

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; Namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

S. No.	Item	Details of disclosure	
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of Organization	<b>ICAR-National Bureau of Agriculturally Important Microorganisms (NBAIM)</b>  <b>Kushmaur, Mau Nath Bhanjan,</b>
		(ii) Head of the organization	Dr. Anil Kumar Saxena
		(iii) Vision, Mission and Key objectives	<b>Vision:</b>  National Bureau of Agriculturally Important Microorganisms (NBAIM) is among one of the premium organizations of agricultural and microbial biotechnology holding its responsibilities in the area of collection, isolation, conservation, management and utilization of agriculturally important microorganisms (AIMs) in the country. The Bureau is engaged in the multifarious activities leading to the establishment of microbial diversity, biological control, genomics, culture collection, maintain Once and microbial gene pool acquisition. Developing technical and scientific skills among the researchers, scientists, students and industry people through education and training for the molecular identification and characterization is among the prime aims

			<p>of the bureau and it is making significant progress in this area with commendable dedication</p> <p><b>Mandate:</b></p> <p>“To act as a nodal centre for acquisition and management of indigenous and exotic microbial genetic resources for food and agriculture, and to carry out related research and human resource development for sustainable growth of agriculture.</p> <p>”Objectives:</p> <ul style="list-style-type: none"> <li>➤ Exploration and collection of agriculturally important microorganisms (AIMs)</li> <li>➤ Identification ,characterization and documentation of AIMs</li> <li>➤ Conservation, maintain Once and utilization of AIMs</li> <li>➤ Microbial biodiversity and systematic</li> <li>➤ Human Resource Development (HRD)</li> </ul>
		(iv) Function and duties	<p>The Bureau is established with the major objective of collection, preservation, conservation and utilization of microbial diversity in the country. The microbes play an important role in agriculture as biofertilizers, biocontrol agents, plant growth promoters, soil enrichers and as biodegrading agents. Agriculturally important microorganisms (AIMs) not only improve soil fertility but also enhance crop productivity. Increase in food grain production leads to food security in sustainable manner. The Bureau is also responsible for developing human resource in the area of microbial identification characterization and utilization.</p> <ul style="list-style-type: none"> <li>• Deciphering the structural and functional diversity of agriculturally important microorganisms and to develop “microbial map” of the country.</li> <li>• Improving nutrient use efficiency through microbial interventions for</li> </ul>

			<p>sustainable crop production and maintenance of soil health.</p> <ul style="list-style-type: none"> <li>• Characterization of plant growth promoting rhizobacteria and to develop bio-consortium for enhanced growth and yield of important crop plants.</li> <li>• Formulation of microbe or microbe-based preparations for biocontrol of phytopathogens and insect pests.</li> <li>• Development of microbe-based technologies for agrowaste management and biodegradation for sustainable crop production.</li> <li>• Management of abiotic stresses using microorganisms.</li> <li>• Development of microbe mediated processes for product development and value addition in agriculture.</li> <li>• Development of diagnostic kits for the identification of important plant pathogens. Diversity of ruminant microorganisms and their utilization.</li> <li>• Unravelling microbial genomics for its utilization in agriculture and industry. Characterization, validation and conservation of microbial genomic resources. Exchange of the genomic resources under a material transfer agreement (MTA). Development of a user friendly web-based information system for microbial genomic resources.</li> <li>• Developing pipelines for registration of biopesticides at CIB&amp;RC.</li> <li>• Human resource development in microbial conservation and utilization.</li> </ul>
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		<p>(v) Organization Chart</p>	<pre> graph TD     Director[Director]     RAC[Research Advisory Committee]     IMC[Institute Management Committee]     Research[Research]     CF[Central facility]     Admin[Administration]     UC[Units/Cells]      Director --- RAC     Director --- IMC     Director --- Research     Director --- CF     Director --- Admin     Director --- UC      Research --- S[Sections]     S --- ME[Microbial Exploration, Conservation and Exchange]     S --- ERU[Evaluation and Resource Utilization]     S --- BB[Biotechnology and Bioinformatics]      CF --- CC[Culture Collection]     CF --- CIF[CIF]     CF --- G[Genomics]     CF --- HPC[HPC]     CF --- Lib[Library]      Admin --- Admin2[Administration]     Admin --- AF[Accounts and Finance]     Admin --- SP[Store and Purchase]      UC --- PME[Prioritization, Monitoring and Evaluation]     UC --- AKMU[AKMU]     UC --- IPR[IPR]     UC --- HC[Hindi cell]     UC --- BC[Biosafety cell] </pre>
		<p>(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</p>	<p>NO</p>

