assistant for routing jobs so as to have more time to devote himself of the work in which he has specialized. The personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and an Assistant of the boss. He should be popular with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional men.</p> <p>Some of the more specific functions are enumerated below:-</p> <ol style="list-style-type: none"> i) Taking dictation in shorthand and its transcription in the best manner possible. ii) Fixing up of appointments and if necessary cancelling them. iii) Screening the telephone calls and the visitors in a tactful manner. iv) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up. v) Maintaining in proper order the papers required to be retained by the officer. vi) Keeping a note of the movement of files, passed by his officer and other officers, if necessary. vii) Destroying by burning the stenographic record of the confidential and secret letter after they have been typed and issued. viii) Carrying out the corrections to the officer's reference books. ix) Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.
<p>Assistants/UDC</p>	<p>Assistant/Upper Division Clerk:- He works under the orders and supervision of the AAO/AO and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:-</p> <ol style="list-style-type: none"> i) To see whether all facts as are open to check have been correctly stated. ii) To point out any mistakes or mis-statements of the facts.

	<p>iii) To draw attention where necessary to precedents or Rules and Regulations on the subject.</p> <p>iv) To put up the Guard file, it necessary, and supply other relevant facts and figures.</p> <p>v) To bring out clearly the question under consideration and suggest a course of action wherever possible.</p>
LDC	Lower Division Clerks are ordinarily entrusted with work of routine nature, for example registration of dak, maintenance of section, Diary, File Register, File Movement Register, Indexing and Recording, typing comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple draft etc.
Skilled Support Staff	Providing help and support the Scientific, Technical, Administrative and Auxiliary categories of staff. They may be skilled, semi-skilled or unskilled.

(iii) Rules/ orders under which powers and duty are derived and

(iv) Exercised

As per ICAR Delegation of Powers, ICAR Establishment & Administration Manual and orders of Director.

(v) Work allocation

DIRECTOR CELL

1. Dr. R.K. Sawal, Director
2. Sh. H.S. Kaundal, PA to Director

SECTION/UNITS			
PSME CELL	LIVESTOCK FARM	CIF UNIT	AGRICULTURAL FARM
Name of Officers & Officials	Name of Officers & Officials	Name of Officers & Officials	Name of Officers & Officials
Dr. Rakesh Ranjan, PS & In-charge	Dr. F.C. Tuteja, Sr. Sci. & In-charge	Dr. Rakesh Ranjan, Pr. Sci. & In-charge	Smt. Priyanka Gautam, Sci & In-charge
Dr. Shirish Narnaware, Sr. Sci.,	Dr. B.L. Chirania, CTO	Dr. B. Jyotsna, Sci.	Sh. M.K. Rao, ACTO
Dr. Devendra Kumar, Sci.,	Dr. Kashi Nath, ACTO		
Sh. Ram Dayal, CTO			
Sh. Dinesh Munjal, ACTO			
AKMU	LIBRARY	GUEST HOUSE	ESTATE & COMMUNITY CENTRE
Name of Officers & Officials	Name of Officers & Officials	Name of Officers & Officials	Name of Officers & Officials
Dr. Rakesh Ranjan, PS & In-charge	Dr. Rakesh Ranjan, PS & In-charge	Sh. Manjeet Singh, STO & I/c Guest House	Sh. Manjeet Singh, STO & I/c Estate Section
Sh. Dinesh Munjal, ACTO	Sh. Ram Dayal, CTO	Sh. R.A. Sahu, AO	Dr. Kashi Nath, ACTO
		Sh. K.K. Yadav, UDC	Sh. Satnam Singh, TO
			Sh. Radha Krishan, TO

ADMINISTRATION			
SH. R.A. SAHU, ADMINISTRATIVE OFFICER SH. A.K. YADAV, ASSISTANT ADMINISTRATIVE OFFICER			
ESTABLISHMENT SECTION	LEGAL SECTION	PURCHASE SECTION	STORE SECTION
Name of Officers/ Officials	Name of Officers/ Officials	Name of Officers/ Officials	Name of Officers/ Officials
In-Charge: Admn. Officer	In-Charge: Admn. Officer	In-Charge: Admn. Officer	In-Charge: Admn. Officer
Sh. Jamil Ahmed, Asstt.	Sh. Ram Kumar, Private Secretary	Sh. Anil Kumar, Asstt.	Sh. K.K. Yadav, UDC
CASH & BILL SECTION	VEHICLE SECTION	ACCOUNT SECTION	
Name of Officers/ Officials	Name of Officers/ Officials	Name of Officers/ Officials	
DDO: Asstt. Admn. Officer	In-charge: Asstt. Admn. Officer	In-charge: Sh. B.K. Acharya, Asstt. Finance & Account Officer	
Sh. V.K. Soni, Assistant	Sh. Sh. H.S. Kaundal, PA		
	Sh. V.K. Soni, Asstt.		
	Sh. Shivji Ram, Driver/STA		

