



BY SPEED POST/FAX

भारतीय मृदा विज्ञान संस्थान (भा०कृ०अनु०प०)

नबीबाग बैरसिया रोड, भोपाल - 462038

ICAR-Indian Institute of Soil Science

Nabibagh, Berasia Road, Bhopal-462038 (M.P.)

Tel. No. (0755)2747375 EPABX: 2730970/2734221 (Ext. No. 210&233) Fax. No. (0755) 2733310

Web: www.iiss.nic.in

Application No. 155-09/IISS/RTI/2018

Date: 25/09/2018

To,

Shri Vodela Suresh Babu,
H.No. 8-112, Shri Laxminarasimha Swamy Colony,
Annojiguda, Ghatkesar, Medchal District
Telangana - 500088

Sub: Reply to information under RTI Act, 2005- reg.

Ref: Application No. 155-09/IISS/RTI/2018 dated 25/09/2018

Dear Sir,

Please find enclosed herewith the information (14 pages) in response to your RTI application No. 155-09/IISS/RTI/2018 received at this end on 22/09/2018 (Registration No. IIOSS/R/2018/50006 dated 21/09/2018). Kindly acknowledge the receipt of this reply letter along with enclosure (14 pages). The information on RTI clause 4 (1) b is already disclosed & available in ICAR-IISS Website (<http://iiss.nic.in/Rti%20act1.html>). Further it is informed that the Appellate Authority is Director, ICAR-IISS, Bhopal and his telephone no. is 0755-2730946.

Yours sincerely,

(R. Elanchezhian)

PS & CPIO cum Nodal Officer (Scientific)

Encl: Information containing 14 pages

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	<p>(i) Name and address of the Organization</p> <p>(ii) Head of the organization</p> <p>(iii) Vision, Mission and Key objectives</p> <p>(iv) Function and duties</p> <p>(v) Organization Chart</p> <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>Director, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal- 462038 Indian Council of Agricultural Research, (DARE) Ministry of Agriculture, Govt. of India, New Delhi</p> <p>Mission and Mandate The Institute has the mission of "Providing scientific basis for enhancing and sustaining productivity of soil resources with minimal environmental degradation" with following mandates:</p> <ul style="list-style-type: none"> a) Basic and strategic research on physical, chemical and biological processes in soils related to management of nutrients, water and energy b) Advanced technologies for sustainable soil health and quality c) Coordinate the network research with State Agricultural Universities, National, International and other Research Organizations <p>Priorities and Thrust Areas The priorities of the institute are to broaden the soil science research by encouraging multidisciplinary research for efficient utilization of already created infrastructure and, therefore, carry out research work rigorously in the following critical areas:</p> <p>Programme 1: Soil Health and Input Use Efficiency</p> <ul style="list-style-type: none"> • Integrated nutrient management: Indigenous mineral and by-product sources • Nano-technology • Precision agriculture • Crop simulation modeling and remote sensing • Fertilizer fortification • Resilience of degraded soils. • Developing a workable index of soil quality assessment imbibing influence of different physical, chemical and biological soil attributes <p>Programme 2 : Conservation Agriculture and Carbon Sequestration vis-à-vis Climate Change</p> <ul style="list-style-type: none"> • Organic farming and produce quality • Efficient and improved composting techniques • The carbon sequestration research in the context of sustainable management of land and soil resources and conserving deteriorating environment. • Conservation agriculture and carbon sequestration • Tillage and nutrient interactions • Crop adaptation to climate change and rhizospheric study <p>Programme 3: Microbial Diversity and Genomics</p> <ul style="list-style-type: none"> • Characterization and prospecting of large soil biodiversity • Characterization of functional communities of soil organisms • Testing of mixed biofertilizer formulations • Quality compost production and quality standards

Programme 4: Soil Pollution, Remediation and Environmental Security

- Bio-remediation/ phytoremediation of contaminated soils
- Waste waters – quality assessment and recycling

<http://iiss.nic.in/Mandate%20and%20Thrust.html>

<http://iiss.nic.in/Rti/Powers%20and%20duties%20of%20officers%20of%20IISS.pdf>

Organization Set-Up

Divisions

- Soil Physics
- Soil Chemistry & Fertility
- Soil Biology
- Environmental Soil Science