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)	<b>Sr. No.</b>	<b>Designation</b>	<b>Powers/Duties</b>
			1	Director	The Director is Head of Department for the Institute. He exercises all the powers which is applicable to HOD as per GOI instructions. Further additional powers have been delegated to the Director for day to day running of the Institute as per delegation of powers by ICAR HQ. Overall administrative, financial, executive disciplinary and appointing powers rest with the Director.
			2	AFAO	AFAO is looking after the budget and auditory functions of the internal finance. No financial powers is delegated to AFAO. He also monitors the progress of expenditure and prepares, Budget Estimate & Revised Estimate for current financial year.
			3	Asstt. Administrator Officer	They advise the Head of the Department on all matters of policy and administration. Scrutinize proposals related to Establishment, Administration, Material Management, Infrastructure and Training etc. They also coordinate activities of various units of the office. They also recommend cases for taking disciplinary action against the staff as per instructions issued by Govt. of India. Implement policies of the Govt.
			4	Assistants/LDC	Receive and register the DAK, Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of different reports. Submission of routine and simple drafts.
			5	PA/Steno Grade II	They are attached with officers/ higher authorities and perform the duties like mail correspondence, paper filing, making appointments, arranging meetings and collecting information desired by the officers. Besides above they also take dictation and transcribe it, Screen the telephone calls and visitors for the officers.

		(ii) Power and duties of other employees	As per ICAR Establishment Manual
		(iii) Rules/ orders under which powers and duty are derived and	<ul style="list-style-type: none"> <li>• The Bureau works in fulfilment of prescribed procedures terms and conditions laid down under GFR, delegation of financial power rules, ICAR Audit Manual/FRSR and other rules/instructions/orders issued by GOI/ICAR/ from time to time.</li> <li>• Observance of economy instructions and restrictions imposed/issued by GOI/ICAR from time to time.</li> <li>• In case of any difficulty in implementation etc, the matter may be brought to the notice of IMC Section for further processing.</li> </ul>
		(iv) Exercised	As above
		(v) Work allocation	As above
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	The procedure indicating in Manual of Office Procedure (MOP) for decision making is complied with in the Indian Council of Agricultural Research-NBAIM
		(ii) Final decision making authority	Director at Institute Level
		(iii) Related provisions, acts, rules etc.	As per Administrative/Establishment Manual 2017
		(iv) Time limit for taking a decisions, if any	NO
		(v) Channel of supervision and accountability	Direct>AO>AF&AO
1.4	Norms for discharge of functions of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<p><b>Services:</b> The National Agriculturally Important Microbial Culture Collection (NAIMCC) is a national collection dealing with conservation of agriculturally important microbial wealth of India. It is an affiliate member of WFCC and registration with World Data Centre for Microorganisms (WDCM) with Reg. No. 1060. The exchange of microbial cultures in NAIMCC is being done in accordance with directives/guidelines of DARE and National Biodiversity Authority (NBA), Chennai, India. Presently the cultures are deposited as:</p> <p><b>PUBLIC:</b> Cultures can be deposited free of charge in the public collections and will</p>

