

## Right to Information

### Link for RTI application

<https://rtionline.gov.in/index.php>

### **1. Organisation and Function**

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

**i) Name and address of the Organization:**  
ICAR – National Institute of Secondary Agriculture  
Indian Council of Agricultural Research  
(Ministry of Agriculture)  
Namkum, Ranchi - 834010

**ii) Head of the organization:** DIRECTOR, ICAR –NISA

**iii) Vision, Mission and Key objectives:**

#### **Vision**

To become driving source for rural agro-industrialized economy and act as International referral institute of Secondary Agriculture (SA).

#### **Mission**

Bridging gaps in building rural industries and reducing imports through Secondary Agriculture..

#### **Mandates**

- Research on tertiary and higher level of processing and value addition to agri-produce including natural resins, gums and aqua produce.
- Pilot plants, human resources and entrepreneurship development for high value products production.

**iv) Function and duties:**

ICAR - NISA has been addressing the research and development needs of secondary agriculture, at various stages starting from production, to processing and application development through the institutional programmes and in network mode. The NISA plays a definitive role in technology development, popularization and dissemination; human resource development in production, processing and utilization and providing inputs in policy-related issues of the sector.

The institute functions with the following mandate:

- Research on tertiary and higher level of processing and value addition to agri-produce including natural resins, gums and aqua produce.
- Pilot plants, human resources and entrepreneurship development for high value products production.

## Administration

Director of the Institute is Head of the Department. He is assisted by officers in Administrative and Finance to carry out the responsibilities.

### The research work at ICAR-NISA is carried by the following Research Divisions

- Agri-Bioresources Augmentation Division (ABA)
- Downstream Agro-Processing Division (DAP)
- Agriculture Structure & Process Engineering Division (AS&PE)
- Automation and Plant Engineering Division (APE) and
- Agri-Business Development Unit (ABD).

### (v) Organization Chart

#### Organogram

**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 ICAR-National Institute of Secondary Agriculture (NISA), previously known as the Indian Institute of Natural Resins and Gums (IINRG), and even earlier as the Indian Lac Research Institute (ILRI), is situated in Namkum, Ranchi, within the state of Jharkhand. This institute operates as a part of the Indian Council of Agricultural Research (ICAR) under the Ministry of Agriculture and Farmer's Welfare, Govt. of India. Notably, in September 2022, ICAR-NISA underwent a name change to better reflect its modified mandate, which now encompasses all facets of secondary agriculture. Dating back to its establishment in September 20, 1924, ICAR-NISA stands as one of the most esteemed institutions working on natural products. It boasts a rich history of 99 years of dedicated service to the nation and going to celebrate its centenary in the year 2024.

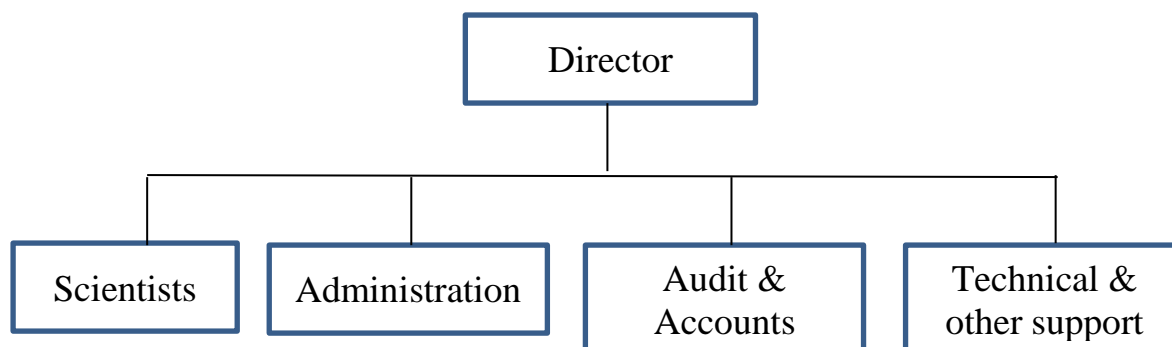
Previously, the Indian Lac Research Institute (ILRI) had been the nodal Institute at national level for providing research and development support to all aspects of lac such as production, processing, product development, technology dissemination, information repository and national and international cooperation. It has immensely contributed towards all round development of lac besides maintaining India's leadership in production, installed processing capacity and export.

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

- Powers and duties of officers (administrative, financial and judicial):** NISA is a unit of Indian Council of Agricultural Research (ICAR). Director of the Institute exercises the powers as delegated by the Governing Body of ICAR and by Govt. of India for Heads of Departments.
- Power and duties of other employees:** As per the Delegation of Powers approved by the ICAR, New Delhi and as re-delegated by the Director.
- Rules/ orders under which powers and duty are derived and Exercised:** As per the orders of GOI and ICAR.
- Work allocation:** As per the Organization and Management Rules prescribed by ICAR.

