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

(i). The particulars of its organization, functions and duties

Jute Agricultural Research Laboratory (JARL) under Central Jute Commission was established in 1938 at Dhaka. After partition of the country, Jute Agricultural Research Laboratory shifted to Chinsura in West Bengal and then at the present location of Nilganj, Barrackpore in year of 1953 as Jute Agricultural Research Institute (JARI). JARI was taken over by Indian Council of Agricultural Research (ICAR) in 1966. In January 1990, the institute has been rechristened to its present name Central Research Institute for Jute and Allied Fibres (CRIJAF). To carry out research work on allied fibres and seed, the institute established four research stations viz., Ramie Research Station at Sorbhog, Assam in 1959; Sisal Research Station at Bamra, Odisha in 1962; Sunhemp Research Station at Pratapgarh, Uttar Pradesh in 1963 and Central Seed Research Station for Jute & Allied Fibres at Budbud, West Bengal in 1956. Besides, the institute has nine (9) SAU based and six (6) ICAR institute based collaborating centres for multi-locational testing and revalidation of the technologies under All India Co-ordinated Research Projects on Jute & Allied Fibres (AICRP on JAF) now functioning as All India Network Projects on Jute and Allied Fibres (AINP on JAF). CRIJAF is the apex institute in the country to consider researches on JAF for developing production technologies to increase the productivity in a suitable manner. The area and geography of head quarters and research stations are mentioned below.

<table>
<thead>
<tr>
<th>Institute &amp; its substations</th>
<th>Area (ha)</th>
<th>Longitude</th>
<th>Latitude</th>
<th>Altitude (m)</th>
<th>Rainfall (mm)</th>
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<tr>
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<td>62.8</td>
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Mandates (w.e.f. 16.05.2016)
- Basic and strategic research on improvement of jute and allied fibre crops, biotic and abiotic stresses, yield and quality.
- Development of economically viable and sustainable production technology, cropping systems and post-harvest technology.
- Co-ordination and monitoring of applied research on national and regional issues to develop improved varieties and technologies.
- Dissemination of technologies and capacity building.

Divisions / Units:
CRIJAF operates from its headquarter situated at Nilganj, Barrackpore, District North 24 Parganas of West Bengal. The Director is the Head of the Institute, administering its affairs assisted by the in-charge All India Network Project on Jute & Allied Fibres, Divisional and Sectional Heads for scientific matters. For administrative and financial matters, he receives assistance from Chief Administrative Officer (C.A.O.) and Finance and Accounts Officer (F.A.O.) respectively. The Institute has three divisions viz., Crop Improvement Division, Crop Production Division and Crop Protection Division and Agricultural Extension section with well-defined sphere of research activities.
Central Facilities:
Institute has the following central services to support with.

* Administration
* Finance & Accounts
* Library & Documentation
* PME cell
* AKMU
* Farms
* Hindi Cell
* Medical Unit
* Security and Estate

Under the administrative control of CRIJAF there are three Research Stations to deal with different allied fibre crops and one Research station to produce breeders' seed of the mandate crops.
RTI Proactive Disclosure under Section 4(1)(b) (ii)

The powers and duties of its officers and employees:
The Institute which is a constituent unit of Indian Council of Agricultural Research, an Autonomous Body under Department of Agricultural Research & Education, Ministry of Agriculture & Farmers's Welfare, Govt. of India which has full powers of the Government of India both administrative and financial within the limits of budget allotted by the Department and bye laws of ICAR.

Work/Duties of officers and employees:

a. Scientific Cadre
b. Administrative Cadre:
c. Technical Cadre

a. Scientific Cadre: They are envolved in Research Work.
b. Technical Cadre: They are assisting in the Research work in Field and Laboratory of Scientific cadre.
c. Administrative Cadre: All the Administrative Work.

Function of different Division/Section/Research Station. For details, may be visited at Home Page of the Website of the Institute.

