

Section 4(b)-Additional Information

1. Organization and Function

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)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	ICAR-National Research Centre on Pig
		(ii) Head of the organization	Director
		(iii) Vision, Mission and Key objectives	Vision: To bring in excellence in pig production, health and product processing through innovative research in order to provide technology backstopping for enhanced pork production, employment generation and poverty reduction among socially and economically weaker sections through the medium of pig husbandry. Mission: Performance appraisal and genetic cataloguing of indigenous pigs, development of improved pig variety together with production, health, product processing and pig based integrated farming system technologies to facilitate the pig rearers of the country for achieving household food, nutritional and economic security. Key objectives: • To undertake basic and applied research for enhancing pig production • To act as a repository of information on pig production • Capacity building
		(iv) Function and duties	Keeping in view the present and future needs, the Institute is embarking upon extensive programmes of research in frontier areas to improve pig production practices of the country. In the scenario that is going to unfold, the Institute will have the following mandate: 1) To undertake basic, strategic and applied research in the areas of pig

			production and health including product/by-product processing, value addition through quality control measures and transfer of the evolved technologies to the client groups. 2) To act as a repository of information on pig production and health for regional, national and global policy planning and implementation.
		(v) Organization Chart	<pre> graph TD DIRECTOR[DIRECTOR] --> NRC[NRC ON PIG HEADQUARTERS] DIRECTOR --> KVK[KVK, DUDHNOI] DIRECTOR --> AICRP[AICRP on Pig] NRC --> SECTIONS[SECTIONS] NRC --> ADMIN[ADMINISTRATION & ACCOUNTS] NRC --> UNITS[UNITS] NRC --> STORES[STORES] SECTIONS --> AG[ANIMAL GENETICS AND BREEDING] SECTIONS --> AR[ANIMAL REPRODUCTION] SECTIONS --> AP[ANIMAL PHYSIOLOGY] SECTIONS --> AN[ANIMAL NUTRITION] SECTIONS --> LPM[LIVESTOCK PRODUCTION AND MANAGEMENT] SECTIONS --> AH[ANIMAL HEALTH] SECTIONS --> LPT[LIVESTOCK PRODUCTS TECHNOLOGY] SECTIONS --> EXT[EXTENSION] SECTIONS --> CAIT[COMPUTER APPLICATION AND IT] UNITS --> PF[PIG FARM] UNITS --> RPP[R&D PORK PROCESSING PLANT] UNITS --> QCL[QC LAB] UNITS --> BSPC[BOAR SEMEN PRODUCTION CENTRE] UNITS --> PME[PME CELL] UNITS --> OT[OPERATION THEATRE] UNITS --> LIB[LIBRARY] UNITS --> AKMU[AKMU] UNITS --> ITMU[ITMU/IPR CELL] UNITS --> ABI[ABI CENTRE] UNITS --> HC[HINDI CELL] UNITS --> GH[GUEST HOUSE] AICRP --> ICARNRC[ICAR-NRC on PIG] AICRP --> AAU[AAU, KHANAPARA] AICRP --> IVRI[IVRI, IZATNAGAR] AICRP --> TANUVAS[TANUVAS, CHENNAI] AICRP --> SVVU[SVVU, TIRUPATI] AICRP --> KVASU[KVASU, MANNUTHY] AICRP --> ICARCCARI[ICAR-CCARI, GOA] AICRP --> CAU[CAU, AIZWAL] AICRP --> AICRPDOOM[AICRP DOOM UNIT, ICAR-NRCP] AICRP --> BAU[BAU, RANCHI] AICRP --> NDVSU[NDVSU, JABALPUR] AICRP --> ICARRC[ICAR-RC, NAGALAND] AICRP --> ARDD[ARDD, TRIPURA] AICRP --> AHVD[AHVD, SIKKIM] AICRP --> ICARCIARI[ICAR-CIARI, PORT BLAIR] AICRP --> ICARRCNEH[ICAR-RCNEH, BARAPANI] AICRP --> IVRIERS[IVRI-ERS, KOLKATA] </pre>