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

(i) Process of decision making Identify key decision making points

- As per hierarchical line of control depicted in the organizational setup
- By interaction with In-charges and staff.
- By interaction with stake holders

(ii) Final decision making authority

Director, ICAR – National Research Centre on Camel, Bikaner

(iii) Related provisions, acts, rules etc.

General Rules; T.A. Rules; CCS (Leave) Rules; Dearness Allowance and Dearness Relief; HRA and CCA; Pension Compilation; CCS (Commutation of Pension) Rules; CCS (Extra-ordinary pension) Rules; Staff Car Rules; Medical Attendance Rules; CCS (CCA) Rules; General Provident Fund (Central Services) Rules; Leave Travel Concession Rules; Children's Educational Assistance; General Financial Rules; Delegation of Financial Powers Rules; House Building Advance Rules; Suspension and Rein-statement ; Overtime Allowance Rules; CCS (Revised Pay) Rules; Central Treasury Rules, Vol.I; CCS (Temporary Service) Rules, 1965; Central Administrative Tribunal (Act, Rules and orders); Advances to Central Government Servants; Central Government Account (Receipts and Payments) Rules; Manual on Disciplinary Proceedings; Manual on Establishment and Administration; Manual on Office Procedure; Master Manual for DDOs and Heads of Offices-Part-I-Finance and Accounts; Master Manual for DDOs and Heads of Offices – Part-II-Establishment; ICAR Establishment & Administration Manual; ARS Rules; Technical Service Rules; ICAR Rules & Byelaws

(iv) Time limit for taking a decisions, if any

As per citizen's charter of the Centre

(v) Channel of supervision and accountability

- As per hierarchical line of control depicted in the organizational setup
- In-charges to oversee the activities of section/units
- AO, AF&AO to oversee the administrative and financial aspects.

1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]

(i) Nature of functions/ services offered

- a. feed analysis
- b. Milk analysis
- c. PCR based diagnosis of Tuberculosis/Brucellosis/Pasteurellosis/ Klebsiella/Corynebacterium
- d. Histopathology of tissue sample

(ii) Norms/ standards for functions/ service delivery

Norms/ standards for functions/ service delivery: Established scientific standards are followed to conduct tests in laboratory. The processes are well documented, standardized and validated through various scientific experiments across the world. Results are delivered through electronic as well as print modes.

(ii) Process by which these services can be accessed

Through request to the Director, ICAR-NRCC (electronic or manual application along with samples).

(iii) Time-limit for achieving the targets

3 weeks

(iv) Process of redress of grievances

Any grievance can be redressed through submitting an application to Director, ICAR-NRCC.

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

(i) Title and nature of the record/ manual /instruction.

(ii) List of Rules, regulations, instructions manuals and records.

(iii) Acts/ Rules manuals etc.

As per 1.3 (iii) above.

(iv) Transfer policy and transfer orders

Transfer policy framed by ICAR is followed. The same is available on ICAR website www.icar.org.in

1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

(i) Categories of documents

Custodian of documents/categories

Sl.No.	Document Title	Description	Responsibility	Periodicity of preservation
1.	Research proposals(Concept note and RPF-I)	Details of proposed research projects	I/c PSME	As per Record Retention Schedule.

