

Information Published under Section 4(1) (b) of RTI Act

The particulars of its organization, functions and duties

This institution was established as the National Research Centre for Groundnut (NRCG) on the 1st October, 1979 at Junagadh and during the XIth five year plan. The Govt. of India/ICAR has re-designated the NRCG as Directorate of Groundnut Research (DGR). The DGR is now an ISO 9001 2015 certified organization.

Mandate

- Basic, strategic and adaptive research on groundnut to improve productivity and quality
- Provide access to information, knowledge and genetic material to develop suitable varieties and technologies
- Coordination of applied research to develop location specific varieties and technologies
- Dissemination of technology and capacity building.

Missionary vision

By appropriately integrating the emerging technologies in other sphere of science and using their imagination and skills, the DGR scientists are committed to making sustained efforts through a blend of basic and strategic research and deliver such technologies which would enhance average productivity of groundnut in India from the current 1200 kg/ha to at least 5000 kg/ha by 2050 and have groundnut cultivation, more sustainable, remunerative and globally competitive.

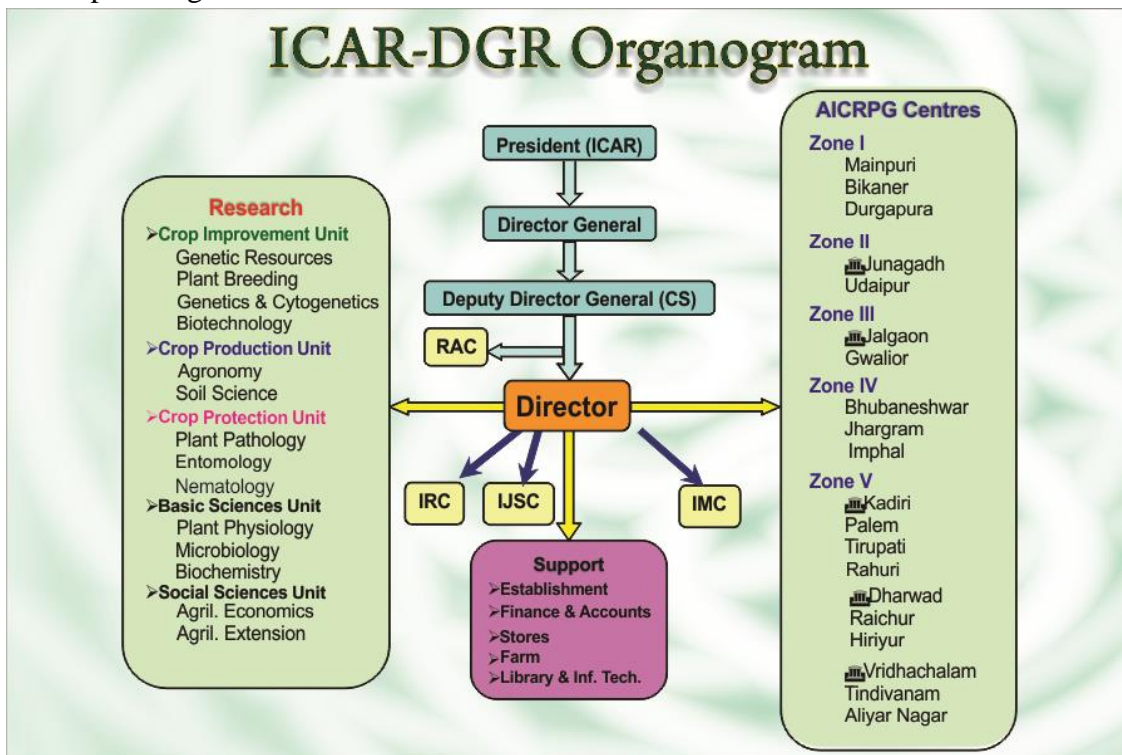
Focus

- Identification of trait specific donors in the germplasm collection
- Pre-breeding
- New pests and diseases which may emerge under the changing scenario of climate
- Management of water resources, especially of rain-water for enhanced water-productivity
- Genetic enhancement for yield and quality traits as well as stress tolerance
- Resource-use efficiency in rain-fed and irrigated conditions
- Cropping systems, crop diversification and precision farming
- Adverse impact, if any, of climate change and its amelioration measures
- Resource integration for efficient input utilization including Integrated Nutrient Management (INM), Integrated Disease and Pest Management (IDPM)
- Production of aflatoxin free groundnuts
- Development of models and forecasting tools for a dependable crop advisory service
- Product diversification, bio-fortification and value-addition and economic use of byproducts