Administration Section-I -B- All matters relating to recruitment /promotion
Administration Section -II- All personnel and administrative matters of employees. Construction, Services
Cash & Bills Section- all matters relating to the claims of the personnel.
Audit & Accounts Section- all matters relating to Budget and Planning & Finance and Accounts matters.
Purchase Section:- all matters relating to the its Regional Station of Institute dealing with Purchase
Store Section- general administration like transport, telephone, housekeeping etc. pertaining to the Office.
Crop Protection Division- Research work related to protection of Crops.
Crop Improvement Division- Research work related to improvement of varieties of Crops.
Crop Production Division- Research work related to production of Crops.
Agricultural Extension Section- Work related to extending the research from Lab to Farmers’ field.
AINP Section:- Coordination between Field/Farmers to Lab. Extending the Scope to enhance the areas of production of the researched crops.
Agricultural Engineering Section:- Research related to finding out the scope for implementation of engineering in farming to reduce the manual operation in production
Farm Section:- Management of Farm work
Estate & Maintanance Cell- Estate Management and General Services.
PME Cell- Monitoring of different research projects in the Institute of CRIJAF
Legal Cell- All matters related to RTI, Grievances, Court cases.
Hindi Cell- Implementation of Official Language.
Grievance Cell-
Women Cell- Creating congenial atmosphere so that female staff could discharge their duties without facing any problem in the Institute.
Institue Joint Staff Council: All matters relating to the service associations/unions, JCM matters
Vigilance Section (VIG) - all vigilance/disciplinary cases of the Institute & its Regional Station.
RTI Proactive Disclosure under Section 4(1)(b) (iii)

The procedure followed in the decision making process, including channels of supervision and accountability

The Institute has a strong mechanism in place for supervision and implementation of Institute’s research/administrative/accounts work through different committees constituted by the Director for giving their recommendations to the Director for consideration. The Chairman and Members of these committees are regularly meeting to review the progress of the work in consultation with Director, Chief Administrative Officer and Finance & Accounts Officer.

Head of Divisions / Chairman of various committees convene meeting periodically wherein discussions / review is held about scientific, administrative / accounts and other routine matters of the Institute. The proceedings of these meetings are submitted to Director for acceptance and thereafter circulated for implementation. Based on necessity, Director also convenes meeting whenever required and reviews the progress of research, administration/accounts and other matters. Whenever, Director General and Deputy Director General (Crop Science Division), ICAR visit the Institute, they also review the various aspects and monitor the action taken. The research programmes of the Institute are being regularly monitored by PME Cell. Half-yearly targets of various scientists are being systematically scrutinized. The ICAR constitutes Research Advisory Committee (RAC) for a period of three years. This committee headed by an eminent agricultural scientist reviews research achievements and the future action plan every year. The report of the committee is submitted to Council for ratification. ICAR also constitutes Quinquenial Review Team (QRT) which reviews the research, administration and other aspects of the Institute for a period of five years. The recommendations of the committee are submitted to the Council where it is discussed by the authorities involving the chairman and then ratified by Governing Body of the Council. Institute also holds its Institute Research Council (IRC) meeting every year. In this meeting, all the scientists present their research work and future action plan which is deliberated in the house and Chairman, IRC reviews the work done critically. In this important meeting, the RAC and QRT recommendations are integrated into the existing research programmes based on the necessity.
RTI Proactive Disclosure under Section 4(1)(b) (iv)

The norms set by it for the discharge of its functions

The Institute functions as per the norms set by Indian Council of Agricultural Research, New Delhi and as per the procedure prescribed under the Manual of Office Procedure of Government of India as followed in ICAR and other orders/institutions/guidelines as framed by ICAR on various such issues/ matters from time to time.
RTI Proactive Disclosure under Section 4(1)(b) (v)

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

The rules and regulations of Government of India are adopted *mutatis mutandis* as approved by the ICAR.
Rules as per ICAR Bye Laws/Rules.
All Central Civil Services Rules as adopted by the ICAR.
Manual of Office Procedures as adopted by ICAR.
Technical Service Rules
Agricultural Scientists Service Rules

RTI Proactive Disclosure under Section 4(1)(b) (vi)

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

(The files on the subject matters dealt within each section, the rules and procedures published by the Government and ICAR)

a. Separate documents for each of works, procurement items, recruitment, establishment, service books of each employees and court cases.

b. Research documents

c. Institute bulletins/ catalogues/folders

RTI Proactive Disclosure under Section 4(1)(b) (vii)

The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

ICAR-CRIJAF is the apex institute in the country to consider researches on Jute and Allied Fibres for developing production technologies to increase the productivity in a suitable manner

a. Representatives of public/ farmers in RAC and QRT
b. Stakeholders meeting

RTI Proactive Disclosure under Section 4(1)(b) (viii)

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.

a. Institute Management Committee
b. Research Advisory Committee
RTI Proactive Disclosure under Section 4(1)(b) (ix)