Sections

- Farm Section
- Administration Section
- Remote Sensing & GIS

Technical Units/Cells

- Prioritization, Monitoring and Evaluation Cell (PME)
- Agriculture Knowledge Management Unit (AKMU)
- Institute Technology Management Unit (ITMU)
- Library, Information and Documentation Unit
- Right to Information (RTI)
- Consultancy Processing Cell (CPC)
- Official Language Cell (Hindi Cell)

All India Co-ordinated Research Projects (AICRPs)

- Long-Term Fertilizer Experiments (LTRE)
- Soil Test Crop Response (STCR)
- Micro and Secondary Nutrients and Pollutant Elements in Soils and Plants (MSPE)
- All India Network Project on Soil Biodiversity and Biofertilizers (SBB)

<http://iiss.nic.in/about%20iiss.html>

About ICAR-IISS, Bhopal

The Indian Institute of Soil Science (ICAR-IISS) was established on 16th April, 1988 at Bhopal with a mandate of “Enhancing Soil Productivity with Minimum Environmental Degradation”. To accomplish the mandate of the institute, it has given the priority to soil health related issues faced by farmers and other stakeholders.

IISS has emerged as a leader in basic and strategic research on soils in the country. It has achieved significant success in the areas of integrated nutrient management, impact on soil under long-term cropping, technology for preparation of enriched composts, soil test based nutrient prescriptions, generation of district-wise GIS based soil fertility maps, organic farming practices, carbon sequestration in soils, sink capacity of soils for heavy metal pollutants, recycling of wastes, soil microbial diversity and biofertilizers, quality standards for municipal solid waste composts etc. The institute has to take up the emerging challenges of increasing food-grain production and ensuring food and nutritional security from shrinking land resources, characterizing and conserving large soil-biodiversity for appropriate deployment in agriculture, achieving self-reliance in crop fertilization through indigenous mineral and by-product sources, developing efficient technologies

			<p>for waste recycling, maintaining soil quality and ecological balance, and developing energy efficient agriculture and sequestering carbon by reorienting its research pursuits addressing the emerging issues viz., enhancing nutrient and water use efficiency; sustaining soil and produce quality; soil biodiversity and genomics, climate change and carbon sequestration; minimizing soil pollution etc.</p> <p>Location</p> <p>The Institute is about 10 Km and 7 Km away from Bhopal railway station and Bhopal Airport respectively.</p> <p>http://iiss.nic.in/about%20iiss.html</p>
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>(ii) Power and duties of other employees</p> <p>(iii) Rules/ orders under which powers and duty are derived and</p> <p>(iv) Exercised</p> <p>(v) Work allocation</p>	<p>http://iiss.nic.in/Rti/Powers%20and%20duties%20of%20officers%20of%20IiSS.pdf</p>
1.3	Procedure followed in decision making process [Section 4(1)(b)(ii)]	<p>(i) Process of decision making Identify key decision making points</p> <p>(ii) Final decision making authority</p> <p>(iii) Related provisions, acts, rules etc.</p> <p>(iv) Time limit for taking a decisions, if any</p> <p>(v) Channel of supervision and accountability</p>	<p>For various type of admin. process, the officers in a particular chain process the files and take decisions as per extent of powers delegated to them. The finance wing is also included in decision making process where financial matters are involved like purchase, works, pension etc. All officers above the level of AAO are in supervisory position. They are accountable to the extent the power share has been delegated to them.</p> <p>As regard financial matter the cases are being examined with reference to the provision laid down in the GFR as well guidelines issued by the ICAR/GOI from time to time. The work of Section is supervised by sectional Incharge i.e. SAO and F & AO the various sections under overall supervision of Director, ICAR-IISS Bhopal</p> <p>Work covered</p> <ol style="list-style-type: none"> 1. Disciplinary cases of All the Scientific/Technical/Ministerial/Supporting Staff of the Institute. 2. To examining and scrutinizing of cases in details and issue of charge sheet by processing the case. 3. Issue of vigilance Clearance and Integrity Certificate on the basis of Cases and CRs of All the Scientific/Technical/ Ministerial/Supporting Staff of the Institute. 4. To follow the Vigilance Awareness Week Instructions. 5. Monitoring of ICAR instructions regarding disciplinary rules. 6. Complaints reg. Irregularities in store purchase/job work etc. and other misc.complaints. 7. Maintenance of CR dossiers of All the Scientific/Technical/Ministerial/Supporting Staff of the Institute. 8. Communication of adverse entries and issue of orders for the same in r/o all Scientific/Technical/Ministerial/Supporting Staff of the Institute.

