

RIGHT TO INFORMATION ACT, 2005

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

4(1) (b)

ITEM NO. 1. 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 an area of 86.31 Acres of land taken over from the then Govt. of Bihar (Now Jharkhand) on 99 years lease. Besides, Regional Sericultural Research Stations, Research Extension Centres & P4 Tasar Silkworm Breeding Stations in the Tropical and Temperate Zones have also been established for carrying out its regional activities as well as field trials and popularization of promising and new Technologies developed by this Institute among the tasar farmers. For this motivation and demonstration programmes are taken which are 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).

The Main Institute consists of following disciplines:

RESEARCH DISCIPLINE:

A) SILKWORM - Breeding & Genetics

Physiology

Pathology

Entomology

Silkworm Seed Rearing Technology

B) HOST PLANT: Agronomy

Plant Breeding & Genetics

Plant Pathology

Tissue Culture

C) SOIL SCIENCE AND CHEMISTRY

D) POST COCOON TECHNOLOGY

E) TRAINING

SUPPORTING DISCIPLINE:

- A) Project Monitoring Evaluation & Co-ordination
- B) Administration (Estt/Accounts/Stores/)
- C) Maintenance (protocol/Vehicle)
- D) Library
- E) Official Language
- F) Computer

Zone	RSRS(01)	REC(01)
Temperate	Bhimtal (Uttaranchal)	Palampur (H.P)
Tropical	RSRSs (05)	RECs (03)
	1.Dumka, (Jharkhand)	1. Jangir, Champa (Chhatisgarh)
	2.Jagdalpur Chattisgarh)	2. Kapishta (West Bengal)
	3. Warangal (Andhra Pradesh.)	
	4. Bhandara (Maharastra)	
	5. Baripada (Odisha)	
	P4 TSBS (01)	RMB(01)
	Chakradharpur (Jharkhand)	Chaibasa, Jharkhand

ITEM NO. 2: Powers and duties of its Officers & Employees

The Director of the Institute has been delegated with various powers and duties viz. administrative powers, financial powers, disciplinary powers, powers for transferring Group C & D staff within the Units coming under his jurisdiction following the transfer policy for the employee of the Central Silk Board finalized by the Committee at its Meeting held at 1999 at Bangalore.

Administrative powers delegated to the Director of the Institute:-

1. Grant of Disability leave & special casual leave to the Officers & staff below his own level as per rules.
2. Acceptance of resignation of Officers/Staff up to the level of Joint Director of the Institute under intimation to Central Office.
3. To grant advance increments to Junior Stenographer for acquiring higher speed in short hand as per rules.
4. To grant special pay to Group D staff as per rules for operating (a) Franking Machine (b) Gestetner & (c) Photocopier.
5. Closure of probationary period in respect of Officers/Staff below his rank as per rules.
6. Acceptance of voluntary retirement applications of Officers & Staff below his rank as per rules under intimation to Central Office.
7. To obtain annual property returns in the prescribed proforma from Officers below his rank in Group A every year and to retain the same in safe custody.
8. To grant approval for acquisition disposal of immovable properties in respect of Officers/Officials up to Deputy Director level.

9. To issue No objection Certificate for obtaining passport as per rules for Officers & Staff below his rank working under his control.
10. To issue No objection certificate for obtaining visa and grant of leave for going to abroad for the Officers/Staff up to the level of Deputy Director working under their control.
11. To grant permission for extension of time limit up to 6 months in addition to normal 6 months for completion of journey in LTC by the family of Officers/Staff working under his control except himself.
12. To sign Bond on behalf of Member Secretary, CSB in respect of Officers/Staff working under his control who are granted Study leave deputed for Training abroad/scholarship/associate ship/ fellowship etc.
13. Approval for change of hometown in respect of Officers/Staff working under his control under intimation to Central Office as per rules.
14. Approval for change of surname in respect of Officers/Staff working under his control as per rules under intimation to Central Office.
15. To dispose of pay anomaly request of Officers/Staff working under his control within the Institution.
16. To approve list of holidays for Units coming under his control with a copy to Central Office.
17. Grant of any kind of regular Leave to the Officers/Staff below his own level.
18. Grant of Annual Increment to the Officers/Staff below his own level.
19. Grant of LTC to the Officers/Staff below his own level.
20. Forwardal of application for the better employment in respect of the Gazetted employee.
21. Exhibitions/Conferences/Visit of VIPs and delegations/official functions/participation in workshops/seminars/Training audit fees upto Rs.2,00,000/- per case.