		<p>be available for any third parties under the terms of the Material Transfer Agreement. The cultures are preserved by at least two ways to prevent the loss upon accidents, one in mineral oil and secondly by lyophilisation and also under cryopreservation. To deposit the cultures you have to send the culture along with dully filled pass port data or culture deposition form.</p> <p><b>RESTRICTED:</b> The NBAIM offers a confidential Safe Depositservice for those valuable cultures for which patent protection has not been sought. The cultures will be stored as "Safe-Deposit" in the restricted collection of the NBAIM. For each culture deposited, depositor will receive after the viability test a "Declaration of Safe Deposit". The NBAIM will take all care to keep them viable and uncontaminated for a period of at least one year after the payment of the annual maintenance fee. The cultures will not appear in the catalogues and are not available to anyone without the approval of the depositor. The depositor has the right to end the deposit at any time and the cultures will be destroyed on his request. This request must be received at the NBAIM before the end of the current year. Safe-deposit can be converted to a patent strain deposit under the regulations of Government of India.</p>
	(ii) Norms/ standards for functions/ service delivery	<ul style="list-style-type: none"> <li>• Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time. The time schedule for disposing of some of the cases is defined in the relevant rules/instructions.</li> </ul>
	(iii) Process by which these services can be accessed	Through application to Director
	(iv) Time-limit for achieving the targets	As per citizen charter of the Bureau
	(v) Process of redress of grievances	The Bureau follows grievance redressal mechanism as per ICAR guidelines
1.5	Rules, regulations,	(i) Title and nature of the record/manual /instruction. <ul style="list-style-type: none"> <li>• Establishment &amp; Administration Manual</li> </ul>

	instructions manual and records for discharging functions [Section 4(1)(b)(v)]		<ul style="list-style-type: none"> <li>• General Financial Rules</li> <li>• Manual of Office Procedure</li> </ul>
		(ii) List of Rules, regulations, instructions manuals and records.	<ul style="list-style-type: none"> <li>• Establishment &amp; Administration Manual</li> <li>• Fundamental Rules &amp; Supplementary Rules (General Rules)</li> <li>• Fundamental Rules &amp; Supplementary Rules (Travelling Allowance Rules)</li> <li>• Fundamental Rules &amp; Supplementary Rules (Leave Rules)</li> <li>• General Financial Rules Delegation of Financial Powers Rules</li> <li>• Pension Rules</li> <li>• Seniority &amp; Promotion Rules</li> <li>• Manual of Office Procedure</li> <li>• Conduct Rules</li> <li>• House Building Rules</li> <li>• CCS (CCA) Rules</li> <li>• Brochure on Verification of Character &amp; Antecedents</li> <li>• Instructions, guidelines etc. issued by the Department of Personnel &amp; Training, Ministry of Finance etc. from time to time.</li> <li>• Rules and Bye-laws of the ICAR Society</li> <li>• Delegation of Powers</li> <li>• ARS Rules</li> </ul>
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	As per ICAR transfer policy
1.6	Categories	(i) Categories of documents	The various Sections of the ICAR have the files, documents /records relating to their



	of documents held by the authority under its control  [Section 4(1)(b)(vi)]		Sections along with the references and the correspondence
		(ii) Custodian of documents/categories	Administrative Officer
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.	<ul style="list-style-type: none"> <li>• QRT</li> <li>• IMC</li> <li>• RAC</li> <li>• IRC</li> </ul> <p>These committees/teams constituted for the purpose of providing advice and guidance for strengthening the programmes. The minutes of these meetings are accessible on request</p>
		(ii) Composition	Constituted by ICAR as per existing norms
		(iii) Dates from which constituted	These committees are tenorial
		(iv) Term/ Tenure	QRT: after every five years IMC: Tenure of 3 years, meets annually RAC: Tenure 3 years, meets annually IRC: Continuous, meets annually
		(v) Powers and functions	Advisory
		(vi) Whether their meetings are open to the public?	NO
		(vii) Whether the minutes of the meetings are open to the public?	Yes