2.	Research progress reports (RPF-II)	Details of the progress of research project	I/c PSME	-do-
3.	Project completion report (RPF-III)	Details of the completed project	I/c PSME	-do-
4.	Annual reports	Detailed activities of the Centre	I/c Library	-do-
5.	Results frame work document (RFD)	Description and success indicators of various activities of the institute	Nodal officer RFD	-do-
6.	RAC agenda and proceedings	Agenda for RAC meetings and the committee recommendations	Member Secretary, RAC	-do-
7.	IMC agenda and proceedings	Agenda for IMC meetings and the committee recommendations	Member Secretary, IMC	-do-
8.	IRC proceedings	Recommendations of the committee	Member Secretary, IRC	-do-
9.	MoU	MoU for contract research, consultancy and technology transfer	I/c PSME	-do-
10.	Training proposals	Details of the proposed training programme	I/c PSME	-do-
11.	Training manual	Details of the training content	I/c PSME	-do-
12.	Vision 2050	Description of future road map of strategy for research on camels	/c PSME	-do-
13.	Store records	Inventory of the procured goods, asset register	I/c Central Store	-do-
14.	Purchase files	Invited bids, technical selection committee comments, purchase contracts, installation reports and bills	AO	-do-
15.	Office orders	Appointments, promotion, procurement, financial sanction	AO/AAO	-do-
16.	Service record	Details of officers/staff	AO	-do-
17.	Forms	EL, Medical, LTC, GPF, Tender, Imprest, Joining report, Store requisition, bill adjustment etc.	AO/DDO/AAO	-do-
18.	Standing Finance Committee (SFC)		AO/AAO	-do-

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

(i) Name of Boards, Council, Committee etc.

(ii) Composition

- (iii) Dates from which constituted
- (iv) Term/ Tenure
- (v) Powers and functions
- (vi) Whether their meetings are open to the public?
- (vii) Whether the minutes of the meetings are open to the public?
- (viii) Place where the minutes if open to the public are available?

As attached please.

Constitution of present Research Advisory Committee and Institute Management Committee of NBAGR is given as under :-

Research Advisory Committee			
Sr. No.	Name and Address	Position	Term
1	Prof. A.C. Varshney, former Vice –Chancellor 78 Tribune Society Complex, Raipur Khurd, Near Airport Chowk, Chandigarh-160004	Chairman	Up to 10.11.2020
2	Prof. B.K. Beniwal Ex. Professor& Dean, 33, Gandhi Nagar (West) Near Lalgah Palace Bikaner: 334001	Member	Up to 10.11.2020
3	Dr. V.R.B. Sastry. Ex. Principal Scientist, H.No. 30- 276/ 14/ 22/ 1 (Plot No. 22), Beside Mercy Model School, Poolapalli Balayya Road, Safi Nagar, Old Safil Guda, R.K. Puram Post, Secunderabad- 500 056, Telangana	Member	Up to 10.11.2020
4	Dr. A.G. Bhandarkar Ex. Professor, Perana Nagar, Katol Road, Nagpur: 440013.(M.S.)	Member	Up to 10.11.2020
5	Prof. C.G. Joshi, Head, Animal Biotechnology Unit Veterinary College Anand Agricultural University, Anand (Gujarat)	Member	Up to 10.11.2020
6	Dr. B.S. Prakash, ADG (ANP) ICAR, Krishi bhawan, New Delhi	Member	Up to 10.11.2020
7	Dr N.V. Patil, Director ICAR-NRCC, Bikaner	Member	Up to 10.11.2020
8	Dr. R.K.Sawal, Principal Scientist, ICAR-NRCC, Bikaner	Member secretary	Up to 10.11.2020

(b) Institute Management Committee

1.	The Director , ICAR-National Research Centre on Camel, Bikaner	CHAIRMAN	Ex-Officio
2.	The Director , Department of Animal Husbandry, Government of Rajasthan, Pashudhan Bhawan, Tonk Road, Jaipur (Raj)-302 015	MEMBER	08.01.2019 TO 18.01.2022
3.	Director , Directorate of Animal Husbandry, Krishi Bhawan, Sector – 10/A, CH Road, Gandhinagar (Gujarat) – 382 010	MEMBER	08.01.2019 TO 18.01.2022
4.	The Dean , College of Veterinary & Animal Science, RAJUVAS, Bikaner – 334 001	MEMBER	08.01.2019 TO 18.01.2022
5.	Shri Ramgopal Suthar , Main Market, Shri Dungargarh, District – Bikaner (Rajasthan)	MEMBER	08.01.2019 TO 18.01.2022
6.	Shri Brijendra Punia , Post Sandhhar Tehsil Suratgarh, District – Sri Ganganagar (Rajasthan)	MEMBER	08.01.2019 TO 18.01.2022
7.	Dr. A.K. Patel , Principal Scientist, Division of Livestock Production and Range Management, ICAR-Central Arid Zone Research Institute, Jodhpur - 342 003 (Rajasthan) – INDIA	MEMBER	21.03.2017 TO 20.03.2020