Financial Powers delegated to the Director of the Institute.

1. Maintenance, upkeep & repairs of equipments, Vehicles, Computers, Furniture Rs.1,00,000/- per single work order.
2. Repairs & Maintenance of Building Rs. 2,00,000/- per single work is done under the supervision of CSB maintenance persons if the Director concerned recommends so after an examination of their competence in respect of the job. In such cases the bids will be called for from a panel of contractors of CPWD and State PWD and evaluated by a Technical Committee constituted by the Director. In cases, where work order exceeds the limit of Rs.2.00 lakhs and upto Rs.5.00 lakhs, it may be entrusted to a State/Central Agency, with a firm rate for the work and no payment of service charges in excess of CPWD.
3. Purchase of Stationery & Stores Rs.50,000/- per single order.
4. Printing & binding publication & other publicity materials up to Rs.1,00,000/- per single work order.
5. Purchase of chemicals, pesticides & disinfectant up to Rs.2,00,000/- per single work order.
6. Purchase of fertilizers and manure seed/seed cocoons up to Rs.2,00,000/- per single work order.
7. Purchase of Library Books & journals up to Rs.1,00,000/- per single order.
8. Statutory payments like Municipal rates and taxes & insurance up to full powers of current payments except as follows :

In case of enhancement the new rate should be cleared by the Central Office. No penalty interest component or arrears can be sanctioned by the Director.

1. Rent: 3,00,000/- per annum per case.
2. Payments towards water & electricity up to 2,00,000/- per month.
3. Payments towards Telephone, Fax & Internet, website maintenance and other up to Rs. 1,00,000/- per month.
4. Payments towards Postage up to Rs. 1,50,000/- per annum.
5. Payments of professional fees like legal fees Rs. 50,000/- per case.
6. Professional fees like Consultancy, Professional fee for Inspection / sitting fees/ Honorarium to Members of the committee etc. upto Rs.5,000/- in each case.
7. Outsourcing for security and upkeep of premises, ardens and engagement of Drivers/Plumbers/Moth Examinars/ cocoon/yarn testers upto Rs.5,00,000/- per annum per case.
8. Quality certification system, certification auditing covering both system certification and product certification upto Rs.1,00,000 per case.
9. Hiring of vehicles/ Scientific equipments – upto Rs.50,000/- per single work order.
10. Payments of misc. expenditure not listed above Rs. 5,000/- per case.
11. Purchase of assets like tools, plants & machineries up to Rs.3,00,000/- per single work order.
12. Purchase of vehicles up : NIL.
13. New Civil works upto 5.00 lakh per single order.
- 14.

Disciplinary powers delegated to the Director of the Institute.

1. On the 133rd Meeting of the Board held at Bangalore on 15.02.2017 following delegations to the Director has been approved & proposed.(a) Additional disciplinary powers to the Director of the Board's Research Institutes / Stations. As per the latest approval of the Board, the Directors of the Board's Research Institutes / Stations will henceforth function as Disciplinary Authorities for initiating major penalty proceedings against officials from the rank of Safaiwala up to the rank of Superintendent and against officials holding equivalent ranks and for imposing any of the penalties as prescribed under the CCS (CCA) Rules, 1965 on them. The existing disciplinary powers vested with the Directors of the Board's Research Institutes / Stations for initiating minor penalty proceedings against officials up to the rank of Deputy Director shall stand.

While delegating the disciplinary power to the Director Central Silk Board has suggested to ensure that all the procedures prescribed under CCS (CCA) rules 1965 are strictly adhered to while handling disciplinary cases of all important communications addressed to the delinquent officials viz. charge sheet/statement of imputations orders of appointment of Enquiry Officer / Presiding Officer, Forwardal letter of enquiry report & final order imposing penalties are issued under the signature of Director i.e. disciplinary authority only, under intimation to Central Office. Officers who have sense of balance and knowledge of rules alone should be appointed as Enquiry Officer / Presenting Officer.