			<p>9. Preparation of grading for placing before DPC meeting in respect of Scientist/Technical/Ministerial Staff and submission the same to the DPC meeting along with CR dossiers as and when required.</p> <p>10. Issue of Instructions regarding writing of AARs/CRs and instructions of ICAR/Govt. of India instructions received from time to time</p> <p>11. Maintenance of casual leave account of all staff</p> <p>12. Submission of quarterly report of Hindi Raj Bhasha</p> <p>13. Submission of ICAR quarterly Reports.</p> <p>14. Submission of RTI Reports.</p> <p>15. To process the Cases received under RTI Act</p> <p>16. Monitoring Punctuality and Regularity of Attendance.</p> <p>17. Audit Paras and Parliaments Questions.</p> <p>18. Any other work assigned by Senior officers.</p>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<p>(i) Nature of functions/ services offered</p> <p>(ii) Norms/standards for functions/ service delivery</p> <p>(iii) Process by which these services can be accessed</p> <p>(iv) Time-limit for achieving the targets</p> <p>(v) Process of redress of grievances</p>	<p>The duties in the admin/ Finance section have been allotted to the different Officers as per functional requirement of the Institute and also Guidelines of the ICAR.</p> <p>http://iiss.nic.in/Rti/Powers%20and%20duties%20of%20Officers%20of%20IISS.pdf</p>
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	<p>(i) Title and nature of the record/ manual /instruction.</p> <p>(ii) List of Rules, regulations, instructions manuals and records.</p> <p>(iii) Acts/ Rules manuals etc.</p> <p>(iv) Transfer policy and transfer orders</p>	<p>Section 1.5 i</p> <p>https://icar.gov.in/files/Manual-%20Establishment-%20Administration-ICAR-Officers.pdf</p> <p>Section 4(1)(b)(v)</p> <p>The following is a list of the Rules, Regulations etc., which are used for discharging functions by the Institute:</p> <ol style="list-style-type: none"> 1. All Rules and Regulations of the Govt. of India. 2. Memorandum of Association-Rules and Bye-laws of the Indian Council of Agricultural Research Society 3. Delegation of Powers in ICAR 4. Handbook on Agricultural Research Service of ICAR 5. ICAR Handbook of Technical Services 6. ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization 7. Record Retention Schedule - 2004 <ul style="list-style-type: none"> a. Weeding out of Records as Record Retention Schedule after a Compliance of codal formalities b. Preparatory Notes & Guilds by ICAR 8. Receipt and Payment Rules 9. Purchase Procedure 2005 10. Ministry of Finance - Purchase Manual 11. Audit Manual of ICAR 12. General Financial Rules 2005 13. CCS (Leave) Rules 14. Instructions from ICAR /Govt. of India as issued from time to time.
1.6	Categories of documents held by the authority under its control	(i) Categories of documents	<p>Details of Service records and documents in respect of Scientific staff, Technical staff, Supporting and administration Staff,</p> <p>Documents/records such as cash book, Cheque book, and books records pertaining to Pension, HBA, Car, Computer, Monthly Account, Annual Account of Institute and GPF A/cs. & other documents as prescribed in the ICAR Audit manual.</p>