8.	Dr. S.S. PAUL , Principal Scientist (Animal Nutrition), ICAR – Directorate of Poultry Research, Rajendranagar, Hyderabad – 500 030 (Telangana)	MEMBER	21.03.2017 TO 20.03.2020
9.	Dr. R. A. Legha , Principal Scientist, Equine Production Campus, National Research Centre on Equines, Bikaner-334 001(Rajasthan) India	MEMBER	21.03.2017 TO 20.03.2020
10.	The Asstt. Director General (AN&P) , Indian Council of Agricultural Research, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110 001	MEMBER	21.03.2017 TO 20.03.2020
11.	The Comptroller , Indian Agricultural Research Institute, Pusa, New Delhi – 110 012	MEMBER	08.01.2019 TO 18.01.2022
12	Sh. R.A. Sahu, Administrative Officer , National Research Centre on Camel, Bikaner (Rajasthan)	MEMBER SECRETARY	Ex-Officio

Details of meetings of these committees as well as IRC are available in the annual reports of the institute and in the proceedings maintained with I/c PSME and Administrative Officer, respectively.

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]

(i) Name and designation

DIRECTORY OF ITS OFFICERS AND EMPLOYEES INDICATING THE PAY SCALE OF EACH OFFICER AND EMPLOYEE

S. No.	Employee Name	Designation	Pay Band	Date Of Birth	Date Of Retirement	Email Address	Phone Number
1	Dr. Rajesh Kumar Sawal	PS & Director (Acting)	Pay Matrix Level-14 Rs. 144200-218200 (As per 7th CPC)	04-Dec-62	31-Dec-24	Rajesh.Sawal@icar.gov.in	9828261373
2	Dr Samar Kumar Ghorui	Principal Scientist	Pay Matrix Level-14 Rs. 144200-218200 (As per 7th CPC)	07-Dec-63	31-Dec-25	Samar.Ghorui@icar.gov.in	9414603686
3	Dr. Sumant Vyas	Principal Scientist	Pay Matrix Level-14 Rs. 144200-218200 (As per 7th CPC)	28-Apr-65	30-Apr-27	Sumant.Vyas@icar.gov.in	9414012516
4	Dr. Rakesh Ranjan	Principal Scientist	Pay Matrix Level-14 Rs. 144200-218200 (As per 7th CPC)	09-Mar-75	31-Mar-37	Rakesh.Ranjan@icar.gov.in	9462470522
5	Dr. Fateh Chand Tuteja	Senior Scientist	Pay Matrix Level-13A Rs. 131100-217100 (As per 7th CPC)	14-Mar-66	31-Mar-28	Fateh.Tuteja@icar.gov.in	9414605244
6	Dr. Ved Prakash	Scientist	Pay Matrix Level-11 Rs. 67700-208700 (As per 7th CPC)	06-Jan-81	31-Jan-43	Ved.Prakash4@icar.gov.in	9352666016
7	Dr. Shirish D. Narnaware	Senior Scientist	Pay Matrix Level-11 Rs. 67700-208700 (As per 7th CPC)	09-Nov-81	30-Nov-43	Shirish.Narnaware@icar.gov.in	9414052404
8	Dr. Devendra Kumar	Scientist	Pay Matrix Level-11 Rs. 67700-208700 (As per 7th CPC)	02-Feb-80	28-Feb-42	Devendra.Kumar2@icar.gov.in	9646984604
9	Dr. Basanti Jyotsana	Scientist	Pay Matrix Level-10 Rs. 57700 -182400 (As per 7th CPC)	16-Apr-80	30-Apr-42	Basanti.Jyotsana@icar.gov.in	8290271718
10	Mrs. Priyanka Gautam	Scientist	Pay Matrix Level-10 Rs. 57700 -182400 (As per 7th CPC)	21-Mar-87	31-Mar-45	Priyanka.Gautam@icar.gov.in	9783370103