As stated on the forgoing paras, the Director of the Institute have been delegated with the power to transfer of group C & D staff within the units coming under the jurisdiction keeping in view the following aspects:-

1. The Director may effect transfers of Staff group C & D within the units coming under their jurisdiction provided the official have completed 3 years stay at their place of posting as stipulated in the transfer policy.
2. The Director should not effect transfers just because the officials have completed 3 years stay in a place unless his transfer is warranted.
3. The Director should not effect any transfer involving transfer of posts along with, without prior approval of the Central Office.
4. The Director should also not effect any pre-mature transfer with less than 3 years stay without prior approval of Central Office.
5. Group D officials should not ordinarily be transferred except on their own request.

SCIENTIST-D:

1. Overall planning, monitoring and coordination of the activities of different sections under his Division.
2. Evaluation and Guiding the Research / Development activities of different sections under his Division including formulation of new research projects of different sections.
3. Assistance to the Director in research monitoring co-ordination and evaluation of research projects and programmes.
4. Planning, monitoring and coordination of different training programmes, extension activities of the institute and its nested units.
5. Monitoring of Transfer of Technology (TOT) and Technology Assessment and Refinement (TAR) programmes.
6. Coordination, communication and correspondence with different CSB units, Central office, DOS's, 'Universities and Institutes'.
7. Regular interaction with the farmers, reelers, NGO's, KVK's etc.
8. Organizing Resham Krishi Mela.
9. Teaching as faculty members in different structured, non-structured and special training courses, conducting examinations and evaluations.
10. Assistance to the Director in research, administration and implementation of different programmes.

SCIENTIST-C:

Monitoring and guiding the activities of:

1. Compilation and preparation of Annual Action Plan, Annual Research and Administrative reports.
2. Compilation and preparation of Quarterly, Half-Yearly and Yearly Reports.
3. Organization of different research review meetings like Research Council (RC), Research Advisory Committee (RAC), Extension Officers' Meeting (EOM) and other meetings related to Research, seminars & Developmental activities as and when required.
4. Preparation of meeting proceedings, follow up action of different meetings related to R&D activities of the Institute and presentation of research progress reports.
5. Coordination, communication and correspondence with different CSB units, Central office, DOS's, 'Universities and Institutes'.
6. Guiding the Research / Development activities including formulation of new research projects of the concerned section.
7. Supervision of extension activities of the institute and different nested units.

8. Supervision of Transfer of Technology (TOT) and Technology Assessment and Refinement (TAR) programmes.
9. Coordination, communication and correspondence with different CSB units, Central office, DOS's, 'Universities and Institutes'.
10. Organizing Resham Krishi Mela.
11. Teaching as faculty members in different structured, non-structured and special training courses, conducting examinations and evaluations.
12. Assistance to the Joint Directors and Director in research monitoring, coordination and evaluation of projects and programme.
13. Conducting meeting, seminars and administrative works as per need of the Institute.
14. Monitoring of patent related activities.
15. Implementation of Official Language.

SCIENTIST-B:

1. Formulation and implementation of research, developmental and survey based projects.
2. Statistical analyses of experimental, developmental and survey based data.
3. Compilation, preparation and implementation of Annual Action Plan.
4. Compilation, preparation and implementation of Quarterly, Half-Yearly, Yearly and Annual Reports.
5. Assisting in organizing different research review meetings like RC, RAC, EOM etc.
6. Preparation of meeting proceedings, follow up actions of recommendations of different meetings related to R&D activities.
7. Assisting in Coordination, communication and correspondence with different CSB units, Central office, DOS's, 'Universities and Institutes'.
8. Implementing Transfer of Technology (TOT) programme and Technology Assessment and Refinement (TAR) programme.
9. Teaching as faculty members in different structured, non-structured and special training courses, conducting of examinations and evaluations.
10. Assisting in organizing Resham Krishi Mela.
11. Correspondence relating to Patent related activities.
12. Noting and drafting of letters, proposals etc. as directed and guided.
13. Implementation of Office language relating to concerned sections.