	[Section 4(1)(b)(vi)]	Dak Diary Register / Despatch Register / File Movement Register/Increment Register/ Service Book Register / RTI cases diary register / leave application diary register Statement of documents held in Admin Section <table border="1"> <tr><td>CR Dossier of Scientists Working in ICAR-IISS</td></tr> <tr><td>CR Dossier of Technical Working in ICAR-IISS</td></tr> <tr><td>CR Dossier of Ministerial Working in ICAR-IISS</td></tr> <tr><td>CR Dossier of Supporting Working in ICAR-IISS</td></tr> </table>	CR Dossier of Scientists Working in ICAR-IISS	CR Dossier of Technical Working in ICAR-IISS	CR Dossier of Ministerial Working in ICAR-IISS	CR Dossier of Supporting Working in ICAR-IISS
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CR Dossier of Ministerial Working in ICAR-IISS						
CR Dossier of Supporting Working in ICAR-IISS						
		Human Resource Development: The HRD activities are pursued through organization of training programmes under ICAR Summer/Winter schools and other national and international sponsored trainings. A wider publicity is given about the training courses well in advance through circulation of training brochure/folders and digital mode via web site. The applications/ nominations, duly recommended by the concerned authorities are invited on the prescribed proforma. The selection of trainees is based on eligibility criteria and individual merits. The training manuals in the form of compendium are brought out for the benefit of participants. The salient achievements/highlights of the HRD activities are documented in the Annual reports, Newsletters etc. 4) Extension : The extension activities are specifically related to (i) information and farm advisory services including MGMSG programs, (ii) front line demonstrations (FLDs) in collaboration with AICRPS/AINP (iii) Krishi Vigyan Mela, exhibitions, field days etc.				
	(ii) Custodian of documents/categories	Director/SAO				
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. (ii) Composition (iii) Dates from which constituted (iv) Term/ Tenure (v) Powers and functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available? Board of Management QRT RAC IMC IJSC				
1.8	Director of officers and employees	(i) Name and designation http://iiss.nic.in/#staff (ii) Telephone , fax and email ID http://iiss.nic.in/downloads/Intercom%20list%20July%202017.pdf				

	[Section 4(1) (b) (ix)]		
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<p>(i) List of employees with Gross monthly remuneration</p> <p>(ii) System of compensation as provided in its regulations</p>	<p>Section 4(1) (b) (x) http://iiss.nic.in/Rti/Monthly%20remuneration%20of%20staff.pdf</p> <p>Not applicable</p>
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	<p>(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority</p> <p>(ii) Address, telephone numbers and email ID of each designated official.</p>	<p>Section 4(1) (b) (xvi)</p> <p>RTI Act, Related information</p> <p>Nodal Officer & Central Public Information Officer (CPIO)</p> <p>Dr. R. Elanchezhian, Principal Scientist, Division of Soil Chemistry & Fertility Indian Institute of Soil Science, Bhopal -462038 Phone: 0755-2730970 Ext. 210(O) Fax: 0755-2733310 Email: elanchezhian.r@icar.gov.in, elanrc@gmail.com</p> <p>Central Public Information Officer (CPIO)</p> <p>Mr. S.K. Gupta, Senior Administrative Officer, Indian Institute of Soil Science, Bhopal -462038 Phone: 0755-2730970 Ext. 262(O) Fax: 0755-2733310 Email: sk_gupta110@rediffmail.com, sunil.gupta3@icar.gov.in</p> <p>Transparency Officer</p> <p>Dr. J.K. Saha, HOD, ESS Division, Indian Institute of Soil Science, Bhopal -462038 Phone: 0755-2747375 Fax: 0755-2733310 Email: jk_saha12000@yahoo.com, jayant.saha@icar.gov.in</p> <p>Vigilance Officer</p> <p>Dr. A.K. Biswas HOD (Soil Chemistry and Fertility) Indian Institute of Soil Science, Bhopal -462038 Phone: 0755-2730970 (Extn. no. 214) 0755-2733341 (Extn. no. 214) Mob: 09993600268 Email: ashish.biswas@icar.gov.in</p>

			Liaison Officer	Dr. Ravindra H. Wanjari Sr. Scientist Indian Institute of Soil Science, Bhopal -462038 Mob:9893682756 Phone: 0755-2730970 Ext. 341(O) Fax: 0755-2733310 Email :r.wanjari@icar.gov.in , wanjari_ravi@yahoo.co.in
				http://iiss.nic.in/Rti%20act1.html
1.1 1	No. Of employees against whom Disciplinary action has been proposed / taken (Section 4(2))	<p>No. of employees against whom disciplinary action has been</p> <p>(i) Pending for Minor penalty or major penalty proceedings</p> <p>(ii) Finalised for Minor penalty or major penalty proceedings</p>	Nil	
1.1 2	Programmes to advance understanding of RTI (Section 26)	<p>(i) Educational programmes</p> <p>(ii) Efforts to encourage public authority to participate in these programmes</p> <p>(iii) Training of CPIO/APIO</p> <p>(iv) Update & publish guidelines on RTI by the Public Authorities concerned</p>	<p>Seminar was given to institute staff on RTI</p> <p>Yes all the staff are encouraged to participate</p> <p>Yes, CPIO has undertaken the training on RTI act</p> <p>Section 26 http://iiss.nic.in/Rti/THE-RIGHT-TO-INFORMATION-ACT-2005.pdf</p>	
1.1 3	Transfer policy and transfer orders [F No. 1/6/2011 - IR dt. 15.4.2013]		Transfer policy and transfer orders	