11	Dr Mohd.Matin Ansari	Scientist	Pay Matrix Level-10 Rs. 57700 -182400 (As per 7th CPC)	16-Dec-85	31-Dec-47	mm.ansari@icar.gov.in	7409842795
12	Dr. Bihari Lal Chirania	Chief Technical Officer	Pay Matrix Level-12 Rs. 78800-209200 (As per 7th CPC)	30-Oct-60	31-Oct-20	Bihari.Chiraniya@icar.gov.in	9414283520
13	Shri. Ram Dayal Raigar	Chief Technical Officer	Pay Matrix Level-12 Rs. 78800-209200 (As per 7th CPC)	01-Jan-65	31-Dec-24	Ram.Raigar@icar.gov.in	9252093162
14	Shri. Dinesh Munjal	Assistant Chief Technical Officer	Pay Matrix Level-11 Rs. 67700-208700 (As per 7th CPC)	06-Jul-68	31-Jul-28	Dinesh.Munjal@icar.gov.in	9828091011
15	Dr. Kashi Nath	Assistant Chief Technical Officer	Pay Matrix Level-11 Rs. 67700-208700 (As per 7th CPC)	11-Feb-77	28-Feb-37	Kashi.Nath@icar.gov.in	8769987008
16	Shri. Nemichand Barasa	Assistant Chief Technical Officer	Pay Matrix Level-11 Rs. 67700-208700 (As per 7th CPC)	01-Jun-73	31-May-33	chand.nemi@ymail.com	9829880084
17	Shri. Mahender Kumar Rao	Assistant Chief Technical Officer	Pay Matrix Level-11 Rs. 67700-208700 (As per 7th CPC)	31-Aug-67	31-Aug-27	Mehendra.Rao@icar.gov.in	9414604650
18	Shri. Manjeet Singh	Senior Technical Officer	Pay Matrix Level-10 Rs. 56100-177500 (As per 7th CPC)	31-Mar-68	31-Mar-28	Manjeet.Singh@icar.gov.in	9460000618
19	Shri. Ram Chander Bheel	Technical Officer	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	17-May-64	31-May-24	Ram.Bheel@icar.gov.in	9785164867
20	Shri. Rameshwar Lal Vyas	Technical Officer	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	21-Apr-62	30-Apr-22	Rameshwar.Vyas@icar.gov.in	7792916908
21	Shri. Satnam Singh Saini	Technical Officer	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	10-Oct-67	31-Oct-27	Satnam.Saini@icar.gov.in	9413683636
22	Shri. Jitender Kumar	Technical Officer	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	05-Nov-69	30-Nov-29	Jitender.Kumar2@icar.gov.in	7597742007
23	Shri. Radhakrishan Verma	Technical Officer	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	15-Mar-76	31-Mar-36	Radhakrishan.Verma@icar.gov.in	9460783645
24	Dr. Anand Kumar	Senior Technical Assistant	Pay Matrix Level-6 Rs. 35400 -112400 (As per 7th CPC)	24-Oct-70	31-Oct-30	Anand.Bhati@icar.gov.in	9413388255
25	Dr Rakesh Kumar Poonia	Senior Technical Assistant	Pay Matrix Level-6 Rs. 35400 -112400 (As per 7th CPC)	24-Dec-86	31-Dec-46	Rakesh.Poonia@icar.gov.in	9461473340
26	Dr Vinod Kumar Yadav	Technical Assistant	Pay Matrix Level-5 Rs. 29200 -92300 (As per 7th CPC)	02-Jul-89	31-Jul-49	Vinod.Yadav@icar.gov.in	9458312792
27	Shri. Shivji Ram	Senior Technical Assistant	Pay Matrix Level-6 Rs. 35400 -112400 (As per 7th CPC)	17-Sep-60	30-Sep-20	Shivji.Ram@icar.gov.in	9413726293
28	Shri. Suraj Bhan Singh	Senior Technical Assistant	Pay Matrix Level-6 Rs. 35400 -112400 (As per 7th CPC)	30-Oct-61	31-Oct-21	Suraj.Singh@icar.gov.in	
29	Shri. Jetha Ram	Senior Technician	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	05-Nov-60	30-Nov-20	Jetha.Ram@icar.gov.in	9252263850