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

#### i. Process of decision making Identify key decision making points:



- i. **Final decision making authority:** DIRECTOR, ICAR -NISA/DG-ICAR
- ii. **Related provisions, acts, rules etc.:** As per the rules and guidelines issued by the GOI/ICAR.
- iii. **Time limit for taking decisions, if any:** N.A.
- iv. **Channel of supervision and accountability:** As per GOI/ICAR.

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

- i. **Nature of functions/ services offered:** Research, Extension, Training and outreach to farmers.
- ii. **Norms/ standards for functions/ service delivery:** As per ISO 9001:2015 standards.
- iii. **Process by which these services can be accessed:** Online/Offline
- iv. **Time-limit for achieving the targets:** Target oriented Research Projects are undertaken with specified time limit.
- v. **Process of redress of grievances:** Grievance Committees deals with such issues.

### 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:** Through E-Office and maintained digitally.
- ii. **List of Rules, regulations, instructions manuals and records:**
  - All orders of the GOI/MOF as implemented in ICAR.
- iii. **Acts/ Rules manuals etc.:** As detailed at Sl. No. 1.5(ii) above.
- iv. **Transfer policy and transfer orders:** As per ICAR Guidelines.

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

- i. **Categories of documents:** Non-classified.
- ii. **Custodian of documents/categories:** Office

**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.:** Quinquennial Review Team, Research Advisory Committee, Institute Management Committee and other committies
- ii. **Composition:** As per ICAR norms
- iii) **Dates from which constituted:** As indicated above.
- iv) **Term/ Tenure:** As per ICAR Bye Law/Guidelines.
- v) **Powers and functions:** As per ICAR Bye Law/ICAR Orders.
- vi) **Whether their meetings are open to the public?:** No
- vii) **Whether the minutes of the meetings are open to the public?:** No
- viii) **Place where the minutes if open to the public are available?:** N/A

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

[Link for IINRG telephone directory](#)



**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:** As per GOI norms/ 7<sup>th</sup> CPC
- ii. **System of compensation as provided in its regulations:** N/A

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

**Public Information Officer**

Shri B.K. Sinha  
Chief Administrative Officer (SG)  
National Institute of Secondary Agriculture  
(Indian Council of Agricultural Research)  
Namkum, Ranchi -834010, India

## First Appellate Authority

Dr. Abijit Kar  
Director  
National Institute of Secondary Agriculture  
(Indian Council of Agricultural Research)  
Namkum, Ranchi -834010, India  
Phone: +91-0651-22261156, Fax : 0651-2260202  
Email : [director.nisa@icar.gov.in](mailto:director.nisa@icar.gov.in)

### 1.11 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: 01
- ii. Finalised for Minor penalty or major penalty proceedings: Nil

### 1.12 Programmes to advance understanding of RTI (Section 26)

- i. Educational programmes: N/A
- ii. Efforts to encourage public authority to participate in these programmes:  
Through interface
- iii. Training of CPIO/APIO: Yes
- iv. Update & publish guidelines on RTI by the Public Authorities concerned:  
Yes

1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]: As per ICAR norms.

## 2. Budget and Programme

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: [BE and RE 2023-24](#)

Head of expenditure	Approved allocation as per RE 2023-24	Total expenditure upto 31.03.2024
Grant in Aid Capital	337.00	337.00
Grant in Aid General	421.90	421.90
Salary	1402.95	1402.53
Pension	417.09	417.09
<b>Grand Total</b>	<b>2,578.94</b>	<b>2,578.52</b>

- ii. Budget for each agency and plan & programmes: As per above table
- iii. Proposed expenditures: As per above table
- iv. Revised budget for each agency, if any: As per above table.

- v. **Report on disbursements made and place where the related reports are available:** N/A.

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

- i. **Budget (domestic tours only):** N/A
- 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:** Different places in India as per requirement.
  - b) **The period of visit:** As per requirement.
  - c) **The number of members in the official delegation:** As per requirement.
  - d) **Expenditure on the visit:** Not Applicable.
- iii. **Information related to procurements**

Our Institute tenders can be viewed/downloaded by clicking the following links : Tender documents may be downloaded from ICAR-IINRG web site <https://iinrg.icar.gov.in/tender.html> (for reference only) and CPPP <https://eprocure.gov.in/eprocure/app?component=%24DirectLink&page=FrontEndTendersByOrganisation&service=direct&session=T&sp=S4fOW%2By4lfko37f6uDhrBBw%3D%3D>

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

- i. **Name of the programme of activity:** NIL
- 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.

## 2.4 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:** NIL
- ii. **Annual accounts of all legal entities who are provided grants by public authorities:** Not Applicable.

## 2.5 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:** NIL.
- ii. **For each concession, permit or authorization granted:** Not Applicable.

- a) **Eligibility criteria:** Not Applicable.
- b) **Procedure for getting the concession/ grant and/ or permits of authorizations:** Not Applicable.
- c) **Name and address of the recipients given concessions/permits or authorisations:** Not Applicable.
- d) **Date of award of concessions /permits of authorizations:** Not Applicable.