		The matrix mode of management is adopted in the research activities which provide devolved responsibilities for effective implementation of multidisciplinary/ interdisciplinary programmes. Director is the Head of the Institute, supported by administrative and financial wings. To strengthen the local decision-making and research monitoring, Research Advisory Committee, Institute Management Committee, Institute Research Council and PME Cell play a vital role through periodical meetings.
	(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	Brief history of the public authority and context of its formation. A mid-term appraisal committee constituted by ICAR in 1990 to review the work of the All India Coordinated Centers on Pig recommended establishment of one National Research Centre on Pig preferably in the North Eastern part of the country where 28% of country's pig population is distributed. Following the recommendation, ICAR approved the establishment of one NRC on pig at Rani, Guwahati, Assam towards the fag end of the IX five-year plan. Following the clearance for the site and also the approval of the EFC, a plot of land measuring 17 acres was taken over in the year 2002. The foundation stone of the Institute was laid by the then Director General of ICAR, Dr. Panjab Singh on 4th September, 2002. The piggery farm of the Institute has been started functioning since August, 2007 and currently maintain two exotic (Hampshire and Duroc), two indigenous (Ghungroo and Meghalaya local) pig breeds and their crosses. The office cum Laboratory building was inaugurated on 20th May, 2008 and the office was shifted to the Rani campus in February, 2009 from the rented building at Panjabari,

			Six miles. The unit now has 20 Scientific staffs and 13 Administrative, Finance, Technical, Supporting staffs.			
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Powers	Administrative	1. All Powers of Head of Department as per Government Rules. 2. All Powers of Directors of ICAR Research Institutes as per ICAR Delegation of Powers. 3. All Powers of Directors of National Institutes of ICAR as per specific ICAR orders.	
						Financial
		Others				
				Duties		Preparing and executing research and management programmes of the Institute.
		Designation	Principal Scientist, Senior Scientist and Scientist			
		Power	Administrative	Nil		
			Financial	Nil		
			Others	Nil		
		Duties	Research and extension activities			
		Designation	Administrative Officer/ AAO			
		Power	Administrative	As delegated by the Director		
			Financial	Nil		
			Others	Nil		
		Duties	Maintenance and preparation of the reports and administrative matter and maintenance of service records and bills etc.			
		Designation	Finance & Accounts Officer			
		Power	Administrative	Nil		
			Financial	As per ICAR Audit manual and power delegated by the		

					Director of the institute.
				Others	Nil
			Duties	1. To exercise judicious scrutiny of all financial sanctions. 2. To pre-audit of all payments from the funds of the councils as per budgetary provision. 3. To maintain the main cash book in respect of all receipts / withdrawals into the bank account. 4. To prepare revised estimates and budget estimates of the institute. 5. To prepare annual accounts of the institute and get passed through Director (Fin), ICAR. 6. To furnish the following to the Director (finance), ICAR a. Monthly progressive expenditure b. Monthly BRS c. Annual statement of provident fund etc.	
			Designation	Asst. Farm Manager (T-3)	
			Power	Administrative	Nil
			Duties	Financial	Nil
				Others	Nil
				To look after day-to- day work of the Institute pig farm	As instructed by scientist I/C of farm and by other scientific staffs.
			Designation	Lab/Field Assistant (T-1)	
			Power	Administrative	Nil
			Duties	Financial	Nil
				Others	Nil
				To look after the	As instructed by the

				Field/Farm work of the Instt./ To assess the lab work i.e. cleaning, washing, preparation of slides and help to the scientist.	scientists
			Duties	Taking dictation and its transcription. Keeping a list of engagements, meetings, etc. Keeping a note of the movement of files and other papers passed by the officer.	
			Designation	Driver	
			Power	Administrative	Nil
				Financial	Nil
				Others	Nil
			Duties	Operating Office vehicles.	
			Designation	Skilled Supporting Staff	
			Power	Administrative	Nil
				Financial	Nil
				Others	Nil
			Duties	As instructed by the higher authorities	
		(iii) Rules/ orders under which powers and duty are derived and	ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time.		
			(iv) Exercised		
			(v) Work allocation		
1.3	Procedure followed in decision making process	(i) Process of decision making Identify key decision making points	Administrative and Financial Decisions are taken in a channel.		
		(ii) Final decision-making authority	Director		