30	Mr. Ramawtar Sahu	Administrative Officer	Pay Matrix Level-10 Rs. 56100 -177500 (As per 7th CPC)	02-Jul-61	31-Jul-21	ramawtar.sahu@icar.gov.in	9252824308
31	Mr. Ram Kumar	Private Secretary	Pay Matrix Level-8 Rs. 47600-151100 (As per 7th CPC)	09-Oct-64	31-Oct-24	Ram.Suri@icar.gov.in	9461159387
32	Shri. Ashok Kumar Yadav	Assistant Administrative Officer	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	01-Nov-61	31-Oct-21	Ashok.Yadav@icar.gov.in	8823940450
33	Shri. Bharat Kumar Acharya	Assistant Finance & Accounts Officer	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	12-Sep-87	30-Sep-47	Bharat.Acharya@icar.gov.in	9414060068
34	Shri. Harpal Singh Kaundal	Personal Assistant	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	16-May-72	31-May-32	Harpal.Kaundal@icar.gov.in	9829101336
35	Shri. Jamil Ahmed Mughal	Assistant	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	01-Dec-62	30-Nov-22	Jamil.Mughal@icar.gov.in	9414451267
36	Shri. Anil Kumar	Assistant	Pay Matrix Level-7 Rs. 44900-142400 (As per 7th CPC)	15-Jan-65	31-Jan-25	Anil.Kumar5@icar.gov.in	9413107654
37	Shri. Vishnu Kumar Soni	Assistant	Pay Matrix Level-6 Rs. 35400 -112400 (As per 7th CPC)	27-Aug-64	31-Aug-24	Vishnu.Soni@icar.gov.in	9252594994
38	Shri. Krishan Kumar Yadav	Senior Clerk	Pay Matrix Level-5 Rs. 29200 -92300 (As per 7th CPC)	28-Sep-64	30-Sep-24	Krishan.Yadav@icar.gov.in	9461473458
39	Shri. Sugna Ram	SSS	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	07-Dec-60	31-Dec-20		8003125762
40	Shri. Sohan Ram	SSS	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	27-Dec-60	31-Dec-20		8107411453
41	Shri. Devi Lal	SSS	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	20-Jul-67	31-Jul-27		9509511578
42	Shri. Manak Lal Kiradu	SSS	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	13-Jun-62	30-Jun-22		9982712511
43	Shri. Bhoor Singh	SSS	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	10-Dec-62	31-Dec-22		9799607116
44	Shri. Sultan Singh	SSS	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	05-May-62	31-May-22		8094728307
45	Shri. Chhotu Ram	SSS	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	03-Nov-66	30-Nov-26		9928629604
46	Shri. Dhura Ram	SSS	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	29-Nov-64	30-Nov-24		
47	Shri. Ramu Ram	SSS	Pay Matrix Level-4 Rs. 25500 -81100 (As per 7th CPC)	12-Sep-62	30-Sep-22		9928117926
48	Shri. Bhanwara Ram	SSS	Pay Matrix Level-3 Rs. 21700 -69100 (As per 7th CPC)	20-Oct-67	31-Oct-27		
49	Shri. Sumer Singh	SSS	Pay Matrix Level-3 Rs. 21700 -69100 (As per 7th CPC)	24-Dec-72	31-Dec-32		9571472578

50	Shri. Mohan Ram	SSS	Pay Matrix Level-3 Rs. 21700 -69100 (As per 7th CPC)	19-Jan-65	31-Jan-25		
51	Shri. Ajmala Ram	SSS	Pay Matrix Level-3 Rs. 21700 -69100 (As per 7th CPC)	12-Mar-64	31-Mar-24		
52	Shri. Tiku Ram	SSS	Pay Matrix Level-2 Rs. 19900 -63200 (As per 7th CPC)	04-Apr-65	30-Apr-25		
53	Shri. Sukh Dev Prajapati	SSS	Pay Matrix Level-1 Rs. 18000 -56900 (As per 7th CPC)	02-Aug-68	31-Aug-28		9875159374

(ii) Telephone , fax and email ID

As at 1.8 (i) above

List of employees with Gross monthly remuneration

As at 1.8 (i) above.

System of compensation as provided in its regulations

As per CCS (Pension) Rules, 1972.

1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

As per 1.8 (i) above.