A directory of its officers and employees

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>FULL NAME</th>
<th>DESIGNATION</th>
<th>Telephone No.</th>
<th>Ext. Number</th>
<th>Mobile</th>
<th>Fax No.</th>
<th>Email icar.gov.in</th>
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<tr>
<td>1</td>
<td>DR Dipnarayan Saha</td>
<td>Principal Scientist</td>
<td>033-2535-6121</td>
<td>292</td>
<td>7044190174</td>
<td>033-2535 0415</td>
<td><a href="mailto:Dipnarayan.Saha@icar.gov.in">Dipnarayan.Saha@icar.gov.in</a></td>
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<tr>
<td>2</td>
<td>DR Ritesh Saha</td>
<td>Principal Scientist</td>
<td>033-2535-6121</td>
<td></td>
<td>8972589424</td>
<td>033-2535 0415</td>
<td><a href="mailto:Ritesh.Saha@icar.gov.in">Ritesh.Saha@icar.gov.in</a></td>
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<tr>
<td>3</td>
<td>DR Amit Bera</td>
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<td>033-2535-6121</td>
<td>289</td>
<td>9732709874</td>
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<td>4</td>
<td>DR Debabrata Sarkar</td>
<td>Principal Scientist</td>
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<td>227</td>
<td>9007965448</td>
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<tr>
<td>5</td>
<td>DR Subrata Satpathy</td>
<td>Head Crop Protection Div &amp; Principal Scientist</td>
<td>033-2535-3782</td>
<td>250</td>
<td>9007384122</td>
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<td><a href="mailto:Subrata.Satpathy@icar.gov.in">Subrata.Satpathy@icar.gov.in</a></td>
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<td>6</td>
<td>DR Dilip Kumar Kundu</td>
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<td>237</td>
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<td>7</td>
<td>DR Chinmay Biswas</td>
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<td>9477179103</td>
<td>033-2535 0415</td>
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<td>DR Amit Ranjan Saha</td>
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<td>240</td>
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<td>DR Asehs Kumar Ghorai</td>
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<td>DR Bheemanna Somanna Goyal</td>
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<td>DR Mukesh Kumar</td>
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<td>12</td>
<td>DR Sabyasachi Mitra</td>
<td>I/C AINP &amp; Principal Scientist</td>
<td>033-2535-0849</td>
<td>260</td>
<td>9831380471</td>
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<td>DR Shamna A</td>
<td>Scientist SS</td>
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<td>DR Suniti Kumar Jha</td>
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<td>DR Rajib Kumar De</td>
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<td>DR Chandan Sourav Kar</td>
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<td>DR Ajit Kumar Jha</td>
<td>Senior Scientist</td>
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<td>MR Swapan Kumar Bala</td>
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<td>MR Gopal Chandra Dey</td>
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<td>MR Subrata Bhattacharyya</td>
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<td>MR Sribash Dey</td>
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RTI Proactive Disclosure under Section 4(1)(b) (ix)

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

a. **Scientific Cadre (As per 6th CPC)**

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### Administrative Cadre (as per 7th CPC)

**As on 01.01.2018**

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**on study leave

### Supporting Cadre

**As on 01.01.2018**

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**d. Krishi Vigyan Kendra, Budbud, Burdwan**

As on 01.01.2018

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<td>Shri Soumya Sarathi</td>
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* on study leave
RTI Proactive Disclosure under Section 4(1)(b) (x)

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

Enclosed Annexure-Budget

RTI Proactive Disclosure under Section 4(1) (b) (xi)

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

The programmes of CRIJAF relate to Research on Jute & Allied Fibres and Applications, Basic Research, Research Education Linkage and Infrastructure and there are no subsidy programmes undertaken by the Institute.

RTI Proactive Disclosure under Section 4(1) (b) (xii)

Particulars of recipients of concessions, permits or authorization granted by it

Concession as per Rules framed by Govt. of India/ICAR in the process of Recruitment viz. Age relaxation, fee relaxation etc. to the candidates.

RTI Proactive Disclosure under Section 4(1) (b) (xiii)

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

a. Tenders
b. Recruitments
c. Office Order/Circulars
d. Annual Reports, JAF News

RTI Proactive Disclosure under Section 4(1)(b) (xiv)
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 library is being used by researchers, farmers, students etc. during the working hours

The name, designation and other particulars of the Public Information Officer

Dr. Madhusudan Behera, Principal Scientist
Telephone: 033-2535-6121 Extn. 247
Mob: 8280041074
Email: behera_ms@rediffmail.com

Such other information as may be prescribed; and thereafter update these publications every year.
  i. Website of Krishi Vigyan Kendra, Bud Bud.
  ii. Website of Krishi Vigyan Kendra, North 24 Parganas.