

CHAPTER-3  
DATA COLLECTED  
(SUBSEQUENT TO IMPROVEMENTS RECEIVED FROM ICAR-DGR)

<b>Name of public authority being Audited:</b>	<b>ICAR-Directorate of Groundnut Research</b> Post box No. 05, Ivnagar road, Junagadh – 362001, Gujarat Phone: 0285 2673041
<b>Website:</b>	<a href="http://www.dgr.org.in">http://www.dgr.org.in</a>

S. No	Parameter	Requirement	Qualitative Observations /Remarks
<b>Information to be disclosed under Section 4 (1) (b) of RTI Act</b>			
1	<b>Particulars of its organization, functions and duties [Section 4(1)(b)(i)]</b>	Name and addresses of the organization	Available in the webpage under 'Contact us'. <a href="http://www.dgr.org.in/index.php/contact-us/">http://www.dgr.org.in/index.php/contact-us/</a>
		Head of the organization	Details of the Head of the Organization are Available on the web page under "About us" link under "Director's desk" <a href="http://www.dgr.org.in/index.php/directors-desk/">http://www.dgr.org.in/index.php/directors-desk/</a>
		Vision, Mission and Objectives	Available on the web page under 'About us' link under 'Mandate/Vision' <a href="http://www.dgr.org.in/index.php/vision/">http://www.dgr.org.in/index.php/vision/</a>
		Functions and duties	<a href="http://www.dgr.org.in/">http://www.dgr.org.in/</a>
		Organization Chart	Available on the web page under 'About us' link under 'Governance' <a href="http://www.dgr.org.in/index.php/governancesub/">http://www.dgr.org.in/index.php/governancesub/</a>
		Functional chart	Available at the website of the Directorate

		Other details like genesis, inception formation of the department and the HoDs from time to time as well as the Committees/ commissions constituted from time to time	Section heads and staff details are on the web page under 'About us' link under 'Units' <a href="http://www.dgr.org.in/index.php/about-dgr/unit-division/">http://www.dgr.org.in/index.php/about-dgr/unit-division/</a> <a href="http://www.dgr.org.in/index.php/about-dgr/unit-division/">http://www.dgr.org.in/index.php/about-dgr/unit-division/</a> <a href="http://www.dgr.org.in/index.php/governancesub/">http://www.dgr.org.in/index.php/governancesub/</a>
2	<b>Powers &amp; Duties of its officers &amp; employees [Section 4 (1) (b) (ii)]</b>	o Powers and duties of officers	<a href="https://icar.org.in/files/delegation-of-power-icar/schedule-III.pdf">https://icar.org.in/files/delegation-of-power-icar/schedule-III.pdf</a>
Powers and duties of other employees		<a href="http://www.iiss.nic.in/Rti/Powers%20and%20duties%20of%20officers%20of%20IISS.pdf">http://www.iiss.nic.in/Rti/Powers%20and%20duties%20of%20officers%20of%20IISS.pdf</a>	
Work allocation, job description and / or duty lists		<a href="http://www.iiss.nic.in/Rti/Powers%20and%20duties%20of%20officers%20of%20IISS.pdf">http://www.iiss.nic.in/Rti/Powers%20and%20duties%20of%20officers%20of%20IISS.pdf</a>	
3	<b>Procedure followed in decision making process [Section 4(1) (b) (iii)]</b>	Process and channel for decision making- decision making charts / flow chart	The procedure followed in the decision making process is mentioned below, LDC -> UDC -> Assistant -> AAO -> AO/FAO -> Director
Final decision-making authority.		Director, ICAR-DGR	
Related provisions, acts, rules etc.		<a href="https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf">https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf</a>	
Time limit for taking a decision, wherever applicable		Available under the citizen charter at <a href="http://www.dgr.org.in/index.php/citizens-charter/">http://www.dgr.org.in/index.php/citizens-charter/</a>	
Delegation of Power- Rules / procedures		<a href="https://icar.org.in/files/delegation-of-power-icar/schedule-III.pdf">https://icar.org.in/files/delegation-of-power-icar/schedule-III.pdf</a>	
		Major output / tangible results / services / goods	Available in the Annual report, RAC report, QRT reports and as highlights at <a href="http://www.dgr.org.in/index.php/annual-report/">http://www.dgr.org.in/index.php/annual-report/</a> <a href="http://www.dgr.org.in/index.php/research-achievements/">http://www.dgr.org.in/index.php/research-achievements/</a> The website also gives full details of the services and goods etc. which are being made available by the Directorate
4	<b>Norms for</b>	Nature of functions/ services offered	Available at <a href="http://www.dgr.org.in/">http://www.dgr.org.in/</a> Under the tab services