1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

Name, Organization and Particulars of CPIO :

a) Central Public Information Officer

Mr. Ram Kumar, Private Secretary, ICAR-NRCC, Bikaner, Rajasthan 334001

b) Ist Appellate Authority

Dr. R.K. Sawal, Director, ICAR-NRCC, Bikaner, Rajasthan 334001

1.11 No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

(i) Pending for Minor penalty or major penalty proceedings

Nil as on date

(ii) Finalized for Minor penalty or major penalty proceedings

Nil as on date

1.12 Programmes to advance understanding of RTI (Section 26) Educational programmes

- Efforts to encourage public authority to participate in these programmes
- Training of CPIO/APIO

- Update & publish guidelines on RTI by the Public Authorities concerned

1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]

Transfer policy framed by ICAR is followed. The same is available on ICAR website www.icar.org.in

2. Budget and Programme

Details of disclosure

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

Expenditure Statement Up to 31.03.2019

Sr.No.	Name of the Head	Budget			
		RE 2018-19	Expenditure upto 31.03.2019	Refund to ICAR	Balance
1	A) Establishment Charges	76463000	76409125.00	0.00	53875
	B) Wages	9060000	9029621.00	0.00	30379
	C) OTA	10000	9999.00	0.00	1
2	HRD	150000	149644.00	0.00	356
3	TA	800000	799886.00	0.00	114
4	SCSP GENERAL	163000	161676.00	0.00	1324
5	Research & Operational Exp.	0.00	0.00	0.00	0.00
	Research Expenses	2300000	2300000.00	0.00	0
	Operational Exp.	2300000	2300000.00	0.00	0
6	Administrative Expenses				0.00
	Infrastructure	5083000	5083000.00	0.00	0
	Communication	56000	56000.00	0.00	0
	(C) Repairs & Maintenance				
	i. Equipments, Vehicles & Others	981000	980558.00	0.00	442
	iv. Minor Works	4059000	4058699.00	0.00	301
	Guest House Maintanace	100000	99784.00	0.00	216
	(D) Other (excluding TA)	19951000	19934208.01	0.00	16791.99
	Miscellaneous	720000	719894.00	0.00	106
7	Pension & Retirement benefits	21184000	21183429.00	0.00	571
8	Capital				
	A) Information Tech.	37000	36148.00	0.00	852
	B) Equipment	743000	742522.00	0.00	478
	C) Furniture & Fixture	161000	160362.00	0.00	638
	D) TSP Equipment	100000	272265.00	0.00	-172265
	E) Library	10000	9400.00	0.00	600
	F) Works	9849000	9848950.00	0.00	50
	G) Equipment & Works(SCSP)	1138000	939240.00	198700.00	60
8	TSP	1900000.00	1438482.00	461000.00	518.00
	Total	157318000.00	156722892.01	659700.00	-64592.01
9	Loans & Advances	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00

AICRP

1	Equipment	100000.00	99120.00	0.00	880.00
2	Contingencies	525000.00	515670.00	0.00	9330.00
3	TSP	100000.00	90245.00	0.00	9755.00
	Total	725000.00	705035.00	0.00	19965.00

IPR					
1	TA	0.00	0.00	0.00	0.00
2	Operational Cost	485000.00	484258.00	0.00	742.00
	Total	485000.00	484258.00	0.00	742.00

NPAGR					
1	Equipment	80000.00	0.00	80000.00	0.00
2	Contingency	1295371.00	1238484.00	0.00	56887.00
	Total	1375371.00	1238484.00	80000.00	56887.00

NMSHE PROJECT					
1	Travel	56000.00	0.00	0.00	56000.00
2	Contingencies	687559.00	60604.00	626000.00	955.00
3	Wages	43000.00	0.00	0.00	43000.00
	Total	786559.00	60604.00	626000.00	99955.00

Functional Metegenomics Of Camel Rumen Microbiome/ DBT (GH)					
1	Equipment	41868.00	25940.00	0.00	15928.00
2	Manpower	592258.00	360000.00	0.00	232258.00
3	Consumables	134230.00	0.00	0.00	134230.00
4	Contingency	26486.00	26359.00	0.00	127.00
5	Travel	90000.00	31277.00	0.00	58723.00
6	Overhead	40000.00	0.00	0.00	40000.00
	Total	924842.00	443576.00	0.00	481266.00

VTC					
1	Travel	30000.00	29542.00	0.00	458.00
2	Research Exp.	300000.00	298971.00	0.00	1029.00
	Total	330000.00	328513.00	0.00	1487.00

Revenue Receipt for the year 2018-19 (Rs. In lakh)

REVENUE TRAGET	REVENUE GENERATED
14.34	93.37

2.2 Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012) NA

(i)	Budget	
(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	
(iii)	Information related to procurements	
	a) Notice/tender enquires, and corrigenda if any thereon, Uploaded on website	
	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.	