		(viii) Place where the minutes if open to the public are available?	<a href="http://www.icar.gov.in">www.icar.gov.in</a>	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Dr. Anil Kumar Saxena	Director
			Dr. Alok Kumar. Srivastava	Pr. Scientist
			Dr. Harsh Vardhan Singh	Pr. Scientist
			Dr. Pawan Kumar. Sharma	Pr. Scientist
			Dr. (Mrs.) Renu	Pr. Scientist
			Dr. Udai Bhan Singh	Scientist
			Dr. V. Mageshwaran	Scientist
			Dr. Hillol Chakdar	Scientist
			Dr. Kumar M.	Scientist
			Dr. Pramod Kumar. Sahu	Scientist
			Dr. Samadhan Yuvraj Bagul	Scientist
			Mr. Abhijeet Shankar Kashyap	Scientist
			Dr. (Ms.) Nazia Manzar	Scientist
			Dr. Adarsh Kumar Soni	Scientist

			Mr. Surinder Paul	Scientist
			Ms. Jyotana Tilgam	Scientist
			Sh. Navin Kumar	AO
			Sh. Shyamji Shukla	AAO
			Sh. Rehan Asad Khan	Assistant
			Sh. Ashok Kumar	Assistant
			Sh. Satish Pal	Sr. Clerk
			Sh. Siddarth Arora	Jr. Stenographer
			Sh. Amar Nath Singh Patel	Jr. Clerk
			Sh. Chetan Singh	Skilled Supporting Staff
			Smt. Rekha Gupta	Skilled Supporting Staff
			Sh. Ram Gopal	Skilled Supporting Staff
			Sh. Ram Avadh Singh	Skilled Supporting Staff
			Sh. Chandra Kishore	Skilled Supporting Staff
			Sh. Anil Kumar Rana	Skilled Supporting Staff

			Sh. Ashish Kumar	Skilled Supporting Staff	
			Sh. Ajay Vishwakarma	Skilled Supporting Staff	
			Sh. Subhash Kushwaha	Skilled Supporting Staff	
	(ii) Telephone , fax and email ID	<b>Name</b>	<b>Telephone/Fax</b>	<b>Mobile</b>	<b>E-Mail</b>
		<b>Dr. Anil Kumar Saxena</b>	Off: 0547-2530158 FAX: 0547-2530381	09650377776	<a href="mailto:saxena461@yahoo.com">saxena461@yahoo.com</a>
		<b>Dr. Alok Kumar Srivastava</b>	Off: 0547-2530080 FAX: 0547-2530381	9415358200, 9919282828	<a href="mailto:aloksrivastva@gmail.com">aloksrivastva@gmail.com</a>
		<b>Dr. Harsh Vardhan Singh</b>	Off: 0547-2530080 FAX: 0547-2530381	9455924615	<a href="mailto:drharsh2006@rediffmail.com">drharsh2006@rediffmail.com</a>
		<b>Dr. Pawan K. Sharma</b>	Off: 0547-2530080 FAX: 0547-2530381	8004910420	<a href="mailto:pawan112000@gmail.com">pawan112000@gmail.com</a>
		<b>Dr. (Mrs.) Renu</b>	Off: 0547-2530080 FAX: 0547-2530381	7376541514	<a href="mailto:renuiari@rediffmail.com">renuiari@rediffmail.com</a>
		<b>Dr. Udai Bhan Singh</b>	Off: 0547-2530080 FAX: 0547-2530381	9450347358	<a href="mailto:udaibhu1@gmail.com">udaibhu1@gmail.com</a>