	<b>discharge of functions [Section 4(1) (b) (iv)]</b>	Norms / standards for functions / service delivery	The norms set by it for the discharge of its functions is mentioned in the following link <a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a>
		Process by which these services can be accessed	<a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a>
		Redressal of grievance-mechanism and process	<a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a>
		Reference document prescribing the norms	<a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a>
5	<b>Rules, regulations, instruction, manuals and records for discharging functions [Section 4 (1) (b) (v)]</b>	Title and nature of the record / manual / instruction	<a href="https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf">https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf</a>
		The Acts / Rules / manuals, Office memorandum etc.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions is mentioned in following link, <a href="https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf">https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf</a>
		Summary of contents of above for easy understanding of public	<a href="https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf">https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf</a>
6	<b>Categories of documents held by the authority under its control [Section 4 (1) (b) (vi)]</b>	Title of the documents Category of documents Custodian of the documents	Web page under 'RTI' link <a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a> Director, ICAR-DGR
7	<b>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)]</b>	Relevant rule, circular etc. for consultation.  Arrangement adopted for consultation with or representation by the members of the public in the functional areas of the organization.	Available at <a href="http://www.dgr.org.in/">http://www.dgr.org.in/</a>  Available at <a href="http://www.dgr.org.in/">http://www.dgr.org.in/</a>
		Days or time specified for	9.30am to 5.30pm except on second

		visitors.	Saturday of each month and national holidays
8	<b>Boards, councils, Committees and other bodies constituted as part of the public authority functioning [Section 4 (1) (b) (viii)]</b>	Names of the Boards, Councils, Committees etc.	<a href="http://www.dgr.org.in/index.php/governancesub/">http://www.dgr.org.in/index.php/governancesub/</a>
		Composition & Powers and functions	<a href="http://www.dgr.org.in/index.php/governancesub/">http://www.dgr.org.in/index.php/governancesub/</a> <a href="https://icar.org.in/files/reports/other-reports/MOARBL.pdf">https://icar.org.in/files/reports/other-reports/MOARBL.pdf</a>
		Whether their meetings are open to the public?	NO
		Whether the minutes of the meeting are open to the public.	Yes, majority of those
		Link Place where the minutes if open to the public are available and the process of areas by the common citizen.	<a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a>
9	<b>Directory of Officers and employees Section 4 (1) (b) (ix)]</b>	Name, designation and Division	Name and designation of officers is mentioned in following link <a href="https://icar.org.in/files/ICAR-Telephone-Directory.pdf">https://icar.org.in/files/ICAR-Telephone-Directory.pdf</a>
		Location, Telephone (both office & Residence), and email.	<a href="http://www.dgr.org.in/index.php/contact-us/">http://www.dgr.org.in/index.php/contact-us/</a>
10	<b>Monthly Remuneration received by officers &amp; employees including system of compensation [Section 4 (1) (b) (x)]</b>	Name & Designation of the employee & Monthly remuneration	List of employees with pay level is available at <a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a>
		System of compensation as provided in its regulations	
11	<b>Budget allocated to each agency including all plans, proposed expenditures and reports on disbursement made etc. [Section 4(1) (b) (xi)]</b>	Details of budget in simple form which can be easily understood by the non-professional and layman Details of budget providing clear picture regarding the actual achievement vis-a-vis the targets.	Details up to financial year 2013-14 are available in the following link <a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a> <a href="http://www.dgr.org.in/index.php/annual-report/">http://www.dgr.org.in/index.php/annual-report/</a>