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)] NA

(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	
(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 [F. No. 1/6/2011-IR dt. 15.04.2013]		NA
(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	
(ii)	Annual accounts of all legal entities who are provided grants by public authorities	
2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]		NA
(i)	Concessions, permits or authorizations granted by public authority	
(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 [F No. 1/6/2011- IR dt. 15.4.2013]		13
CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.		

3. Publicity Band Public interface

Details of disclosure

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 thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

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

(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

Public- private partnerships (PPP)

(i) Details of Special Purpose Vehicle (SPV), if any

(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

The 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, the Centre is guided and supported

by Institute Management Committee (IMC) and Research Advisory Committee (RAC) and both these Committees of IMC and RAC have two members in its composition who are representatives from the public, who take active part in the deliberations and decisions of these committees. The IMC guides and supports the Centre by periodic review of programmes and approval of investments in new areas of research and extension, training programmes, workshops and seminars. The Research Advisory Committee (RAC) and Institute Research Council (IRC) provide broad guidelines and assist in developing and implementing specific research programmes and projects.

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

(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)

3.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)]

Information manual/handbook available in

(i) Electronic format NRCC web site

(ii) Printed format Annual Reports

3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

List of materials available

(i) Free of cost Annual Reports

(ii) At a reasonable cost of the medium

4. E. Governance

Details of disclosure

4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

(i) English Yes

(ii) Vernacular/ Local Language Hindi

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 As soon as published

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]

(i) Details of information available in electronic form

(ii) Name/ title of the document/record/ other information

(iii) Location where available

The details held in electronic form are available in the main link of ICAR-NRCC. See <http://nrccamel.icar.gov.in>

4.4 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)

Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:

1. Website
2. Written request
3. Visit
4. A Kisan call centre has been formed to address the issue of farmers through telephonic consultation.
5. Any other relevant information on agricultural and allied sciences (research and extension) may be obtained from Director, NRCC or In-charges of respective Sections/Units of ICAR-NRCC.
6. The library is meant for internal use for research on camel and related subjects and its working is during office hours from 09.00 to 17.00 hrs on all working days.

4.5 Such other information as may be prescribed under section 4(i) (b)(xvii)

(i) Grievance redressal mechanism

(ii) Details of applications received under RTI and information provided

(iii) List of completed schemes/ projects/ Programmes (PSME)

(iv) List of schemes/ projects/ programme underway (PSME)

(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

(vi) Annual Report

(vii) Frequently Asked Question (FAQs)

(viii) Any other information such as

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 [F.No 1/6/2011-IR dt. 15.04.2013]

(i) Details of applications received and disposed

(ii) Details of appeals received and orders issued

4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]

Details of questions asked and replies given

Uploaded on the RTI website for Public authority.

5. Information as may be prescribed

Details of disclosure

5.1 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]
(i) Name & details of
(a) Current CPIOs & FAAs
a) Central Public Information Officer
Mr. Ram Kumar, Private Secretary
b) Ist Appellate Authority
Dr. R.K. Sawal, Director, ICAR-NRCC, Bikaner, Rajasthan 334001
(b) Earlier CPIO & FAAs from 1.1.2015
Same as above.
(ii) Details of third party audit of voluntary disclosure
(a) Dates of audit carried out
(b) Report of the audit carried out
(iii) Appointment of Nodal Officers not below rank of Joint Secretary/ Additional HoD
(a) Date of appointment 19.10.2016
(b) Name & Designation of the officers
Sh. Ram Kumar, Private Secretary is the Nodal Officer (RTI) of NRCC, Bikaner.
(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure
(a) Dates from which constituted
(b) Name & Designation of the officers
NIL
(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
NIL
6. Information Disclosed on own Initiative
Details of disclosure
6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information.
<ul style="list-style-type: none"> • All the upcoming events & meetings • Any posts advertised
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?