			<b>Dr. V. Mageshwaran</b>	Off: 0547-2530080 FAX: 0547-2530381	9769941511	<a href="mailto:mageshbioiari@gmail.com">mageshbioiari@gmail.com</a>	
			<b>Dr. Hillol Chakdar</b>	Off: 0547-2530080 FAX: 0547-2530381	8765107799	<a href="mailto:hillol.chakdar@gmail.com">hillol.chakdar@gmail.com</a>	
			<b>Dr. Kumar M.</b>	Off: 0547-2530080 FAX: 0547-2530381	9555902982	<a href="mailto:kumarmic84@gmail.com">kumarmic84@gmail.com</a>	
			<b>Dr. Pramod Kumar Sahu</b>	Off: 0547-2530080 FAX: 0547-2530381	7893027790, 7054707822	<a href="mailto:pramod15589@gmail.com">pramod15589@gmail.com</a>	
			<b>Dr. Samadhan Yuvraj Bagul</b>	Off: 0547-2530080 FAX: 0547-2530381	8010303736	<a href="mailto:samadhanbagul@gmail.com">samadhanbagul@gmail.com</a>	
			<b>Mr. Abhijeet S. Kashyap</b>	Off: 0547-2530080 FAX: 0547-2530381	8510061490	<a href="mailto:abhijeet4497@gmail.com">abhijeet4497@gmail.com</a>	
			<b>Dr. (Ms.) Nazia Manzar</b>	Off: 0547-2530080 FAX: 0547-2530381	8477889729	<a href="mailto:naziamanزار786@gmail.com">naziamanزار786@gmail.com</a>	
			<b>Dr. Adarsh Kumar Soni</b>	Off: 0547-2530080 FAX: 0547-2530381	7905620774	adarsh20149@gmail.com	

			<b>Mr. Surinder Paul</b>	Off: 0547-2530080 FAX: 0547-2530381	9467514267	<a href="mailto:surinderpaulsandhu@gmail.com">surinderpaulsandhu@gmail.com</a>	
			<b>Ms. Jyotsana Tilgam</b>	Off: 0547-2530080 FAX: 0547-2530381	8505909660	<a href="mailto:tilgam_jyotsana@yahoo.com">tilgam_jyotsana@yahoo.com</a>	
			<b>Sh. Navin Kumar</b>	0547-2530080, Fax : 0547-2530358-	-	<a href="mailto:ao.nbaim@icar.gov.in">ao.nbaim@icar.gov.in</a>	
			<b>Sh. Shyamji Shukla</b>	-----	9451942478	<a href="#">-----</a>	
			<b>Sh. Rehan Asad Khan</b>	-----	9839717571	<a href="mailto:rehankhanmnnit@yahoo.co.in">rehankhanmnnit@yahoo.co.in</a>	
			<b>Sh. Ashok Kumar</b>	-----	9415845768	-----	
			<b>Sh. Siddarth Arora</b>	Off: 0547-2530358 (T&F) FAX: 0547-2530381	8765356657	<a href="mailto:siddartharora0121@yahoo.com">siddartharora0121@yahoo.com</a>	
			<b>Sh. Satish Pal</b>	-----	9453614855	-----	
			<b>Sh. Amarnath Patel</b>	-----	9415843369	-----	
			<b>Sh. Manish</b>	-----	9455583457	<a href="mailto:manish.nbaim@gmail.com">manish.nbaim@gmail.com</a>	

			<b>Roy</b>			
			<b>Sh. Anchal Srivastava</b>	-----	9919991991	<a href="mailto:shivastava.anchalkumar@gmail.com">shivastava.anchalkumar@gmail.com</a>
			<b>Sh. Amit Rai</b>	-----	9452812663	-----
			<b>Mr. Alok Upadhyay</b>	-----	8765119381	<a href="mailto:alok1976mca@yahoo.co.in">alok1976mca@yahoo.co.in</a>
			<b>Mr. Ashutosh Rai</b>	-----	9453248658	-----
			<b>Mrs. Shabana Khan</b>	-----	9452132785	-----
			<b>Sh. Mahesh Yadav</b>	-----	9452132785	-----
			<b>Sh. Ajay Vishwakarma</b>	-----	8005360616	-----
			<b>Ashish Kumar Singh</b>	-----	9532199474	-----
			<b>Mr. Chetan Singh</b>	-----	9451651145	-----
			<b>Mr. Anil Kumar Rana</b>	-----	9721401724	-----
			<b>Mr. Chandra Kishore</b>	-----	9453533859	-----