		Periodic monitoring Reports, Revised budget, if any & Report on expenditure made and place where the related reports available	<a href="http://www.dgr.org.in/index.php/annual-report/">http://www.dgr.org.in/index.php/annual-report/</a>
12	<b>Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]</b>	Name of the programmes or activities, objective of the programmes, procedure to avail benefits, duration of the programme / scheme, physical and financial targets of the programme, Nature / scale of subsidy / amount allotted, eligibility criteria for grant of subsidy and details of beneficiaries of subsidy programme (Number profile etc.)	Not applicable
13	<b>Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]</b>	<p>Concessions permits or authorizations granted by public authority</p> <p>For each concessions, permit or authorization granted</p> <ul style="list-style-type: none"> <li>✓ Eligibility criteria</li> <li>✓ Procedure for getting the concession / grant and / or permits or authorizations</li> <li>✓ Name and address of the recipients given concessions / permits or authorization</li> <li>✓ Date of award of concession / permits or authorizations</li> </ul>	Not applicable

14	<b>Information available in electronic form</b> [Section 4(1) (b) (xiv)]	List of documents available in electronic form and the data about digitalized records / files / reports / information which shall include the name of the record; any categorization or index used; subject matter and other information; Division / section / unit office where the record is normally held; the person with designation responsible for maintaining the record; and life span of the record.	Details of information in an electronic form' given under the link 'RTI' and DGR website <a href="http://www.dgr.org.in">www.dgr.org.in</a>
15	<b>Particulars of facilities available to citizens for obtaining information</b> [Section 4 (1) (b) (xv)]	Name & location of the Information and Facilitation Counter (IFC) and the contact details	The heading Particulars of facilities available to citizens for obtaining information on request from office and DGR website.
		Working hours of the facility and the details of information made available	9.30 am to 5.30pm except second Saturday of each month, Sundays and national holidays
		Fee / charges to get the copies of the document	<a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a>
		Facility for inspecting the documents which is not available electronically should also be provided	On request
16	<b>The Names, designation and other particulars of the PIOs</b> [Section 4 (1) (b) (xvi)]	Name & Designation of PIOs and Appellate Authority, their contact details– Phone number & email, with subject matter within their jurisdiction and details of Nodal Officer.	<a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a>
		Details about link PIOs / AAs	<a href="http://www.dgr.org.in/index.php/rti/">http://www.dgr.org.in/index.php/rti/</a>
17	<b>Such other information as may be prescribed under</b>	Annual Report	Institute Annual Reports are updated and are available in the following link: <a href="http://www.dgr.org.in/index.php/annual">http://www.dgr.org.in/index.php/annual</a>

	<b>[Section 4(1) (b) (xvii)]</b>		<a href="#">-report/</a>
		Annual and other periodic returns	<a href="http://www.dgr.org.in/index.php/annual-report/">http://www.dgr.org.in/index.php/annual-report/</a>
		FAQs	Not available
		List of completed schemes / Projects / programmes	<a href="http://www.dgr.org.in/index.php/annual-report/">http://www.dgr.org.in/index.php/annual-report/</a>
		List of schemes / projects / programmes underway	<a href="http://www.dgr.org.in/index.php/projects/">http://www.dgr.org.in/index.php/projects/</a>

<b>Miscellaneous</b>			
18	<b>Are important policies or decisions which affect public informed to them?</b> <b>[Section 4(1) (c)]</b>	Publish all relevant facts while formulating important policies or announcing decisions which affect public.	Available in RTI link on the web page. <a href="http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf">http://www.dgr.org.in/wp-content/uploads/2018/09/rti.pdf</a>
19	<b>Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons</b> <b>[Section 4(1) (d)]</b>	Provide reasons for its administrative or quasi-judicial decisions to affected persons.	Being provided in each case
20	<b>Dissemination of information widely and in such form and manner which is easily accessible to the Public</b> <b>[Section 4 (3)]</b>	Website, Notice boards, Newspapers, Public Announcements, Media Broadcasts, Internet or, Any other means including inspection.	No details available except for the information available on the website. However, during the meeting ICAR-DGR informed that it is made available on the notice boards and also through institute circulars.

21	<b>Whether information Manual Handbook available free of cost or not [Section 4 (4)]</b>	Free or at a reasonable cost of the medium	Available free of cost. <a href="https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf">https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf</a>
<b>Additional Category of Information to be disclosed under guidelines – <i>Suo moto</i> disclosure of more items under Section 4</b>			
22	<b>Information related to procurement</b>	Tender-Notices enquiries Corrigenda thereon.	<a href="http://www.dgr.org.in/index.php/tenders/">http://www.dgr.org.in/index.php/tenders/</a>
		Details of bid awards, detailing the name of the supplier of goods / services being procured or work contract.	<a href="http://www.dgr.org.in/index.php/tenders/">http://www.dgr.org.in/index.php/tenders/</a>
		Rate and total amount at which such procurement or work contracts were awarded.	<a href="http://www.dgr.org.in/index.php/tenders/">http://www.dgr.org.in/index.php/tenders/</a>
23	<b>Public Private Partnership</b>	Details of the Special Purpose Vehicle (SPV), if any, Detailed project reports, Concession agreement, Operation and maintenance manual, and Other documents generated as part of the implementation of the Public Private Partnership	No such partnership exists now
24	<b>Transfer Policy and Transfer Orders.</b>	Transfer policy for different grades / cadres Transfer orders	<a href="https://icar.org.in/file/4167/download?token=LSlhTdC6">https://icar.org.in/file/4167/download?token=LSlhTdC6</a> <a href="https://www.icar.org.in/file/5272/download?token=n2Qjuh1l">https://www.icar.org.in/file/5272/download?token=n2Qjuh1l</a>
25	<b>RTI Applications</b>	RTI application and appeals received and their responses (except relating to personal information) uploaded on the websites, with search facility based on keywords	<a href="http://www.dsscic.nic.in/">www.dsscic.nic.in/</a>
26	<b>CAG &amp; PAC paras</b>	CAG and PAC-ATR of those have been laid on the table of both the Houses of Parliament	<a href="https://www.icar.org.in/content/right-information-act">https://www.icar.org.in/content/right-information-act</a>
27	<b>Citizen's Charter</b>	Citizen's Charter	<a href="http://www.dgr.org.in/index.php/citizens-charter/">http://www.dgr.org.in/index.php/citizens-charter/</a>

		RFD (Result Framework document)	<a href="http://www.dgr.org.in/index.php/rfd/">http://www.dgr.org.in/index.php/rfd/</a>
		Bi-annual reports on the performance against the benchmarks set in citizen chart	Not available
28	<b>Discretionary &amp; Non- discretionary Grants</b>	Details of discretionary grants / allocation and Annual accounts of other entities that are provided grants by public authorities.	Not applicable
29	<b>Foreign/ Domestic Tour of Ministries / Officials</b>	The details of foreign & domestic visits undertaken by the officials of the rank of JS to the Government of India and HODs	<a href="http://www.dgr.org.in/index.php/annual-report/">http://www.dgr.org.in/index.php/annual-report/</a>
		Details to be included therein <ul style="list-style-type: none"> <li>✓ Purpose of visit</li> <li>✓ Place of visited</li> <li>✓ Period</li> <li>✓ No. of People included with officials delegation</li> <li>✓ Expenditure incurred on such tours.</li> </ul>	
<b>Form of Disclosure</b>			
30	<b>Form of accessibility of Information Manual/ Handbook [Section 4(4)]</b>	Electronic or printed or both.	<a href="https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf">https://icar.org.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf</a>
31	<b>Language in which Information Manual/ Handbook available</b>	English / Hindi Vernacular / Local Language / regional language	English No
32	<b>When was the information Manual/ Handbook last updated?</b>	Annual updating is required and the date of last updation needs to be displayed.	2013