

## **RIGHT TO INFORMATION ACT, 2005**

### **Central Tasar Research & Training Institute, Nagri, Ranchi (Jharkhand).**

#### **4(1) (b)**

##### **(i) The Particulars Of The Organization, Function & Duties**

The Central Tasar Research & Training Institute, Nagri, Ranchi (Jharkhand) has been established during the year 1964 by the Central Silk Board as Autonomous Body. Presently under the Administrative Control of Ministry of Textiles, Govt. of India to provide R&D support in the field of Non-Mulberry Silk Industry of the Country. The Institute is having a Research and Administrative building, plantation as well as residential quarters spread over in an area of 86.31 Acres of land taken over from the then Govt. of Bihar (Now Jharkhand) on 99 years lease. Besides, Regional Tasar Research Station, Research Extension Centre in the Tropical and Temperate Zones have also been established for carrying out its regional activities as well as field trials. For popularization of promising and new Technologies developed by this Institute are taken to Tasar Farmers. For this we take motivation and demonstration programmes, which are being attended by large number of Tasar Farmers.

The Organizational set up of this Research Institute is as under:

**MAIN INSTITUTE: Central Tasar Research & Training Institute, Nagri, Ranchi (Jharkhand).**

Zone	RTRSs(03)	RECs(05)	
Temperate	1.Imphal (Manipur) 2.Bhimtal (Uttaranchal) 3. Batote (J&K)	1. Palampur(H.P.) 2. Umrangsu(Manipur) 3. Kikruma (Nagaland) 4. Yaikongpao (Manipur) 5. Gopeshwar (Uttaranchal)	
	RTRSs (05)	RECs(08)	<u>P4 TSBS(03)</u>
Tropical	1.Dumka, (Jharkhand) 2.Jagdapur (C.G.) 3.Warangal (A.P.) 4.Bhandara(Maharashtra) 5.Baripada (Orissa)	1.Hatgamaria (Jharkhand) 2.Katghora (C.G.) 3. Bangriposhi (Orissa) 4. Bhadrachalam (A.P.) 5.Kapishtha (W.B.) 6.Jhansi(U.P.) 7.Nashik(Ms.) 8. Robertsganj(U.P.)	1. <u>Chakradharpur (Jhar.)</u> 2. <u>Kargikota (C.G.)</u> 3. <u>Saraiyahat (Jhar.)</u> . 4. <u>Dumka, (Jhar)</u>

The Main Institute consists of following disciplines:

**RESEARCH DISCIPLINE:**

A) SILKWORM - Breeding & Genetics

Physiology

Pathology

Entomology

Silkworm Seed Technology

Silkworm Rearing Technology

B) HOST PLANT: Agronomy

Plant Breeding & Genetics

Plant Pathology

Tissue Culture

C) CHEMISTRY

D) STATISTICS

E) POST COCOON TECHNOLOGY

### **SUPPORTING DISCIPLINE:**

- A) Administration (Estt/Accounts/Stores/Vehicles)
- B) Maintenance
- C) Library
- D) Official Language
- E) Computer

### **(II) Powers and duties of its officers & employees**

The powers and duties of the officers and staff members of this Institute are furnished here below:

The Director is the administrative head of the Main Institute as well as its nested units vested with specified administrative and financial powers as per policy of the Central Silk Board. Besides, he is responsible for providing necessary guidelines in the research and development activities to all the subordinate officers working under him and coordination with the various Research Advisory Committee in order to review research projects and programme of work being carried out by this Institute and its nested units. Similarly, the officers and employees of different cadres of this Institute viz. scientific, technical, administration and ancillary etc. are responsible to carry out their duties in the process of its activities related to research, extension, training as well as administration etc.

### **(III) The procedures followed in decision making process including channels of supervision and accountability**

In the decision making process, the Director is the head of office and he is assisted by the various scientists and administrative officers and supervisory staff. Powers have been delegated to Director to take decisions pertaining to administration, purchase, construction & disciplinary cases etc. and beyond delegation limit approval are sought from the higher authority i.e. Chief Executive Officer cum Member Secretary, central Silk Board, Bangalore. For all the activities including Research, development & administration the process is initiated by an assistant or a junior officer, which is being scrutinized by a senior officer. Periodical review meetings and sectional meetings serve as the basis of internal supervision. Above this, Internal Audit is empowered to check all financial as well as technical matters. Finally, the office of the Accountant General is empowered to conduct to audit of Accounts as well as technical matters of the Institute on early basis.

**(IV) The norms set by it for the discharge of its functions,  
Employment of labourers etc.**

With regard to research activities and its development, the following meetings viz. RAC, RC, RCC , Extension Officers Review Meeting are held every year and decision taken thereof are implemented for discharge of its function. Similarly, administration work are taken up on the basis of Central Govt. rules and regulations besides Central Silk Board and Ministry's Circular are also followed.

Regarding purchase of various articles, major and minor civil and other works as and when necessity arises are processed through limited tender, open tender as applicable according to Central Silk Board norms as well as General Financial Rules. A Purchase Review Committee of three members are looking after and evaluating the process.

In addition whatever norms are there i.e. Labour norms, discharge of various functions, norms for employment are set by Central Silk Board

**(V) The rules, regulations, instructions, manuals and records held under  
its control for used by its employees for discharging its function**

This organization follows Central Govt. rules, viz. FRSR, GFR, Leave Rules, TA/LTC Rules, CCS (CCA) Conduct Rules etc. and as per guidelines of Head Office. These rules are also followed by its nested units.

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

The following documents viz. Annual Report, Annual Accounts, Service Records of officers and employees, financial records, asset records, research related datas and lease deed etc. are maintained by this Institute.

**(VII): The particulars of any arrangement that  
exists for consultation with, or representation by,  
the members of the public in relation to the  
formulation of its policy or implementation thereof**

The Institute organizes the following public interactive events for the shake of the Tasar farmers.

Krishi Mela  
Workshop / Seminar / Symposium  
Field day / Farmers' Day  
Exhibition  
Demonstration

**(VIII) A statement of Board, Councils, Committees and other bodies consisting of two or more officials constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the public or minutes of such meetings are accessible for public**

This Institute is organizing, Research Advisory Committee meeting, Regional Research Advisory Committee meeting (RRAC), Research Council meeting, Research Coordination Committee meeting. Extension Officers Quarterly meeting. Rajbhasha Review Committee & Purchase Review Committee but the Agenda & its minutes are not related with general public. However, in RRAC, we keep representative of tasar farmers and reelers to focus their requirement.

**(IX) A directory of its officers and employees**

The directory of officers and employees of this Institute has already been furnished at the Home Page of this Institute website [www.ctrtiranchi.co.in](http://www.ctrtiranchi.co.in) under the hyperlink “Staff Member”

**(X) The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations**

**CTR&TI,Ranchi Officers/Staff**

#	EMPLOYEE NUMBER	NAME	DESIGNATION
1.	374	Dr. Ajit Kumar Sinha	Director
<b><u>SCIENTIFIC STAFF</u></b>			
2.	3052	Mr. Sanjeev Kumar Sinha	Scientist-D
3.	579	Dr. (Mrs.) Gargi	Scientist-D
4.	2441	Dr. Virendra Pal Gupta	Scientist-D
5.	2297	Dr. Gajendra Pal Singh	Scientist-D
6.	3983	Dr. A.H Naqvi	Scientist-D

#	EMPLOYEE NUMBER	NAME	DESIGNATION
7.	3939	Dr. B. Surendranath	Scientist-D
8.	3320	Dr. P.P. Srivastava	Scientist-D
9.	4698	Mr. Mohan Dutt Tiwari	Scientist-D
10.	5358	Mrs. Susmita Das	Scientist-D
11.	515	Mr. Z.M.S Khan	Scientist-D (R&S)
12.	2991	Mr. Suresh Rai	Scientist-D (Stat.)
13.	297	Dr. Ram Kumar	Scientist-C
14.	372	Mrs. Sunita Mukherjee	Scientist-C
15.	3050	Mrs. Sherani Nagendra	Scientist-C
16.	5635	Dr. Jay Prakash Pandey	Scientist-C
17.	5641	Dr. Vishal Mittal	Scientist-C
18.	5659	Dr. Kambeer Jena	Scientist-C
19.	3476	Mr. S. Kamraj	Scientist-C
20.	5679	Dr. Harendra Yadav	Scientist-B
21.	5786	Dr. D. Immanuel Gilwax Prabhu	Scientist-B
22.	5810	Dr. T. Pandiaraj	Scientist-B
23.	5783	Dr. Deepak Pandey	Scientist-B
24.	5822	Mr. Manjappa	Scientist-B
25.	5782	Dr. B.M. Dinesh	Scientist-B
26.	5781	Mrs. Neha Nancy Toppo	Scientist-B
27.	5811	Dr. Md. Muzeruddin Baig	Scientist-B
28.	5785	Dr. Jitendra Singh	Scientist-B

#	EMPLOYEE NUMBER	NAME	DESIGNATION
<b><u>ADMINISTRATIVE, TECHNICAL &amp; OTHER STAFF</u></b>			
29.	5570	Mr. Prashanta Kumar Mohapatra	Asst. Director (Comp.)
30.	1800	Mr. Mirza Ibrahim Baig	Asst. Director (A&A)
31.	1824	Mr. A.B. Bhattacharjee	Asst. Director (A&A)
32.	1331	Mr. Swami Sewak Lal	Asst. Director (A&A)
33.	3190	Mr. S.K. Upadhyay	Asst. Director (OL)
34.	1979	Mr. Pramod Kumar	Superintendent
35.	5626	Mr. Ashok Kumar Saini	Comp. Programmer
36.	1374	Mr. Taslim Ansari	Asstt. Superintendent
37.	1382	Mr. Shiv Kumar Singh	Asstt. Superintendent
38.	3510	Md. Shish	Asstt. Superintendent
39.	1981	Mr. Shyam Kishore Sahu	Asstt. Superintendent
40.	1926	Mrs. Krishna Puri	Asstt. Superintendent
41.	3506	Mr. Binod Verma	Asstt. Superintendent
42.	4124	Mr. Suhail Akhtar	Asstt. Superintendent
43.	3395	Mr. Sanjay Kumar Sharma	Asstt. Superintendent
44.	5123	Mr. Animesh Kumar Singh	Sr. Lib. & Infn. Asstt.
45.	3230	Mr. Rajendra Rajak	Stenographer Gr. -1
46.	1521	Mr. Ram Pandey	Stenographer Gr. -1
47.	3986	Mr. Shambhu Nath Mishra	Stenographer Gr. -1
48.	4606	Mr. Madhusudan Kumar	Stenographer Gr. -1
49.	4063	Mr. Koushal Kumar	Jr. Engineer

#	EMPLOYEE NUMBER	NAME	DESIGNATION
50.	3888	Mr. B. Virupaxappa	Jr. Engineer
51.	5300	Mr. Lalan Kumar Choubey	Jr. Translator (Hindi)
52.	5256	Mr. Timir Adhikari	Sr. Artist
53.	1143	Mr. Rajendra Sahu	Technical Assistant
54.	1144	Mr. Dilip Kr. Gupta	Technical Assistant
55.	1232	Mr. Parimal Ram	Technical Assistant
56.	1533	Mr. R.K. Srivastava	Technical Assistant
57.	1567	Mr. L.S.N. Shahdeo	Technical Assistant
58.	1577	Mr. Subal Chandra Sit	Technical Assistant
59.	4710	Mr. Swapan Chandra	Technical Assistant
60.	3464	Md. Enamullah Ansari	Technical Assistant
61.	3479	Mr. Adarsh Kumar Lal	Technical Assistant
62.	2958	Mr. Omkar Kr. Pandey	Technical Assistant
63.	3463	Mr. R.P.Thakur	Technical Assistant
64.	2176	Mr. Lal Bholanath Shahdeo	Technical Assistant
65.	3448	Mr. Rajan Kumar	Technical Assistant
66.	4215	Mr. Baidyanath Mishra	Technical Assistant
67.	4188	Mr. Vishnu Dayal Mahto	Technical Assistant
68.	4571	Mr. Inder Ram Mahto	Technical Assistant
69.	4494	Mr. Emmanuel Kindo	Technical Assistant
70.	5536	Mr. Nirmala Tirkey	Technical Assistant
71.	5340	Mr. Sikandar Ravidas	Stenographer Gr. - II (H)



#	EMPLOYEE NUMBER	NAME	DESIGNATION
72.	3325	Mr. Pramod Kumar Sinha	Upper Division Clerk
73.	3392	Md. Mansur Alam	Upper Division Clerk
74.	4036	Md. Qumrul Hoda	Upper Division Clerk
75.	4607	Mr. Shambhu Munda	Upper Division Clerk
76.	4610	Mr. DeepaK Bhattacharjee	Upper Division Clerk
77.	5197	Mr. Satyendra Kumar	Upper Division Clerk
78.	5209	Mr. Ravi Ranjan Kumar	Upper Division Clerk
79.	5362	Mr. Jitbahan Gope	Upper Division Clerk
80.	5469	Mrs. Sindhu Kumari (Devi)	Upper Division Clerk
81.	5519	Mr. Ajay Kumar Tiwary	Upper Division Clerk
82.	3671	Mr. Ramakant Singh	Staff Car Driver (Gr. II)
83.	2248	Mr. Kishan Lal Gahlaut	Staff Car Driver (Gr. II)
84.	3865	Mr. Chitranjan Hembraom	Staff Car Driver (Gr. II)
85.	4064	Mr. Asim Kumar Nag	Staff Car Driver (Gr. II)
86.	4976	Mr. Gopal Ray	Staff Car Driver (Gr. II)
87.	5899	Mr. Babusona Mondal	Field Assistant
88.	5864	Mr. Bijoy Kumar Das	Field Assistant
89.	5726	Mrs. Asha Lakra	Lower Division Clerk
90.	5730	Mrs. Soni Khalkho	Lower Division Clerk
91.	5488	Mr. Fayaz Ahmad Wani	Lower Division Clerk
92.	3428	Mr. B. Madhusudan Singh	Cook
93.	2175	Mr. Girdhari Mahto	Assistant Technician

#	EMPLOYEE NUMBER	NAME	DESIGNATION
94.	2177	Mr. Jiwan Tirkey	Assistant Technician
95.	2209	Mr. Sagar Thakur	Assistant Technician
96.	2206	Mr. Ladhu Oraon	Assistant Technician
97.	2211	Mr. Md. Jamiruddin Ansari	Assistant Technician
98.	2261	Mr. Kamil Kachhap	Assistant Technician
99.	4611	Mr. Prem Tanti	Assistant Technician
100.	3561	Mr. Gorathy Grace Khalkho	Assistant Technician
101.	5125	Mr. Markus Tirkey	Assistant Technician
102.	3560	Mr. Binod Sah	Assistant Technician
103.	2721	Mr. Subodh Kishore Ravi	Multi Tasking Staff
104.	3329	Mr. Yogendra Mishra	Multi Tasking Staff
105.	5525	Mrs. Koshila Devi	Multi Tasking Staff
106.	5465	Mrs. Rajmati Devi	Multi Tasking Staff
107.	5757	Mrs. Reeta Kumari	Multi Tasking Staff
108.	2499	Mr. Shyam Bihari Sahu	Multi Tasking Staff
109.	2354	Mr. Peter Tirkey	Multi Tasking Staff
110.	2352	Mr. Kunj Bihari Nath Sahu	Multi Tasking Staff
111.	2353	Mr. Mahabir Gope	Multi Tasking Staff
112.	2537	Mr. Maninath Gope	Multi Tasking Staff
113.	2625	Mr. Birchand Oraon	Multi Tasking Staff
114.	4057	Mr. Ram Gopal Sahu	Multi Tasking Staff
115.	4068	Mr. Tipu Lohar	Multi Tasking Staff

#	EMPLOYEE NUMBER	NAME	DESIGNATION
116.	3129	Mr. Dinanath Mahli	Multi Tasking Staff
117.	2669	Mr. Kumud Lal	Multi Tasking Staff
118.	2685	Mr. Prem Chand Ram	Multi Tasking Staff
119.	5404	Mr. Balmukund Nayak	Multi Tasking Staff
120.	5574	Mr. Hira Kui Tamsoy	Multi Tasking Staff

**ITEM NO XI: This Institute is composed of its Main Institute and attached field units  
The Budget outlay of financial year (2014-15) are indicated below:-**

Non Plan (Rs.crore)	Plan (Rupees in crore) including North East attached units	Total (Rupees in crore)
24.65	4.21	30.29

The proposed expenditure are made according to budget allocation and all expenditure details are reflected in the Annual Account.

**ITEM NO.12: The manner of execution of subsidy programmes,  
including the amounts allocated and the details of beneficiaries of such  
programmes**

**Not applicable**

**ITEM NO. 13: Particulars of recipients of concessions  
permits or authorizations granted by it.**

Field trials of various technologies developed by the institute are tested under Technology Assessment and Refinement (TAR) – Institute Village linkage Programme (IVLP) and accordingly incentives like supply of planting materials, fertilizers, manures, Dfl's etc. are provided to the selected farmers for validation of technologies in the field condition.

**ITEM No. 14: Details in respect of the information, available to or held by it,  
reduced in an electronic form.**

This Institute is having its own web site "www.ctrtiranchi.co.in" .for displaying information pertain to this Institute and display tenders, notices etc.for mass information.

**ITEM No. 15: The particulars of facilities available to citizens for  
obtaining information, including the working hours of a library or  
reading room, if maintained for public use.**

This Institute has maintained a Museum and the same is open to public on working days and during working hours. This Institute has a Library of scientific books and journals. The students

and scholars from different college and university consult the library books with due permission of the office.

**ITEM No. 16: Names, Designations and other particulars of the Public Information Officers.**

Director of this Institute has been designated as Central Public Information Officer and authorized to provide requisite information pertaining to this Institute to the persons requesting for information under this act.

**ITEM No. 17: Such other information as may be prescribed and thereafter update these publications every year.**

We will be updating the information periodically.