			<b>Mrs. Rekha</b>	-----	9451458411	-----	
			<b>Mr. Ram Avadh Singh</b>	-----	9554591393	-----	
			<b>Mr. Subhash Kushwaha</b>	-----	9554591393	-----	
			<b>Mr. Ram Gopal</b>	-----	9196132968	-----	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Remuneration</b>	
			1	Dr. Anil Kumar Saxena	Director	193800.00	
			2	Dr. Alok Kumar Srivastava	Pr. Scientist	162300.00	
			3	Dr. Harsh Vardhan Singh	Pr. Scientist	162300.00	
			4	Dr. Pawan Kumar Sharma	Pr. Scientist	162300.00	
			5	Dr. (Mrs.) Renu	Pr. Scientist	153000.00	
			6	Dr. Udai Bhan Singh	Pr. Scientist	82300.00	
			7	Dr. V. Mageshwaran	Sr. Scientist	82300.00	
			8	Dr. Hillol Chakdar	Scientist	77500.00	
			9	Dr. Kumar M.	Scientist	75200.00	
			10	Dr. Pramod Kumar. Sahu	Scientist	75200.00	
			11	Dr. Samadhan Yuvraj Bagul	Scientist	66800.00	
			12	Mr. Abhijeet Shankar Kashyap	Scientist	63000.00	
			13	Dr. Nazia Manzar	Scientist	63000.00	
			14	Dr. Adarsh Kumar Soni	Scientist	63000.00	
			15	Mr. Surinder Paul	Scientist	63000.00	
			16	Ms. Jyotsana Tilgam	Scientist	63000.00	
			17	Sh. Navin Kumar	Admn. Officer	63000.00	
			18	Sh. Shyamji Shukla	Asstt. Admn.	52000.00	



					Officer		
			19	Sh. Rehan Asad Khan	Assistant	42300.00	
			20	Sh. Ashok Kumar	Assistant	42300.00	
			21	Sh. Satish Pal	Sr. Clerk	34300.00	
			22	Sh. Siddarth Arora	Jr. Steno	32300.00	
			23	Sh. A.N. Singh Patel	Jr. Clerk	31100.00	
			24	Sh. Manish Kr. Roy	T-4	42300.00	
			25	Sh. Anchal Kr. Srivastav	T-4	41100.00	
			26	Sh. Mahesh Yadav	T-4(Driver)	44900.00	
			27	Sh. Amit Kr. Rai	T-2	34300.00	
			28	Sh. Alok K. Upadhyay	T-2	32300.00	
			29	Sh. Ashutosh Rai	T-2	29600.00	
			30	Smt. Shabana Khan	T-2	27100.00	
			31	Sh. Chetan Singh	S.S.S.	30200.00	
			32	Sh. Shalik Gram Dwivedi	S.S.S.	31100.00	
			33	Sh. Rekha Gupta	S.S.S.	30200.00	
			34	Sh. Ram Gopal	S.S.S.	30200.00	
			35	Sh. Anil kr. Rana	S.S.S.	29300.00	
			36	Sh. Ram Awadh Singh	S.S.S.	29300.00	
			37	Sh. Chandra Kishore	S.S.S.	29300.00	
			38	Sh. Ashish Kr. Singh	S.S.S.	27600.00	
			39	Sh. Ajay Kumar	S.S.S.	27600.00	
			40	Sh. Shubham Kushwaha	S.S.S.	20900.00	
		(ii)					
		(iii)					
		(iv) System of compensation as provided in its regulations					
1.1 0	Name, Designation and other particulars	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate	<b>Dr. Alok Kumar Srivastava, Pr. Scientist (PIO)</b> <b>Dr. Samadhan Yuvraj Bagul, Scientist (APIO)</b> <b>Dr. Anil K. Saxena, Director (Appeal Authentication)</b>				

	of public information officers  [Section 4(1) (b) (xvi)]	Authority  (ii) Address, telephone numbers and email ID of each designated official.	   FAX: 0547-2530080 Office No. 0547-2530158 <a href="mailto:aloksrivastva@gmail.com">aloksrivastva@gmail.com</a>
1.1 1	No. Of employees against whom Disciplinary action has been proposed/ taken  (Section 4(2))	No. Of employees against whom disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings  (ii) Finalised for Minor penalty or major penalty proceedings	
1.1 2	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes  (ii) Efforts to encourage public authority to participate in these programmes  (iii) Training of CPIO/APIO  (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Through Web based publicity  Various Lectures and workshops are arranged by Institute about the RTI  Training has been imparted to CPIO & APIO  The guideline issued by DPOT is followed and same are available on their website.