	[Section 4(1)(b)(iii)]	(iii) Related provisions, acts, rules etc.	ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time.
		(iv) Time limit for taking a decisions, if any	Within a week, generally.
		(v) Channel of supervision and accountability	Administration, Finance and Director.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Research and Extension Activities
		(ii) Norms/ standards for functions/ service delivery	To bring in excellence in pig production, health and product processing through innovative research in order to provide technology backstopping for enhanced pork production, employment generation and poverty reduction among socially and economically weaker sections through the medium of pig husbandry.
		(iii) Process by which these services can be accessed	Institute website, Publications of the Institute and Training imparted by the Institute to the stakeholders from time to time.
		(iv) Time-limit for achieving the targets	As per the time frame given by ICAR HQ.
		(v) Process of redress of grievances	Grievances are redress through Institute Grievance Cell, Women Cell, Institute Joint Staff Council and Other Internal Committees constituted for specific purposes from time to time.
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.	ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, General Financial Rules, Fundamental Rules and Supplementary Rules, CCS (CCA) Rules and Other Rules of Govt. of India endorsed by ICAR from time to time.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Transfer policy of ARS Scientist as per ICAR Order No. PER-F. No. 38(2)/2011-Per.IV Dated: the 20th February, 2017, Transfer Policy of Administrative Staff as per ICAR Order No. F. No. 33-8/2016 Estt-I dated 19.09.2016 and Order No. TS 19(11)/2016-Estt.IV dated 06.09.2016, Transfer Policy of Technical Staff as per

			ICAR Order No. TS 19(11)/2016-Estt.IV dated 06.09.2016 and ICAR Order No. 19(01)/2002-Estt.IV dated 26.08.2016.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Category C
		(ii) Custodian of documents/categories	Record Officer of the Institute

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.	Institute Management Committee, Research Advisory Committee, Quinquennial Review Team (QRT), Institute Management Committee, Institute Research Committee, Other Internal Committees.		
		(ii) Composition	Name and address of the Affiliated Body	Research Advisory Committee	
			Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Committee	
			Brief Introduction of the Affiliated Body	Establishment Year	Usual period of term: 3 years
				Objective	To take decisions on matter of research interest of this Institute.
				Main Activities	To formulate and finalize Annual research plan, to discuss and give directions for Five-Year Plan proposals, etc.
			Role of the Affiliated Body (Advisory/Managing/Executive/Others)		Advisory
			Structure and Member Composition	Chairman	1. Nominated by DG, ICAR

	01 Member nominated by President, ICAR	2.
	04 Members nominated by DG, ICAR	3. 4. 5. 6.
	ADG (AP&B), ICAR	7.
	Director, NRC on Pig	8.
Head of the Body		Chairman
Address of main office		Nation Research Centre on Pig, Rani, Guwahat-781 131
Frequency of Meetings		Annual
Can public participate in the meetings?		Members of public are chosen from respective fields.
Are minutes of the meetings prepared?		Yes
Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them.		Yes. The Minutes are made available to all the Members chosen from public life. The Members of public, in general, may obtain the Minutes either by approaching the Public Information Officer/ Asstt. Public Information Officer under RTI Act or by accessing the related information provided in Annual Reports available in

					Institute Library.
			Name and address of the Affiliated Body		Institute Management Committee
			Type of Affiliated Body (Board, Council, Committees, Other Bodies)		Committee
			Brief Introduction of the Affiliated Body	Establishment Year	Usual period of term: 3 years
				Objective	To take decisions on matter of general interest of this Institute.
				Main Activities	1. Consideration of proposal for Five-Year Plan and Annual Plan. 2. Periodical review of progress of development schemes. 3. Consideration of proposal for the annual budget. 4. Consideration of items of expenditure which are beyond the powers of the Director of the institute. 5. Policy issues relating to the institute including the rights and obligation of staff. 6. Consideration of action taken on the recommendation of the Grievance cell and Institute Joint Council. 7. Any other items, as may be desired by the Director of other members of the

					committee or as may be required to be considered as per delegation of powers as direction of the governing body whether contained in any annual, orders issued, resolution passed, or other instruction approved by the governing body. 8. Such power as may be delegated by the Governing Body to enable the management committees to administer the funds allocated and programmes approved.
			Role of the Affiliated Body (Advisory/Managing/Executive/Others)		Advisory
			Structure and Member Composition	Chairman	1. Nominated by DG, ICAR
				01 Member nominated by President, ICAR	2.
				04 Members nominated by DG, ICAR	3. 4. 5. 6.
				ADG (AP&B),	7.