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed	<p>(i) Total Budget for the public authority</p> <p>(ii) Budget for each agency and plan & programmes</p>	BUDGET ALLOCATION AND EXPENDITURE OF PLAN & NON PLAN FROM XIth PLAN TO 2020 PLAN

	<p>expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</p>	<p>(iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available</p>	<p>OF ICAR-IISS, Bhopal (Rs. In lakhs)</p> <table border="1"> <thead> <tr> <th>Year of Plan</th><th>Plan Sanctioned</th><th>Plan Actual</th><th>Non Plan Actual</th></tr> <tr> <th><u>1</u></th><th><u>2</u></th><th><u>3</u></th><th><u>4</u></th></tr> </thead> <tbody> <tr> <td><u>XI(2007-2012)</u></td><td>1213.32</td><td>1213.32</td><td>2581.39</td></tr> <tr> <td><u>XII (2012-2017)</u></td><td>1105.15</td><td>1105.15</td><td>4844.6</td></tr> <tr> <td><u>MTO (2017-2020)</u></td><td>8564.94</td><td>8564.94</td><td>-</td></tr> </tbody> </table>	Year of Plan	Plan Sanctioned	Plan Actual	Non Plan Actual	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>XI(2007-2012)</u>	1213.32	1213.32	2581.39	<u>XII (2012-2017)</u>	1105.15	1105.15	4844.6	<u>MTO (2017-2020)</u>	8564.94	8564.94	-
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<u>XII (2012-2017)</u>	1105.15	1105.15	4844.6																				
<u>MTO (2017-2020)</u>	8564.94	8564.94	-																				
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	<p>(i) Budget (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</p>	<p>Section 2.2 http://iiss.nic.in/abroad%20Visits.html</p>																				
		<p>(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.</p>	<p>http://iiss.nic.in/tender.html</p>																				
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<p>(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/ scheme (v) Physical and financial targets of the programme</p>	<p>Not applicable</p>																				

		(vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc)	
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 (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 (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
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.	

3. Publicity Band Public interface

S.N o.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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	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 (ii) Arrangements for consultation with or	http://iiss.nic.in/RAC%20IRC%20IMC.html Section 3.1 v http://iiss.nic.in/downloads/ICAR%20CONTRACT%20CONSULTANCY.pdf

<p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p>	
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		(viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project	
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 (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	http://iiss.nic.in/downloads/ICAR%20CONTRACT%20CONSULTANCY.pdf
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)	http://iiss.nic.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Yes Yes, available in the library
3.5	Whether information	List of materials available	Yes, some publications are given free of cost

	manual/ handbook available free of cost or not [Section 4(1)(b)]	(i) Free of cost (ii) At a reasonable cost of the medium	Yes
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4. E-Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	Yes Yes
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	02 Sep 2013
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	Yes in ICAR-IISS Website http://iiss.nic.in/Institute%20Publication.html ICAR-IISS
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	The library service of the institute is available throughout the year (except gazetted & national holidays) The timings of Library as working days 10:00 AM to 5:00 PM. Director, ICAR-IISS Bhopal
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway	IGC is constituted and looks after the grievances of staff http://iiss.nic.in/Rti%20Appl.html <u>List of project</u>

		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	http://iiss.nic.in/annual%20report.html
		(vii) Frequently Asked Question (FAQs)	http://iiss.nic.in
		(viii) Any other information such as a) Citizen's Charter	Citizen Client Charter
		b) Result Framework Document (RFD)	RFD
		c) Six monthly reports on the	Yes submitted to council
		d) Performance against the benchmarks set in the Citizen's Charter	Yes
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 (ii) Details of appeals received and orders issued	http://iiss.nic.in/Rti%20Appl.html http://iiss.nic.in/Rti%20Appl.html
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Replies to questions asked in the parliament

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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 (ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	http://iiss.nic.in/Rti%20act1.html

		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers (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	
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6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item /information disclosed so that public have minimum resort to use of RTI Act to obtain information	All scientific information given in ICAR-IISS website	http://iiss.nic.in/Scientific%20Staff.html
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?	STQC certification is in under process. ICAR advised us to host our institute website in IASRI data centre, after that only we may get STQC certification