1.1 3	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		As per ICAR Rules
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## 2. Budget and Programme

S. No.	Item	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)]	(i) Total Budget for the public authority	2294.75 Lakhs (Rupees Two Thousands Two Hundred Ninety Four Lakhs and Seventy Five Thousands Only )			
		(ii) Budget for each agency and plan & programmes	Sr. No.	Agency	Budget (Lakhs)	
		(iii) Proposed expenditures	1	NBAIM	1253.00	
		(iv) Revised budget for each agency, if any	2	AMMAS	1014.75	
		(v) Report on disbursements made and place where the related reports are available				
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	No			
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Not applicable			
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the Names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	As per the Govt. Of India policy procurements are made through Gem & All details are available on the Gem portal.			
2.3	Manner of execution	(i) Name of the programme of activity	Not applicable			

	of subsidy programme [Section 4(i)(b)(xii)]	(ii) Objective of the programme	Not applicable
		(iii) Procedure to avail benefits	Not applicable
		(iv) Duration of the programme/ scheme	Not applicable
		(v) Physical and financial targets of the programme	Not applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not applicable
		(vii) Eligibility criteria for grant of subsidy	Not applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable
<b>2.4</b>	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable
<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	Not applicable
<b>2.6</b>	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament.

			However, CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt
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### 3. Publicity Band Public interface

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

		policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	1. Internet 2. Workshop/ Seminars
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Yes
		(ii) Printed format	Yes
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Free of Cost material available on the website <a href="http://nbaim.org.in">http://nbaim.org.in</a>
		(ii) At a reasonable cost of the medium	NO



#### 4. E. GovernOnce

S.No.	Item	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	Annual Reports News Letters
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Annual Reports and Newsletters
		(ii) Name/ title of the document/record/ other information	Annual Reports and Newsletters
		(iii) Location where available	Available on institute website <a href="http://nbaim.org.in/">http://nbaim.org.in/</a>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	ICAR-NBAIM, Kushmaur, Mau
		(ii) Details of information made available	General Information related to the Bureau
		(iii) Working hours of the facility	9:30 AM-5:00 PM
		(iv) Contact person & contact details (Phone, fax email)	Dr. Anil Kumar Saxena, Director ICAR-NBAIM, Mau 0547 2530358 nbaimicar@gmail.com
4.5	Such other information as may be prescribed under	(i) Grievance redressal mechanism	As per ICAR guidelines
		(ii) Details of applications received under RTI and information provided	Available on online RTI portal

	section 4(i) (b)(xvii)	(iii) List of completed schemes/ projects/ Programmes	See the website www.nbaim.org.in
		(iv) List of schemes/ projects/ programme underway	See the website www.nbaim.org.in
		(v) Details of all contracts entered into including Name of the contractor, amount of contract and period of completion of contract	See the website www.nbaim.org.in
		(vi) Annual Report	www.dst.gov.in
		(vii) Frequently Asked Question (FAQs)	Yes
		(viii) Any other information such as a) Citizen's Charter	<a href="#">Citizen Charter.pdf</a>
		b) Result Framework Document (RFD)	NO
		c) Six monthly reports on the	HYPM
		d) Performance against the benchmarks set in the Citizen's Charter	Fully met
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	Available on RTI portal, fully met
		(ii) Details of appeals received and orders issued	No appeal received
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	NO any question specific to NBAIM was asked. All the replies pertaining to ICAR has been furnished in time

## 5. Information as may be prescribed

S. No.	Item	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 (b) Earlier CPIO & FAAs from 1.1.2015	Dr. Alok Srivastava
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	Not applicable
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	Not applicable
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI  (a) Dates from which constituted (b) Name & Designation of the Officers	Not applicable

## 6. Information Disclosed on own Initiative

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

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