				ICAR	
				Director, NRC on Pig	8.
			Head of the Body		Chairman
			Address of main office		Nation Research Centre on Pig, Rani, Guwahat-781 131
			Frequency of Meetings		Half yearly
			Can public participate in the meetings?		Members of public are chosen from respective fields.
			Are minutes of the meetings prepared?		Yes
			Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them.		Yes. The Minutes are made available to all the Members chosen from public life. The Members of public, in general, may obtain the Minutes either by approaching the Public Information Officer/Asstt. Public Information Officer under RTI Act or by accessing the related information provided in Annual Reports available in Institute Library
		(iii) Dates from which constituted	Committees Constituted in regular interval for fixed tenure since inception of the Institute. The function, power, composition and tenure of the committees is as per the ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time.		

		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	Yes
		(vii) Whether the minutes of the meetings are open to the public?	Yes
		(viii) Place where the minutes if open to the public are	Website and Notice Board of the Institute.
1.8	Directory of officers and employees [Section 4(1) (b)(ix)]	(i) Name and designation (ii) Telephone, fax and email ID	Detail is available as Annexure I
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with monthly remuneration	Detail is available as Annexure II
		(ii) System of compensation as provided in its regulations	As per ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time.

1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	CPIO: Dr. R. Islam, Principal Scientist APIO (Scientific): Dr. R. Thomas Principal Scientist APIO (Admin): Mr. Rupesh Sabharwal , Administrative officer APIO (Finance): Mr. Utpal Ghosh , Finance and Accounts Officer First Appellate Authority: Dr. B. C. Das, Principal Scientist
		(ii) Address, telephone numbers and email ID of each designated official.	Available in the Institute Website under Staff and also in the Section_4_b_07-7-26
1.11	No. Of employees against whom Disciplinary action have been proposed/ taken	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Nil as on date.
		(ii) Finalized for Minor penalty or major penalty proceedings	Nil as on date.

1.12	Programme s to advance understanding of RTI	(i) Educational programmes	Awareness programmes
		(ii) Efforts to encourage public authority to participate in these programmes	
	(Section 26)	(iii) Training of CPIO/APIO	Updating the information from the CIC website
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Updating the information from the CIC website
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		Transfer policy of ARS Scientist as per ICAR Order No. PER-F. No. 38(2)/2011-Per.IV Dated: the 20th February, 2017, Transfer Policy of Administrative Staff as per ICAR Order No. F. No. 33-8/2016 Estt-I dated 19.09.2016 and Order No. TS 19(11)/2016-Estt.IV dated 06.09.2016, Transfer Policy of Technical Staff as per ICAR Order No. TS 19(11)/2016-Estt.IV dated 06.09.2016 and ICAR Order No. 19(01)/2002-Estt.IV dated 26.08.2016.

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 expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	There is no specific budget for public authority. The budget of the Institute prepared and approved by ICAR H.Q. Based on EFC submitted and plan of work was decided by the SRC/IRC, RAC, IMC like committees. Considering the % of expenditure till September and based on the work plan revised budget proposed and approved by ICAR H.Q. The total budget of NRCP (Institute) is Rs. 1583.67 lakh and for other agencies, attached as annexure III. Disbursement of fund based on the bills/vouchers raised by DDO and the payment reports are available with finance section.
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Total TA budget for the current year is 10.00 lakhs which is for domestic purpose only and there is no provision of TA for foreign visit.
		(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	Scientists of the Institute were visited to foreign on study tour/lab work for which external departments like DBT/DST/World bank aided project sponsored the fund and no Institute budget was utilized. Mainly, USA, Denmark, Spain & China. For 06 months, 03 months & 15 days NA
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon,	Details are regularly uploaded in the Institute Website, Notice Board from time to time as the Tenders, Contracts are changed in regular interval within a period of 01 to 2 years.

		b) Details of the bids awarded comprising the names of the	
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		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.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	No subsidy programmes executed by the institute as it is a Research and Development institution.
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(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	Nil
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Annual account is available with finance section.
2.5	Particulars of recipients of	(i) Concessions, permits or authorizations granted by public authority	Nil

	concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(ii) For each concession, 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 authorizations d. Date of award of concessions /permits of authorizations	Nil
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 no PAC paras in respect of this institute. CAG has conducted audit for 2015-16 and 2016-17 in which 07 paras are there and no outstanding paras available for this institute.