**2.6 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:** There are 6 CAG (External).

**3. Publicity and Public interface**

**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:**

Director interface with the Stakeholders and Farmers.

<b>i. Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</b>	:	N/A
<b>ii. Arrangements for consultation with or representation by</b>	:	N/A
<b>a. Members of the public in policy formulation/ policy implementation</b>	:	N/A
<b>a. Day &amp; time allotted for visitors</b>	:	9.00 AM to 05.30 PM Five days a week except Sundays, Saturday and Public holidays.
<b>a. Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</b>	:	ICAR-NISA Reception. Tel: +91-0651-2260117 Fax: +91-0651-2260202

**Public- private partnerships (PPP): Nil**

- i. **Details of Special Purpose Vehicle (SPV), if any:** Nil
- ii. **Detailed project reports (DPRs):** Nil
- iii. **Concession agreements:** Nil
- iv. **Operation and maintenance manuals:** Nil
- v. **Other documents generated as part of the implementation of the PPP:** Nil

- vi. **Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government:** Onetime fee Royalty & revenue share as per ICAR guidelines
- vii. **Information relating to outputs and outcomes:** Popularisation of inputs & new farming models
- viii. **The process of the selection of the private sector party (concessionaire etc.):** N/A
- ix. **All payment made under the PPP project:** N/A

**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:** NA
- ii. **Outline the Public consultation process:** NA
- iii. **Outline the arrangement for consultation before formulation of policy:** NA

**3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**

- i. Use of the most effective means of communication
  - Internet (website): <https://nisa.icar.gov.in/>
  - IINRG LakhKaDoctor app (android mobile app) available in google playstore.

**3.4. Form of accessibility of information manual/ handbook [Section 4(1)(b)] Information manual/handbook available in**

- i. **Electronic format:** available in Institute web site <https://nisa.icar.gov.in/>
- ii. **Print format:** available in the Library, ICAR-NISA

**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 Report
  - Research Publications
  - Training manual
  - Other Periodic Publications
- ii. **At a reasonable cost of the medium :** Not applicable

#### **4. E. Governance**

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

- i. **English**
  - Annual Report
  - Research Publications
  - Training manual
  - Other Periodic Publications



- ii. **Vernacular / local language**
  - Research Publications
  - Training manual
  - Other Periodic Publications

**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:** March 2024.

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

- i. **Details of information available in electronic form:**
  - \* Annual Report
  - \* Research Publications
  - \* Other Periodic Publications
  - \* Advertisements/Tenders
  - \* Circulars
- ii. **Name/ title of the document/record/ other information:**  
Available at the institute website
- iii. **Location where available:** Available at the institute and website

**4.4. Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]**

- i. **Name & location of the faculty:** Director, ICAR-NISA, Ranchi
- ii. **Details of information made available:** Director, ICAR-NISA, Ranchi
- iii. **Working hours of the facility:** 9.30.00 AM to 04.30 PM
- iv. **Contact person & contact details (Phone, fax email)**

Director  
National Institute of Secondary Agriculture  
(Indian Council of Agricultural Research)  
Namkum, Ranchi -834010, India  
Phone: +91-0651-22261156, Fax : 0651-2260202  
Email : [director.icar.nisa@gmail.com](mailto:director.icar.nisa@gmail.com)

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

- i. **Grievance redressal mechanism:** Promptly addressed by internal committies.
- ii. **List of completed schemes/ projects/ Programmes:** Link to Projects should be given.
- iii. **List of schemes/ projects/ programme underway:**  
[Link to Institute Projects](#)
- iv. **Annual Report:** [Link](#)
- v. **Any other information such as**
  - a) Citizen's Charter: [Link](#)
  - b) Result Framework Document (RFD): [Link](#)

**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:** 5 nos.
- ii. **Details of appeals received and orders issued:** 01.

#### **4.7. Replies to questions asked in the Parliament [Section 4(1)(d)(2)]**

Details of questions asked and replies given: 07

#### **5. INFORMATION AS MAY BE PRESCRIBED:**

**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**

FAA: Dr. Abhijit Kar, Director, ICAR-NISA, Ranchi – 834010

CPIO: B.K. Sinha, Chief Administrative Officer (SG), ICAR-NISA, Ranchi – 834010

**(b) Earlier CPIO & FAAs from 2016**

FAA: Dr. K.K. Sharma, Director, ICAR-IINRG, Ranchi – 834010

CPIO: Sri D. Ganguly, CTO, ICAR-IINRG, Ranchi – 834010

**v Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI**

**Dates from which constituted: Nil**

**Name & Designation of the Officers**

First Appellate Authority: Dr. Abhijit Kar, Director, ICAR-NISA, Ranchi – 834010

Public Information Officer: B.K. Sinha, Chief Administrative Officer (SG), ICAR-NISA,  
Ranchi – 834010

#### **6. Information Disclosed on own Initiative**

**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)**

**Whether STQC certification obtained and its validity: Not Applicable**

**Does the website show the certificate on the Website?: Not Applicable**