- Development of varieties for specific end users: high oil varieties for crushing, low oil varieties for direct consumption, high protein varieties as functional food etc.
- Conservation agriculture
- Identification of the socio-economic constraints in adopting new technologies and other bottlenecks
- Marketing and export issues

The powers and duties of its officers and employees

The complete organizational structure of DGR is as under:



DGR is headed by its Director, who looks after the management of research and administration of the Directorate. The Director is assisted by the Administrative Officer in day-to-day administration. Administrative Officer is assisted by administrative staff belonging to different categories such as Assistants, Senior Clerks, Junior Clerks, Personal Assistants and Stenographers. The administrative wing is organized into Establishment, Cash and Bills, and Stores, and functions under the overall control of the Administrative Officer. The Administrative Officer is also functioning as Drawing and Disbursing Officer. Adequate administrative powers have been delegated to the Administrative Officer.

So far as the Accounts and Finance management is concerned, the Director is assisted by a Finance & Accounts Officer and other staff members. The Finance wing also deals with financial matters of All India Coordinated Research Project on Groundnut (AICRPG) Centres and monitors the utilization of funds granted to each of the AICRPG centres. The other service sections, which functions at DGR include Farm, Technical Cell and Information & Documentation cell. Principal Scientists, Senior Scientists and Scientists in different disciplines carry out the approved research programmes under the direction of the Director. Scientific staff also carries out research work of sanctioned externally funded projects. The technical staff helps scientists in attaining the research mandate of the Directorate.

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

The Director is the Head of the Directorate. Administrative Officer and Finance & Accounts Officer guide the Director in day-to-day administration while scientists carry out approved research programmes. The Director as the Chairman of the Institute Research Council (IRC) reviews the research projects in the IRC meetings held twice in a year. Detailed project-wise Technical programmes and guidelines for implementation are prepared. The Research Advisory Committee constituted by the ICAR meets once in every year to review the research achievements of the Directorate as per the mandate of DGR and suggests/ modify research programmes based on national and global context of research in the thrust areas. It also. The Institute Management Committee periodically reviews the progress of development schemes; consider proposals for the annual budget and the items of expenditure which are beyond the powers of Director. The Quinquennial Review Team constituted by ICAR reviews the progress of research programmes of DGR and AICRPG programmes once in five years. Institute budget is presented and sanction obtained from the five year plans of Government of India. Institute Joint Staff Council meetings are regularly held to discuss and take care of the problems of the staff. AICRPG technical programmes are discussed in the annual group meetings held every year and further technical programmes and implementation guidelines for the ensuing year are drawn up in the annual group meetings.

The norms set by it for the discharge of its functions

Each administrative function is initiated from one of the above administrative sections and forwarded to the Director through Administrative Officer and Finance & Accounts officer by the Section In-charge for final approval. While passing the files / proposals through these sections, Administrative Officer and the Finance Officer are free to add their views and submit a final proposal to the Director for his approval. Several complex and technical matters are processed through specially constituted committees such as Central Purchase Committee, Works Committee, etc. These committees are headed by a Senior Principal Scientist. All files are processed as per rules and regulations and guidelines set by the ICAR.

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

The Directorate of Groundnut Research works as per rules and regulations of ICAR Society under the Department of Agricultural Research and Education, Ministry of Agriculture and Farmers' welfare, Govt. of India. ICAR follows GOI rules *mutatis mutandis*. All Government of India Rules and Regulations as endorsed by ICAR are applicable in discharging the functions at DGR. Agricultural Research Service rules, Technical Service Rules specially designed for Scientists and Technical personnel in ICAR are applicable to DGR also. The Library maintains books, journals and subscribed databases in CDs. Farm section maintains farm related documents/files. Documents for farmers' service including books, booklets, bulletins, folders, videos and CDs are also available. Purchase related documents/files are held with administration. Service related documents and manuals are maintained by the concerned sections in the administration and accounts wing.