Publicity Band Public interface

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)
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 there of [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 (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time.
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Institute Management Committee include members from Public, and are nominated by DG, ICAR from time to time. Visitors are allowed during working hours (9.00 am to 5.00 pm Monday to Friday) Contact details: Phone: 0361-2847195 Email: nrconpig@rediffmail.com
		Public- private partnerships (PPP) (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	--
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	--

		(vii) Information relating to outputs and outcomes	--
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Based on ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time.
		(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	Nil
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)	www.nrcpig.res.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	www.nrcpig.res.in
		(ii) Printed format	Annual Reports
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Annual Reports are available free of cost in the institute website.

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	Annual Report in English
		(ii) Vernacular/ Local Language	Annual Report in Hindi
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	Institute follows ICAR Rules and Bye-laws, ICAR Establishment and Administration Manual, Other Rules of Govt. of India endorsed by ICAR from time to time and don't have separate Handbooks. Annual Reports of the institute are uploaded in the site from time to time. Annual Report of 2017-18 has been updated on 25 th July, 2018.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Annual Reports
		(ii) Name/ title of the document/record/ other information	Annual Reports
		(iii) Location where available	https://nrcpig.res.in/
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	Institute website www.nrcpig.res.in and Institute library
		(ii) Details of information made available	Annual Reports

		(iii) Working hours of the facility	Library: 9.00 am to 5.30pm Monday to Friday
		(iv) Contact person & contact details (Phone, fax email)	Director 0361-2847195 nrconpig@rediffmail.com
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Grievance cell of the institute for institute employees.
		(ii) Details of applications received under RTI and information provided	Detail is available as Annexure IV
		(iii) List of completed schemes/ projects/ Programmes	Detail is available as Annexure V
		iv) List of schemes/ projects/ programme underway	Detail is available as Annexure V

		(iv) (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Contract for printing: Mr. Bishal Bhuyan, House No-266, Kirtan Ghar Road, Fauzdaripatty, Nagaon, Assam-782003. Job contract for daily wage laborers: 3568/Jintumoni Das Security Agency (Prop. Jintumoni Das) Address: H, No-3, Rupali Path, LNB Road,, Hatigaon, Kamrup (M), ASSAM-781038, - Contract for security services: M/S Goswami Security Services Private Limited Address :19, Gola Bhngha Road, Bhagan Sah Market Road, Ward No.19, Near Vanijta Collage, Muzaffarpur, Hpo Muzaffarpur, Bihar-842001, Contract for pig feed supply: M/S Heera Nutritech Private Limited address: Industrial Area, Usra Bazar, Deoria, Uttar Pradesh-274001, -
		(vi) Annual Report	Periodically uploaded in the website
		(vii) Frequently Asked Question (FAQs)	Related to seeking Information • Application form (a copy of filled application form for reference) • Fee • How to write a precise information request- Few Tips • Right of the Citizen in case of denial of information and procedure to appeal With relation to training imparted to public-by-Public Authority • Name of training programme with brief description • Time period for Training Programme/Scheme • Objective of training • Physical and Financial Targets (Last Year) • Eligibility for training Perquisite for training (If any) • Financial and other form of help (If any) • Description of help (Mention the amount of financial help, if any) • Procedure of giving help Contact Information for applying • Application Fee (Wherever applicable)

			• Other Fees (Wherever applicable) • Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide) • List of enclosures/documents Format of enclosures/documents Procedure of application • Selection Procedure • Time table of training programme (In case available) • Process to inform the trainee about the training schedule • Arrangement made by the Public Authority for creating public awareness about the training programmes.
		(viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	Uploaded in the website (www. nrcpig.res.in)
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	Detail is available as Annexure IV
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	

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	a) Dr. R. Islam, Principal Scientist (CPIO) Dr. B. C. Das, Principal Scientist b) Dr. Girish Patil, S, Senior Scientist (CPIO) Dr. D.K. Sarma, Director (FAA) Dr. R. Thomas, Senior Scientist (CPIO) Dr. S. Rajkhowa, Director (FAA)
		(ii) Details of third-party audit of voluntary disclosure	Not yet carried out.
		(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	
		(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	

3. 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		Section 4(b) uploaded in the website Citizen Charter uploaded in the website
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?	No. No.
