

## Organisation and Function (2023-24)

S. No.	Details of disclosure	Category	Remark/URL Links
<b>1.1</b>	<b>Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]</b>		
1.1.1	Name and address of the Organization	Fully met	ICAR - AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE (ATARI), ZONE- IX, JNKVV Campus, P.O. Adhartal, Jabalpur– 482 004 (MP)
1.1.2	Head of the organization	Fully met	Director, ICAR-ATARI, Jabalpur
1.1.3	Vision, Mission and Key objectives	Fully met	<p><b>Vision</b> - Ensure food, nutrition and income security for farming community through appropriate technological interventions and profitable agriculture</p> <p><b>Mission</b> - Reaping the benefits of the technology for the welfare of the farming community through KVK</p> <p><b>Key objectives</b></p> <ul style="list-style-type: none"> <li>• To formulate, implement, monitor and evaluate programmes organized by Krishi Vigyan Kendras</li> <li>• To Coordinate project related works of various agencies such as State Agricultural Universities (SAUs), ICAR Institutes, Voluntary agencies and development departments</li> <li>• To Serve as feedback point for research and extension systems</li> <li>• To coordinate agri-based schemes for successful implementation and better convergence with State/Central Government departments</li> <li>• To maintain liaison with research and extension institutions</li> </ul>
1.1.4	Function and duties	Fully met	<p><b>The procedure followed in the decision making process, including channels of supervision and accountability</b></p> <ul style="list-style-type: none"> <li>- As per hierarchical line of control depicted in the organizational setup</li> <li>- By interaction with In-charges and staff</li> <li>- By interaction with stake holders</li> </ul> <p><b>The norms set by it for discharge of its functions</b></p> <ul style="list-style-type: none"> <li>- As per hierarchical line of control depicted in the organizational setup</li> <li>- In-charges to oversee the activities of divisions/section</li> <li>- AAO, AF&amp;AO to oversee the administrative and financial aspects.</li> </ul> <p><b>The rules, regulations, instruction manual and records, held by it or under its control or used by its employees for discharging its functions</b></p> <ul style="list-style-type: none"> <li>- For administrative functions rules of Central Government as amended time to time.</li> <li>- Central Civil Services (CCS) Rules</li> <li>- General Financial Rules (GFR)</li> <li>- ICAR guidelines</li> </ul>

S. No.	Details of disclosure	Category	Remark/URL Links
1.1.5	Organization Chart	Fully met	<p style="text-align: center;"><b>Organizational Structure of ICAR-ATARI, Zone-IX, Jabalpur</b></p> <pre> graph TD     DG[Director General, ICAR] --&gt; DDG[Deputy Director General (Agricultural Extension)]     DDG --&gt; ADG[Assistant Director General (Agril. Extension)]     DDG --&gt; DIR[Director ICAR-ATARI, Jabalpur]     ADG --&gt; MP[Madhya Pradesh]     DIR --&gt; MP     DIR --&gt; CH[Chhattisgarh]     MP --&gt; VCD[<b>Vice Chancellors/DEEs : State Agricultural Universities</b> Director: ICAR Institutes]     CH --&gt; VCD     VCD --&gt; SSK[Senior Scientist &amp; Head, Krishi Vigyan Kendras] </pre>

S. No.	Details of disclosure	Category	Remark/URL Links
1.1.6	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	Fully met	
<b>1.2</b>	<b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b>		
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully met	See below in Tabulated form
1.2.2	Power and duties of other employees	Fully met	See below in Tabulated form
1.2.3	Rules/ orders under which powers and duty are derived and	Fully met	See below in Tabulated form
1.2.4	Exercised	Fully met	See below in Tabulated form
1.2.5	Work allocation	Fully met	See below in Tabulated form

## **ICAR Guidelines and Mandates**

The Indian Council of Agricultural Research (ICAR) is an autonomous organisation under the Department of Agricultural Research and Education (DARE), Ministry of Agriculture and Farmers Welfare, Government of India. Formerly known as Imperial Council of Agricultural Research, it was **established on 16 July 1929** as a registered society under the Societies Registration Act, 1860 in pursuance of the report of the Royal Commission on Agriculture. The ICAR has its headquarters at New Delhi. The Council is the apex body for co-ordinating, guiding and managing research and education in agriculture including horticulture, fisheries and animal sciences in the entire country. With [111 ICAR institutes](#) and **71 agricultural universities** spread across the country this is one of the largest national agricultural systems in the world. The ICAR has played a pioneering role in ushering Green Revolution and subsequent developments in agriculture in India through its research and technology development that has enabled the country to increase the production of **foodgrains by 5.6 times, horticultural crops by 10.5 times, fish by 16.8 times, milk by 10.4 times and eggs by 52.9 times since 1950-51 to 2017-18**, thus making a visible impact on the national food and nutritional security. It has played a major role in promoting excellence in higher education in agriculture. It is engaged in cutting edge areas of science and technology development and its scientists are internationally acknowledged in their fields.

The major activities of Agricultural Extension Division are technology assessment, demonstration and capacity development through a network of 11 Agricultural Technology Application Research Institutes (ATARIs) and 731 Krishi Vigyan Kendras (KVKs). ATARIs play the role of coordination and monitoring with headquarters at Ludhiana, Jodhpur, Kanpur, Patna, Kolkata, Guwahati, Barapani, Pune, Jabalpur, Hyderabad and Bengaluru. The mandate of ATARIs are:

- i. Coordination and monitoring of technology application and frontline extension education programmes.
- ii. Strengthening agricultural extension research and knowledge management.

The Agricultural Extension Division at National level is headed by Deputy Director-General (Agricultural Extension) and supported by two Assistant Director-Generals, three Principal Scientists, one Deputy Secretary and one Under Secretary.

## **Krishi Vigyan Kendra (KVK)-Farm Science Centre**

### **Vision**

Science and technology-led growth leading to enhanced productivity, profitability and sustainability of agriculture

### **Mission**

Farmer-centric growth in agriculture and allied sectors through application of appropriate technologies in specific agro-ecosystem perspective

### **Mandate**

Technology Assessment and Demonstration for its Application and Capacity Development

## Activities

- On-farm testing to assess the location specificity of agricultural technologies under various farming systems.
- Organize Frontline Demonstrations to establish production potential of technologies on the farmers' fields.
- Capacity development of farmers and extension personnel to update their knowledge and skills on modern agricultural technologies.
- To work as knowledge and resource centre of agricultural technologies for supporting initiatives of public, private and voluntary sector in improving the agricultural economy of the district.
- Provide farm advisories using ICT and other media means on varied subjects of interest of farmers
- **Total KVKs established till July 2020: 731**

## HOST INSTITUTION-WISE DISTRIBUTION OF KVKs

---

Organization	KVKs
State Agricultural University	472
Central Agricultural University	22
ICAR Institutes	66
Non-government Organization	104
Public Sector Undertaking	3
State Govt.	38
Central University	3
Deemed University	8
Other Educational Institution	5
<b>Total</b>	<b>731</b>

The Indian Council of Agricultural Research is an apex research organization of the country with a high standing amongst international agricultural research institutions. Since its inception in 1930, the Council has been spearheading agricultural research, education and extension activities for productivity enhancement and diversification of Indian agriculture.

The world as a whole is undergoing several transformative changes. Growing population, changing lifestyles, expanding urbanization and accelerated climate changes are creating new challenges for the national agricultural research system. Whereas in the past, the challenge was to supply adequate food, but now it is to provide adequate nutrients to promote health; and in the future, the challenge would be to provide optimal nutrients based on individual's genetic profile. Fortunately, along with challenges, the developments in science are creating new avenues for tackling the challenges. The Indian Council of Agricultural Research (ICAR) and the National Agricultural Research and Education System at large, are determined to harness the advances of science for the welfare of society. The Council is committed to transform itself into an organization engaged fully with the farmers, industry, entrepreneurs and consumers at large.

To keep pace with the changing environment, the ICAR has been updating its visions and strategies from time to time. The first systematic effort to envision the challenges and opportunities, and formulate its own strategy was undertaken in the last year of the 20th century by preparing 'Vision 2020 document'. The next attempt was after five years by bringing out the 'Perspective Plan' and the 'ICAR Vision 2030', coinciding with XI plan. 'ICAR Vision 2050', provides the strategic framework for innovation-led inclusive and sustainable agricultural growth in the country.

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

Sl. No.	Document Title	Description	Responsibility	Periodicity of preservation
1	Research proposals (Concept note and RPP)	Details of proposed research project	I/C PME	As per Record Retention Schedule.
2	Research progress reports (RPP)	Details of the progress of research project	I/C PME	-do-
3	Project completion report (RPP)	Details of the completed project	I/C PME	-do-
4	Publications from research	Published research findings	I/C PME	-do-
5	Annual report	Detailed activities of the institute	I/C Publication	-do-
6	Results frame work document (RFD)	Description and success indicators of various activities of the institute	Nodal Officer RFD	-do-
7	RAC agenda and proceeding	Agenda for RAC meetings and the committee recommendations	Member Secretary, RAC	-do-
8	IMC agenda and proceedings	Agenda for IMC meetings and the committee recommendations	Member Secretary, IMC	-do-
9	IRC proceedings	Recommendations of the committee	Member Secretary, IRC	-do-
10	Contract research project documents	Scope of the contract research		-do-
11	Consultancy project documents	and consultancy projects		-do-
12	MoU	MoU for contract research, consultancy and technology transfer		-do-
13	Invoices for analytical services	Estimated charge for analytical services		-do-
14	Training proposals	Details of the proposed training programme	I/c HRD	-do-
15	Manual	Details of the training content	I/c HRD	-do-
16	Recommendation of the store purchase committee	Decision of SPC for proposed purchases	AAO	-do-
17	Store records	Inventory of the procured goods, asset register	AAO, I/c Store	-do-
18	Purchase files	Invited bids, technical selection committee comments, purchase contracts, installation reports and bills	AAO	-do-
19	Office orders	Appointments, promotion, procurement, financial sanction	AAO	-do-
20	Service records	Details of officers/staffs	AAO	-do-
21	Forms	EL, Medical, LTC, GPF, Tender, Imprest, ACB, Joining report, Store requisition, bill settlement etc.	AAO	-do-
22	As and when requests or applications comes as per RTI Act.	Required information get collected from the concerned section etc; and send to the applicant with the approval of the CA.	PIO	-do-

S. No.	Details of disclosure	Category	Remark/URL Links
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>		
1.3.1	Process of decision making Identify key decision making points	Fully met	<ul style="list-style-type: none"> <li>– As per hierarchical line of control depicted in the organizational setup</li> <li>– By interaction with In-charges and staff.</li> <li>– By interaction with stake holders</li> </ul>
1.3.2	Final decision making authority	Fully met	Competent Authority (Director), ICAR-ATARI, ZONE-IX, JABALPUR
1.3.3	Related provisions, acts, rules etc.	Fully met	<ul style="list-style-type: none"> <li>– For administrative functions rules of Central Government as amended from time to time.</li> <li>– Central Civil Services (CCS) Rules</li> <li>– General Financial Rules (GFR)</li> <li>– ICAR guidelines and circulars available at ICAR.org.in</li> </ul>
1.3.4	Time limit for taking a decisions, if any	Fully met	Depending on the urgency of the work decisions will be taken.
1.3.5	Channel of supervision and accountability	Fully met	Concerned In-charges will supervise the work

S. No.	Details of disclosure	Category	Remark/URL Links
<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>		
1.4.1	Nature of functions/ services offered	Fully met	<p>Formulate, implement, monitor and evaluate programmes organized by Krishi Vigyan Kendras.</p> <p>To coordinate the work relating Projects of various agencies such as State Agricultural Universities (SAUs), ICAR Institutes, Voluntary Agencies and Development Departments</p> <p>To coordinate with State/Central Government Agencies, Credit institutions and any other organization for successful implementation of programmes</p> <p>To serve as feedback centre from the extension projects to research and extension systems</p> <p>To help in implementation of all projects assigned by ICAR</p> <p>To maintain liaison with ICAR headquarter particularly with Deputy Director General (Agricultural Extension) for preparation of all documents.</p>
1.4.2	Norms/ standards for functions/ service delivery	Not Applicable	
1.4.3	Process by which these services can be accessed	Not Applicable	
1.4.4	Time-limit for achieving the targets	Not Applicable	
1.4.5	Process of redress of grievances	Not Applicable	

S. No.	Details of disclosure	Category	Remark/URL Links
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>		
1.5.1	Title and nature of the record/ manual /instruction.	Fully met	The title and nature of the record /manual /instructions will be available with the concerned in-charges of sections / divisions and the instructions of the Council i.e. ICAR headquarters will be followed.
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully met	<ul style="list-style-type: none"> <li>- For administrative functions rules of Central Government as amended time to time.</li> <li>- Central Civil Services (CCS) Rules</li> <li>- General Financial Rules (GFR)</li> <li>- ICAR guidelines, DARE rules and regulations</li> <li>-ICAR Establishment and Administrative Manual available at <a href="https://icar.org.in/node/5877">https://icar.org.in/node/5877</a></li> </ul>
1.5.3	Acts/ Rules manuals etc.	Fully met	<a href="https://icar.gov.in/content/about-us">https://icar.gov.in/content/about-us</a>
1.5.4	Transfer policy and transfer orders	Fully met	The acts/rules manuals etc and the transfer policy and transfer orders of the Indian Council of Agricultural Research, New Delhi are being followed
S. No.	Details of disclosure	Category	Remark/URL Links
<b>1.6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>		
1.6.1	Categories of documents	Fully met	Please see Below Table
1.6.2	Custodian of documents/categories	Fully met	Please see Below Table

Sl. No.	Document Title	Description	Responsibility	Periodicity of preservation
1	Research proposals (Concept note and RPP)	Details of proposed research project	I/C PME	As per Record Retention Schedule.
2	Research progress reports (RPP)	Details of the progress of research project	I/C PME	-do-
3	Project completion report (RPP)	Details of the completed project	I/C PME	-do-
4	Publications from research	Published research findings	I/C PME	-do-
5	Annual report	Detailed activities of the institute	I/C Publication	-do-
6	Results frame work document (RFD)	Description and success indicators of various activities of the institute	Nodal Officer RFD	-do-
7	RAC agenda and proceeding	Agenda for RAC meetings and the committee recommendations	Member Secretary, RAC	-do-
8	IMC agenda and proceedings	Agenda for IMC meetings and the committee recommendations	Member Secretary, IMC	-do-
9	IRC proceedings	Recommendations of the committee	Member Secretary, IRC	-do-
10	Contract research project documents	Scope of the contract research		-do-
11	Consultancy project documents	and consultancy projects		-do-
12	MoU	MoU for contract research, consultancy and technology transfer		-do-

S. No.	Details of disclosure	Category	Remark/URL Links
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>		
1.7.1	Name of Boards, Council, Committee etc.	Fully met	<a href="https://icar.org.in/node/114">https://icar.org.in/node/114</a>
1.7.2	Composition	Fully met	<a href="https://icar.org.in/node/114">https://icar.org.in/node/114</a>
1.7.3	Dates from which constituted	Fully met	<a href="https://icar.gov.in/content/about-us">https://icar.gov.in/content/about-us</a>
1.7.4	Term/ Tenure	Fully met	<a href="https://icar.gov.in/content/about-us">https://icar.gov.in/content/about-us</a>
1.7.5	Powers and functions	Not Applicable	
1.7.6	Whether their meetings are open to the public?	Not Applicable	
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	

S. No.	Details of disclosure	Category	Remark/URL Links
<b>1.8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>		
1.8.1	Name and designation	Fully met	<b>Please see below table</b>
1.8.2	Telephone, fax and email ID	Fully met	Dr. S.R.K. Singh, Director, ICAR-ATARI, Zone-IX, Jabalpur Tel.: 0761-2680158 ; 2680807 Fax: 0761-2680485, E-mail : <a href="mailto:zcunit@rediffmail.com">zcunit@rediffmail.com</a> , <a href="mailto:atari.jabalpur@icar.gov.in">atari.jabalpur@icar.gov.in</a> , Website : <a href="http://www.atarijabalpur.icar.gov.in">www.atarijabalpur.icar.gov.in</a>

S. No.	Details of disclosure	Category	Remark/URL Links
<b>1.9</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>		
1.9.1	List of employees with Gross monthly remuneration	Fully met	Please see the table Below
1.9.2	System of compensation as provided in its regulations	Fully met	As per ICAR Guidelines

**Details of Name and Designation, Telephone, email ID and Gross salary of Employees as on 31.03.2024 in r/o ICAR-ATARI, ZONE-IX, JABALPUR**

S. No.	NAME	DESIGNATION	MOBILE No.	Email ID	Gross Salary
1.	DR. S.R.K. SINGH	Director	9407338262	singhsrk@yahoo.co.in	298644.00
2.	DR. SHALINI CHAKRABORTY	Principal Scientist	7869878765	shalini17576@gmail.com	271218.00
3.	DR A.A. RAUT	Scientist	8901421840	ajay.devcom@gmail.com	191909.00
4.	DR HARISH M.N.	Scientist	9718859497	harish9739@gmail.com	114813.00
5.	SHRI A.K. BHOWAL	Private Secretary	9425865336	akbhowal42@gmail.com	117428.00
6.	SHRI S.K. GUPTA	Asstt.Admn.Officer	9425417487	suniljbp65@yahoo.com	98732.00
7.	SHRI RAM SANDESH GUPTA	LDC	9891315206	Ram.Gupta3@icar.gov.in	43920.00
8.	SHRI ASHOK DUBEY	T-3 (Driver)	9826922944	Ashok.Dubey@icar.gov.in	90532.00

S. No.	Details of disclosure	Category	Remark/URL Links
<b>1.10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>		
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Fully met	a) Nodal Officer : Shri S.K. Gupta, AAO, ICAR-ATARI, Zone-IX, JNKVV Campus, P.O. Adhartal, Jabalpur– 482 004 (MP) b) CPIO : Shri A.K. Bhowal, PS, ICAR-ATARI, Zone-IX, JNKVV Campus, P.O. Adhartal, Jabalpur– 482 004 (MP) c) FAA : Dr. S.R.K. Singh, Director, ICAR-ATARI, Zone-IX, JNKVV Campus, P.O. Adhartal, Jabalpur– 482 004 (MP)
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully met	a) Nodal Officer : Shri S.K. Gupta, AAO, ICAR-ATARI, Zone-IX, JNKVV Campus, P.O. Adhartal, Jabalpur – 482004 (MP) 9425417487, suniljbp65@yahoo.com b)CPIO : Shri A.K. Bhowal, PS, ICAR-ATARI, Zone-IX, JNKVV Campus, P.O. Adhartal, Jabalpur – 482004 (MP), 9425865336, <a href="mailto:akbhowal42@gmail.com">akbhowal42@gmail.com</a> c)FAA : Dr. S.R.K. Singh, Director, ICAR-ATARI, Zone-IX, JNKVV Campus, P.O. Adhartal, Jabalpur – 482004 (MP), 9407338262, singhsrk@yahoo.co.in

<b>S. No.</b>	<b>Details of disclosure</b>	<b>Category</b>	<b>Remark/URL Links</b>
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>		
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Applicable	
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable	

<b>S. No.</b>	<b>Details of disclosure</b>	<b>Category</b>	<b>Remark/URL Links</b>
<b>1.12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>		
1.12.1	Educational programmes	Fully met	<a href="https://atarijabalpur.icar.gov.in/Publication.html">https://atarijabalpur.icar.gov.in/Publication.html</a>
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully met	<a href="https://atarijabalpur.icar.gov.in/kvk.html">https://atarijabalpur.icar.gov.in/kvk.html</a>
1.12.3	Training of CPIO/APIO	Fully met	As per ICAR Training Programmes
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully met	<a href="https://atarijabalpur.icar.gov.in/rti.html">https://atarijabalpur.icar.gov.in/rti.html</a>

<b>S. No.</b>	<b>Details of disclosure</b>	<b>Category</b>	<b>Remark/URL Links</b>
<b>1.13</b>	<b>Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]</b>		
1.13.1	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Fully met	ICAR orders are followed.