Details of Rules, Regulations etc., used in discharging the Functions at DGR

1. Rules and By-Laws of the ICAR Society
2. Delegation of Powers
3. Handbook of Agriculture Research Service of ICAR
4. Handbook of Technical Services
5. ICAR Finance Circulars
6. ICAR Other Circulars, Archive
7. ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization
8. GOI-GFR 2017

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

The documents held by the Directorate are mostly unclassified which includes Academic, Research related, Development related and Service related documents. However, certain classified files and documents as per the guidelines of ICAR are also held by the Directorate.

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 nominates two members chosen from public for IMC and RAC who attend the meetings of IMC and RAC held at the Directorate. The IMC guides and supports the Directorate by periodic review of programmes and approval of investments in new areas of research and development. The Research Advisory Committee (RAC) and Institute Research Council (IRC) provide broad guidelines and assist in developing and implementing specific research programmes and projects.

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.

The IMC, RAC, and IRC are the committees, which help the Directorate in guiding and implementing its various programmes and activities. The Composition of these committees is as per the guidelines of ICAR, New Delhi. The current composition of the committees is available at <http://www.dgr.org.in/index.php/governancesub/>

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

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

List of Various Designations & their Pay Scales

| Sl. No. | Name of the post | Pay level |
|------------------|---|-----------|
| GROUP 'A' | | |
| 1. | Director | 14 |
| 2. | Principal Scientist | 14 |
| 3. | Senior Scientist (with 3 year service) | 13A |
| 4. | Senior Scientist (with less than 3 year | 12 |
| 5. | Scientist | 10 |
| 6. | T-9 | 12 |
| 8. | T-(7-8) | 11 |
| 9. | Administrative officer | 10 |
| 10. | Finance & Accounts Officer | 10 |
| 11. | T-6 | 10 |
| GROUP 'B' | | |
| 12. | Assistant Administrative Officer | 7 |
| 13. | Private Secretary | 7 |
| 14. | T-5 | 7 |
| 15. | Personal Assistant | 6 |
| 16. | Assistant | 6 |
| 17. | T-4 | 6 |
| GROUP 'C' | | |
| 18. | Security Supervisor | 5 |
| 19. | T-3 | 5 |
| 20. | UDC | 4 |
| 21. | Steno. Gr.III | 4 |
| 22. | T-2 | 4 |
| 23. | T-1 | 3 |
| 24. | LDC | 2 |
| 25. | Skilled Support Staff | 1 |

Each employee draws a monthly salary, which includes pay, DA, and other allowances as applicable under ICAR approved pay structure

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

| Year | ICAR-DGR | | |
|---------|----------|----------|---------|
| | Plan | Non-Plan | Total |
| 2015-16 | 389.50 | 978.53 | 1368.03 |
| 2016-17 | 434.93 | 1020.52 | 1455.45 |
| 2017-18 | 1601.56 | - | 1601.56 |
| 2018-19 | 1921.80 | - | 1921.80 |
| 2019-20 | 1891.91 | - | 1831.91 |
| Total | 6239.7 | 1999.05 | 8178.75 |

(Rupees in lakh)

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

Not Applicable at this Directorate

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

Not Applicable at this Directorate

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

The details are available at <http://www.dgr.org.in>

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 Directorate is open on all week days except Sundays and second Saturdays of every month and declared holidays in a year. The working hours on all working days are 9:30 AM to 5:00 PM with a lunch break from 1:00 PM to 2:00 PM. The Library is also follows the same working hours of the Directorate on all the working days

The names, designations and other particulars of the Public Information Officers

| No | Name | Designation | Contact No | Email ID |
|----|--|-------------------------|--|--------------------------------|
| 1 | Dr. S. K. Bera Principal Scientist | Transparency Officer | 0285-2673041, 2672461 (Ext.-204) | sandip.bera@icar.gov.in |
| 2 | Indra Raj Meena Administrative Officer | CPIO | 0285-2673041, 2672461 (Ext-116) | indraraj.meena@icar.gov.in |
| 3 | C. G. Makwana | APIO | 0285-2673041, 2672461 (ext-106) | chanabhai.makawana@icar.gov.in |

Such other information as may be prescribed; and thereafter update these publications every year

1. Annual Reports
2. Newsletters

How to get Information under RTI Act 2005

In accordance with the RTI (Regulations of fee and costs) Rule 2005 made by the Govt. of India, it is considered necessary to bring to the notice of all concerned citizens of Republic of India that information in respect of this Directorate can be obtained from the PIO of this Directorate for which a written application has to be submitted to the PIO, DGR, Junagadh along with the application fee and costs of copy as given below:

- 1) The request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs. 10/-;
- 2) for providing the information under Section 4(4), Section 7(1) and Section 7(5), as the case may be, shall be charged at the following rates
 - (a) Rs. 2/- for each page in A-3 or smaller size paper created or copied;
 - (b) actual charge or cost price of a copy in larger size paper;

- (b) actual cost or price for samples or models; and
- (c) for inspection of records, no fee for the first hour; and a fee of Rs. 5/- for each subsequent hour (or fraction thereof);
- (d) for information provided in diskette or floppy Rs. 50/- per diskette or floppy; and
- (e) for information provided in printed form at the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication.
- (f) The actual amount spent by public authority on hiring a machine or any other equipment, if any, to supply information;
- (g) Postal charges, in excess of Rupees ten, if any, involved in supply of information

However, in case of applications which involve search of documents for a considerable duration and search of voluminous documents or involved substantial amount of man power cost will require payment of costs as determined by PIO, DGR and intimated to the applicant under section 7(3) of RTI Act.

The fee may be paid in cash to the Cashier, DGR, Junagadh against proper receipt or by demand draft or by bankers' cheque or IPOs drawn in favour of ICAR Unit-DGR payable at Junagadh. The applications conforming to the various provisions given under RTI Act and received by PIO, DGR shall be processed and information and copies of documents within the purview of RTI Act will be provided to the applicant within 30 days from the date of receipt of application by PIO. Exempted information as per section 8 and 9 of RTI Act 2005 and instructions and guidelines issued by CIC from time to time in respect of exempted information shall not be provided.

The RTI application can be submitted online at <https://rtionline.gov.in/guidelines.php?request>

The details of online application are:

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Government of India.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear. The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.
6. In case an application contains more than 3000 characters, it can be uploaded as an attachment, by using column "Supporting document".
7. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
 - (a) Internet banking through SBI;
 - (b) Using credit/debit card of Master/Visa;
 - (c) Using RuPay Card.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, along with the application.
12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.

13. The application filed through this Web Portal would reach electronically to the "Nodal Officer" of concerned Ministry/Department, who would transmit the RTI application electronically to the concerned CPIO.
14. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This intimation can be seen by the applicant through Status Report or through his/her e-mail alert.
15. For making an appeal to the first Appellate Authority, the applicant has to click at "Submit First Appeal" and fill up the page that will appear.
16. The registration number of original application has to be used for reference.
17. As per RTI Act, no fee has to be paid for first appeal.
18. The applicant/the appellant should submit his/her mobile number to receive SMS alert.
19. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".
20. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

An FAQ on using the online RTI is available at <https://rtionline.gov.in/faq.php>

APPLICATION FORM

U/S 6(1) OF RIGHT TO INFORMATION ACT- 2005, FOR SEEKING INFORMATION

Application ID No.

File No. (For Official use)

Date:

To

The Public Information Officer Directorate of Groundnut Research PO Box 5, Junagadh 362001

PART - I

| | |
|------------------------------------|---------|
| 1. Name of the applicant | |
| 2. Date of Birth: | |
| 3. Sex (Male / Female) | |
| 4. Father's Full name | |
| 5 Present address with Pin Code | |
| Tel. No.: | Mobile: |
| 7. Permanent address with Pin Code | |
| 8. Email I.D., if any | |

PART- II

| | | |
|---|---------------------|---------------------------|
| 9. (i) Specify the particulars of the information sought and the period to which information is sought (a separate sheet may be attached, if necessary) | | |
| (ii) Whether the information sought for is required to be supplied | (a) In printed form | (b) In diskette or floppy |
| (iii) Whether inspection of records also sought | Yes/No | |
| (iv) Whether application fee of Rs. 10/- (Rupees Ten only) paid and, if so, please specify mode of payment | | |
| a) Please give details of the demand draft/Banker's cheque/IPOs enclosed | | |
| (b) In case of cash payment, please enclose original receipt (No fee is required to be paid if the requester belongs to 'Below poverty line' category for which proof should be furnished). | | |

DECLARATION OF THE APPLICANT

- (i) I am a bona fide citizen of India and owe allegiance to the sovereignty, unity and integrity of India and have not voluntarily acquired the citizenship of another country.
- (ii) The information given by me in this form is true and I am solely responsible for its accuracy.

Place:

Date:

(Signature of the Applicant)

Enclosures: