**ANNEXURE -I**

**A FRAMEWORK FOR TRANSPARENCY AUDIT**

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

**1. Organisation and Function**

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| **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 organisation, functions and duties  [Section 4(1)(b)(i)] | 1. Name and address of the Organization   **National Institute of Plant Genome Research Aruna Asaf Ali Marg, P.O. Box No. 10531 New Delhi - 110 067**  [http://www.nipgr.ac.in/about\_us/institute.php](http://www.nipgr.res.in/about_us/institute.php) | Fully met |
| 1. Head of the organization   Director  [http://www.nipgr.ac.in/about\_us/director.php](http://www.nipgr.res.in/about_us/director.php) | Fully met |
| 1. Vision, Mission and Key objectives   [http://www.nipgr.ac.in/about\_us/institute.php](http://www.nipgr.res.in/about_us/institute.php)  [http://www.nipgr.ac.in/about\_us/citizens\_charter.php](http://www.nipgr.res.in/about_us/citizens_charter.php) | Fully met |
| 1. Function and duties   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/files/rti/memorandum\_association.pdf](http://www.nipgr.res.in/files/rti/memorandum_association.pdf) | Fully met |
| 1. Organization Chart   http://www.nipgr.ac.in/latest/latest\_rti.php | Fully met |
| 1. 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.   [http://www.nipgr.ac.in/about\_us/committees.php](http://www.nipgr.res.in/about_us/committees.php) | Fully met |
| 1.2 | Power and duties of its officers and employees  [Section 4(1) (b)(ii)] | 1. Powers and duties of officers (administrative, financial and judicial)   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf)  http://www.nipgr.ac.in/files/misc/NIPGR\_RR\_Website.pdf | Fully met |
| 1. Power and duties of other employees   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf)  http://www.nipgr.ac.in/files/misc/NIPGR\_RR\_Website.pdf | Fully met |
| 1. Rules/ orders under which powers and duty are derived and   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf)  http://www.nipgr.ac.in/files/misc/NIPGR\_RR\_Website.pdf | Fully met |
| 1. Exercised   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf) | Fully met |
| 1. Work allocation   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf) | Fully met |
| 1.3 | Procedure followed in decision making process  [Section 4(1)(b)(iii)] | 1. Process of decision making Identify key decision-making points   [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf)  [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf) | Fully met |
| 1. Final decision-making authority   [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf)  [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf) | Fully met |
| 1. Related provisions, acts, rules etc.   [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf)  [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf) | Fully met |
| 1. Time limit for taking a decision, if any   [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf)  [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf) | Fully met |
| 1. Channel of supervision and accountability   [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf)  [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  http://www.nipgr.ac.in/latest/latest\_rti.php | Fully met |
| 1.4 | Norms for discharge of functions  [Section 4(1)(b)(iv)] | 1. Nature of functions/ services offered   [http://www.nipgr.ac.in/about\_us/citizens\_charter.php](http://www.nipgr.res.in/about_us/citizens_charter.php) | Fully met |
| 1. Norms/ standards for functions/ service delivery   [http://www.nipgr.ac.in/about\_us/citizens\_charter.php](http://www.nipgr.res.in/about_us/citizens_charter.php) | Fully met |
| 1. Process by which these services can be accessed   [http://www.nipgr.ac.in/about\_us/citizens\_charter.php](http://www.nipgr.res.in/about_us/citizens_charter.php) | Fully met |
| 1. Time-limit for achieving the targets   [http://www.nipgr.ac.in/about\_us/citizens\_charter.php](http://www.nipgr.res.in/about_us/citizens_charter.php) | Fully met |
| 1. Process of redress of grievances  |  | | --- | | The following committees/functionaries have been instituted at NIPGR to address the grievances of employees/students/public: | | 1. Director of Public Grievances 2. Chief Vigilance Officer 3. Public Information Officer 4. Nodal Officer (SC/ST) 5. Nodal Officer (OBC) 6. Gender Sensitisation Committee Against Sexual Harassment (GSCASH) 7. Student's Counseling Committee 8. **Technology Transfer Committee** 9. Anti-Ragging Committee 10. **Diesel Procurement Committee** 11. **Staff Residential Welfare Committee** 12. **Creche Committee** 13. **Screening Committee for Ramalingaswami/ Ramanujan/ INSPIRE Faculty Fellowships** 14. **E-governance Committee** 15. Technical Committee Annual Maintenance Contract 16. Technical Committee Related to Purchase Matter 17. Annual Physical Verification Committee 18. Official Language Implementation Committee 19. Committee to assess progress reports of probationers 20. Campus/ Field Development & Safety Committee 21. Committee to define general responsibilities & powers of Administrative and Technical Cadre Staff 22. Institutional Biosafety Committee | | The complete details thereof have been suitably displayed on the website of the Institute. |   [http://www.nipgr.ac.in/about\_us/institutional\_committees.php](http://www.nipgr.res.in/about_us/institutional_committees.php) | Fully met |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions  [Section 4(1)(b)(v)] | 1. Title and nature of the record/ manual /instruction.   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/about\_us/policy.php](http://www.nipgr.res.in/about_us/policy.php) | Fully met |
| 1. List of Rules, regulations, instructions manuals and records.   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf)  http://www.nipgr.ac.in/files/misc/NIPGR\_RR\_Website.pdf | Fully met |
| 1. Acts/ Rules manuals etc.   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  http://www.nipgr.ac.in/about\_us/policy.php | Fully met |
| 1. Transfer policy and transfer orders   [http://www.nipgr.ac.in/latest/latest\_rti\_transparency\_audit.php](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/about\_us/policy.php](http://www.nipgr.res.in/about_us/policy.php) | Fully met |
| 1.6 | Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)] | 1. Categories of documents   By-laws for administration and management, Procurement policies, Memorandum of Association & Rules of Institute, Recruitment rules, Registration certificate, Annual Reports, Employees service record  http://www.nipgr.ac.in/latest/latest\_rti.php  [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html)  [http://www.nipgr.ac.in/files/misc/NIPGR\_RR\_Website.pdf](http://www.nipgr.res.in/files/misc/NIPGR_RR_Website.pdf) | Fully met |
| 1. Custodian of documents/categories   Director / Head of Administration | Fully met |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority  [Section 4(1)(b)(viii)] | 1. Name of Boards, Council, Committee etc.   [http://www.nipgr.ac.in/about\_us/committees.php#nipgr](http://www.nipgr.res.in/about_us/committees.php#nipgr) | Fully met |
| 1. Composition   [http://www.nipgr.ac.in/about\_us/committees.php#nipgr](http://www.nipgr.res.in/about_us/committees.php#nipgr) | Fully met |
| 1. Dates from which constituted   [http://www.nipgr.ac.in/about\_us/committees.php#nipgr](http://www.nipgr.res.in/about_us/committees.php#nipgr) | Fully met |
| 1. Term/ Tenure   [http://www.nipgr.ac.in/about\_us/committees.php#nipgr](http://www.nipgr.res.in/about_us/committees.php#nipgr)  [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf) | Fully met |
| 1. Powers and functions   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf)  [http://www.nipgr.ac.in/files/rti/Memorandum\_Association.pdf](http://www.nipgr.res.in/files/rti/Memorandum_Association.pdf) | Fully met |
| 1. Whether their meetings are open to the public?   N/A | Fully met |
| 1. Whether the minutes of the meetings are open to the public?   N/A | Fully met |
| 1. Place where the minutes if open to the public are available?   To members/stake holders/beneficiaries | Fully met |
| 1.8 | Directory of officers and employees  [Section 4(1) (b) (ix)] | 1. Name and designation   [http://www.nipgr.ac.in/about\_us/staff.php](http://www.nipgr.res.in/about_us/staff.php) | Fully met |
| 1. Telephone, fax and email ID   [http://www.nipgr.ac.in/about\_us/staff.php](http://www.nipgr.res.in/about_us/staff.php) | Fully met |
| 1.9 | Monthly Remuneration received by officers & employees including system of compensation  [Section 4(1) (b) (x)] | 1. List of employees with Gross monthly remuneration   Annexure -I  [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php)\_transparency\_audit.php | Fully met |
| 1. System of compensation as provided in its regulations   [http://www.nipgr.ac.in/files/rti/Bye\_Laws\_NIPGR\_web.pdf](http://www.nipgr.res.in/files/rti/Bye_Laws_NIPGR_web.pdf) | Fully met |
| 1.10 | Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)] | 1. Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority   [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php) | Fully met |
| 1. Address, telephone numbers and email ID of each designated official.   [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php) | Fully met |
| 1.11 | No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)) | No. of employees against whom disciplinary action has been   1. Pending for Minor penalty or major penalty proceedings   Nil | Fully met |
| 1. Finalised for Minor penalty or major penalty proceedings   Nil | Fully met |
| 1.12 | Programmes to advance understanding of RTI (Section 26) | 1. Educational programmes   No | Not met |
| 1. Efforts to encourage public authority to participate in these programmes   Not Applicable | Fully met |
| 1. Training of CPIO/APIO   (no APIO in the Institute) | Fully met |
| 1. Update & publish guidelines on RTI by the Public Authorities concerned   [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php) | Fully met |
| 1.13 | Transfer policy and transfer orders  [F No. 1/6/2011- IR dt. 15.4.2013] | **Annexure -II**  [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php)\_transparency\_audit.php | Fully met |

**2. Budget and Programme**

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| **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)] | **Rs.4824.00 lakhs (Annual Report 2019-20 P-147 onwards**  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Budget for each agency and plan & programmes   [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Proposed expenditures   [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Revised budget for each agency, if any   [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Report on disbursements made and place where the related reports are available   [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| **2.2** | Foreign and domestic tours  (F. No. 1/8/2012- IR dt. 11.9.2012) | 1. Budget   Under “Travel head”  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. 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. 2. Places visited 3. The period of visit 4. The number of members in the official delegation 5. Expenditure on the visit   [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php)  (under Suo Motu disclosure on official tours under Sub-section (2) of Section 4 of the RTI Act 2005). | Fully met |
|  |  | 1. Information related to procurements 2. Notice/tender enquires, and corrigenda if any thereon,   [http://www.nipgr.ac.in/latest/latest\_tender.php](http://www.nipgr.res.in/latest/latest_tender.php)   1. Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,   **Annexure -III**  [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php)\_transparency\_audit.php   1. The works contracts concluded – in any such combination of the above-and   Not Applicable   1. The rate /rates and the total amount at which such procurement or works contract is to be executed.   **Annexure -III**  [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php)\_transparency\_audit.php  [http://www.nipgr.ac.in/files/rti/Procurement%20\_Policy\_NIPGR.pdf](http://www.nipgr.res.in/files/rti/Procurement%20_Policy_NIPGR.pdf)  [http://www.nipgr.ac.in/latest/latest\_tender.php](http://www.nipgr.res.in/latest/latest_tender.php) | Fully met |
| **2.3** | Manner of execution of subsidy programme  [Section 4(i)(b)(xii)] | 1. Name of the programme of activity   Not Applicable | Fully met |
| 1. Objective of the programme   Not Applicable | Fully met |
| 1. Procedure to avail benefits   Not Applicable | Fully met |
| 1. Duration of the programme/ scheme   Not Applicable | Fully met |
| 1. Physical and financial targets of the programme   Not Applicable | Fully met |
| 1. Nature/ scale of subsidy /amount allotted   Not Applicable | Fully met |
| 1. Eligibility criteria for grant of subsidy   Not Applicable | Fully met |
| 1. Details of beneficiaries of subsidy programme (number, profile etc)   Not Applicable | Fully met |
| **2.4** | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] | 1. Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions   Not Applicable | Fully met |
| 1. Annual accounts of all legal entities who are provided grants by public authorities   Not Applicable | Fully met |
| **2.5** | Particulars of recipients of concessions, permits of authorizations granted by the public authority  [Section 4(1) (b) (xiii)] | 1. Concessions, permits or authorizations granted by public authority   **Annexure -IV**  [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php)\_transparency\_audit.php | Fully met |
| 1. For each concessions, permit or authorization granted 2. Eligibility criteria -Annexure - IV 3. Procedure for getting the concession/ grant and/ or   permits of authorizations -Annexure - IV   1. Name and address of the recipients given concessions/   permits or authorisations.  Director, NIPGR   1. Date of award of concessions /permits of authorizations   **Annexure -IV**  [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php)\_transparency\_audit.php | Fully met |
| **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.  Nil | Fully met |

**3. Publicity Band Public interface**

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| **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   1. Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens   Not Applicable (NA) | Fully met |
| 1. Arrangements for consultation with or representation by 2. Members of the public in policy formulation/ policy implementation NA 3. Day & time allotted for visitors NA 4. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants (NA) | Fully met |
| Public- private partnerships (PPP) Not Applicable   1. Details of Special Purpose Vehicle (SPV), if any NA | Fully met |
| 1. Detailed project reports (DPRs) NA | Fully met |
| 1. Concession agreements. NA | Fully met |
| 1. Operation and maintenance manuals NA | Fully met |
| 1. Other documents generated as part of the implementation of the PPP NA | Fully met |
| 1. Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government NA | Fully met |
| 1. Information relating to outputs and outcomes NA | Fully met |
| 1. The process of the selection of the private sector party (concessionaire etc.) NA | Fully met |
| 1. All payment made under the PPP project NA | Fully met |
| 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;   1. Policy decisions/ legislations taken in the previous one year   Not Applicable | Fully met |
| 1. Outline the Public consultation process NA | Fully met |
| 1. Outline the arrangement for consultation before formulation of policy. NA | Fully met |
| 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   1. Internet (website)   [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  <https://www.facebook.com/nipgr>  <http://nipgr.blogspot.com/2015/07/nipgr-introduction-and-mission.html>  <https://twitter.com/NipgrSocial> | Fully met |
| 3.4 | Form of accessibility of information manual/ handbook  [Section 4(1)(b)] | Information manual/handbook available in   1. Electronic format   [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Printed format   [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 3.5 | Whether information manual/ handbook available free of cost ornot Section4(1)(b) | List of materials available   1. Free of cost (online free of cost) | Fully met |
| 1. At a reasonable cost of the medium   Not Applicable | Fully met |

**4. E. Governance**

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| **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] | 1. English   [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Vernacular/ Local Language (Hindi)   [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 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.  31 March 2020 | Fully met |
| 4.3 | Information available in electronic form  [Section 4(1)(b)(xiv)] | 1. Details of information available in electronic form   [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Name/ title of the document/record/ other information   Annual Reports, Annual Accounts, Publications, Rules  [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Location where available   Institute website  [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php) | Fully met |
| 4.4 | Particulars of facilities available to citizen for obtaining information  [Section 4(1)(b)(xv)] | 1. Name & location of the faculty   Arun Kumar , CPIO, NIPGR, New Delhi  Dr. Alok K. Sinha, Appellate Authority, NIPGR, New Delhi | Fully met |
| 1. Details of information made available   -Available on website  [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php)  [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php) | Fully met |
| 1. Working hours of the facility   All working days from 9.00 AM to 5:30 PM | Fully met |
| 1. Contact person & contact details (Phone, fax email)  |  |  | | --- | --- | | -Available on website |  |   [http://www.nipgr.ac.in/about\_us/staff.php#technical](http://www.nipgr.res.in/about_us/staff.php#technical) | Fully met |
| 4.5 | Such other information as may be prescribed under section 4(i) (b)(xvii) | 1. Grievance redressal mechanism   The following committees/functionaries have been instituted at NIPGR to address the grievances of employees/students/public:  Director of Public Grievances  Chief Vigilance Officer  Public Information Officer  Nodal Officer (SC/ST)  Nodal Officer (OBC)  Gender Sensitisation Committee Against Sexual Harassment (GSCASH)  Student's Counseling Committee  The complete details thereof have been suitably displayed on the website of the Institute.  [http://www.nipgr.ac.in/about\_us/institutional\_committees.php](http://www.nipgr.res.in/about_us/institutional_committees.php) | Fully met |
| 1. Details of applications received under RTI and information provided   <https://rtionline.gov.in/RTIMIS/CPIO/index.php>  [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php) | Fully met |
| 1. List of completed schemes/ projects/ Programmes   [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. List of schemes/ projects/ programme underway   [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract   **Annexure -V**  [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php)\_transparency\_audit.php | Fully met |
| 1. Annual Report   [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) | Fully met |
| 1. Frequently Asked Question (FAQs)   No | Not met |
| 1. Any other information such as 2. Citizen’s Charter   [http://www.nipgr.ac.in/about\_us/citizens\_charter.php](http://www.nipgr.res.in/about_us/citizens_charter.php) | Fully met |
| 1. Result Framework Document (RFD)   NA | Fully met |
| 1. Six monthly reports on the   NA | Fully met |
| 1. Performance against the benchmarks set in the Citizen’s   Charter | Fully met |
| 4.6 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | 1. Details of applications received and disposed   [http://www.nipgr.ac.in/latest/latest\_rti.php](http://www.nipgr.res.in/latest/latest_rti.php) | Fully met |
| 1. Details of appeals received and orders issued   <https://rtionline.gov.in/RTIMIS/CPIO/index.php> | Fully met |
| 4.7 | Replies to questions asked in the parliament  [Section 4(1)(d)(2)] | Details of questions asked and replies given.  NIPGR does not reply directly to the Parliament. However, NIPGR provides the inputs to DBT (Department of Biotechnology) for reply to the Parliament. | Fully met |

**5. Information as may be prescribed**

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| **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] | 1. Name & details of 2. Current CPIOs & FAAs   **Arun Kumar** Senior Technical Officer National Institute of Plant Genome Research  Aruna Asaf Ali Marg, P. B. No. 10531, New Delhi 110067  (O): 91-11: 26735121 E-mail: arun.kumar@nipgr.ac.in, arunk2000in@yahoo.co.in  **Dr. Alok Krishna Sinha** Scientist National Institute of Plant Genome Research  Aruna Asaf Ali Marg, P. B. No. 10531, New Delhi 110067  (O): 91-11: 26735188 E-mail: alok@nipgr.ac.in, alokksinha@yahoo.com  [http://www.nipgr.ac.in/about\_us/institutional\_committees.php](http://www.nipgr.res.in/about_us/institutional_committees.php)  ­   1. Earlier CPIO & FAAs from 1.1.2015   **Dr Sarjeet Singh Thakur** Senior Technical Officer National Institute of Plant Genome Research  Aruna Asaf Ali Marg, P. B. No. 10531, New Delhi 110067  (O): 91-11: 26735119 E-mail: sarjeet@nipgr.ac.in, sarjeetsinghthakur@yahoo.co.in  **Dr. Alok Krishna Sinha** Scientist National Institute of Plant Genome Research  Aruna Asaf Ali Marg, P. B. No. 10531, New Delhi 110067  (O): 91-11: 26735188 E-mail: alok@nipgr.ac.in, alokksinha@yahoo.com  [http://www.nipgr.ac.in/about\_us/institutional\_committees.php](http://www.nipgr.res.in/about_us/institutional_committees.php) | Fully met |
| 1. Details of third party audit of voluntary disclosure 2. Dates of audit carried out   August 16, 2017   1. Report of the audit carried out   [http://www.nipgr.ac.in/annual-reports.html](http://www.nipgr.res.in/annual-reports.html) (page no.110-111) | Fully met |
| 1. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD 2. Date of appointment 3. Name & Designation of the officers   [http://www.nipgr.ac.in/about\_us/institutional\_committees.php](http://www.nipgr.res.in/about_us/institutional_committees.php) | Fully met |
| 1. Consultancy committee of key stake holders for advice on suo-motu disclosure 2. Dates from which constituted 3. Name & Designation of the officers   Not Applicable | Fully met |
| 1. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI 2. Dates from which constituted 3. Name & Designation of the Officers   Not Applicable | Fully met |

**6. Information Disclosed on own Initiative**

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| **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 | The Institute is committed to provide all possible assistance to the general public and stakeholders. The information regarding academic & research activities, tenders, jobs, infrastructure facilities, officials/nodal officers/committees etc. have been made available on the website of the Institute.  The complete details thereof have been suitably displayed on the website of the Institute (www.nipgr.ac.in) for information of all concerned under the link: About US → Committees → Institutional (internal) Committees / Designated Functionaries.  [http://www.nipgr.ac.in/home/home.php](http://www.nipgr.res.in/home/home.php)  [http://www.nipgr.ac.in/about\_us/citizens\_charter.php](http://www.nipgr.res.in/about_us/citizens_charter.php) | Fully met |
| 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) | 1. Whether STQC certification obtained and its validity.   Not Applicable   1. Does the website show the certificate on the Website?   No | Fully met  Fully met |

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