ASSISTANT DIRECTOR (A&A):

1. Being the Section Officer, they have been delegated with certain Administrative & Financial powers.
2. In absence of Deputy Director (A&A), they may exercise the financial powers vested with Deputy Director (A&A) subject to ratification by the concerned Officer.
3. Sanction of leave, increment of the staff below their own level.
4. Making routine correspondence with Central Office and other offices.
5. Attestation of Service Book for all categories of Officers & Staff.
6. Issue of Identity cards for the staff below their own level after obtaining approval of the Competent Authority.

ASSISTANT DIRECTOR (OL):

1. The translation work from English to Hindi and vice versa and vetting there of.

2. To acquaint the officers and staff of the concerned departments with the provisions of the O.L. act.
3. To ensure proper compliance of the provisions of the O.L. Act and the orders pertaining to Hindi Teaching scheme and Official language policy.
4. To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Official Language Department through proper channel.
5. Organizing official language implementation committee meeting during each and every quarter as well as Hindi Workshop from time to time.

SUPERINTENDENT:

1. Supervising staff of the Section.
2. The work involves distribution of dak among the Dealing Assistants working in the Section, checking of Assistants Diary, scrutiny of the files put up by the Dealing Assistants with reference to Rules and offer comments and coordination of work of all Dealing Assistants working in the Section.
3. Disposal of files at his / her level as per delegation of powers.
4. To supervise the work of Dealing Assistants and guide them and enforce punctuality and discipline.
5. To check whether all facts, statements are correct, point out the mistakes / missing data, draw attention to the statutory or customary procedure and point out the relevant law and rules.
6. Furnish other relevant data / information available in the Section, draw attention of any precedents, evaluate relevant data and information and suggest, where possible, alternative course of action for consideration.
7. Maintenance of Casual Leave Account of the staff of the Section.
8. Maintenance of Record Room files.
9. Monitoring of implementation of Official Language.
10. Monitoring RTI issues

SENIOR TRANSLATOR (HINDI)

1. Translation from English to Hindi and vice versa.
2. Implementation of Raj Bhasha.
3. Maintenance and presentation of files of Hindi Section.
4. Organise Monthly, quarterly and yearly meeting of Raj Bhasha.
5. To assist the Assistant Director (O/L).
6. Attended meeting in the different office in connection to Raj Bhasha.

ASSISTANT SUPERINTENDENT (ADMN.)

1. Preparation of drafts where necessary and issue the same after approval by the concerned Officers and take further action of despatch and keep records relating to the issue of such communication.
2. Follow proper filing system and keep files in an orderly manner for easy reference.
3. Maintenance of reminder diary, etc.
4. To go through the receipts and separate urgent receipts from the rest, enter in the Assistant Diary, deal with urgent receipts first and put up the case to the higher Officers.
5. Receipt of dak, examine the issue in relation to the Rules governing the subject and suggest appropriate action.

6. Maintenance of files relating to the activities of the Section as per work allocation order.
7. Preparation of Notes on the subject dealt in the Section, marking the receipts, preparation of running summary of facts.
8. Follow docketing system i.e. keep the files numbers for early references, linking files, etc.
9. Put up earlier references of the case, any precedents in taking a particular decision.

UPPER DIVISION CLERK

1. Receipt of dak
2. Maintenance of files
3. Examination and scrutiny of papers received with reference to Rules.
4. Submission of files with comments to Section In-charge
5. Other work assigned by the concerned Section Head.

LOWER DIVISION CLERK

1. Typing
2. Diarising of papers
3. Despatch of letters
4. FAX Operation
5. Other work assigned by the concerned Section Head.

STENOGRAPHER GR.I/ STENOGRAPHER GR.II

1. Taking dictation and transcription apart from typing.
2. Attending important Meetings and preparation of verbatim reports.
3. Maintenance of Engagement Diaries.
4. Preparation of tour programme.
5. Fixing of appointments.
6. Attending to phone calls of the concerned Officers.
7. Any other work assigned by the concerned Officer.

ASSISTANT DIRECTOR (COMPUTER)

1. Systems analysis
2. System design
3. Software development
4. Computerization
5. Computer applications
6. Computer maintenance

SR. TECHNICAL ASSISTANT (SELECTION GRADE):

1. Microscopic examination of moths
2. Preparation of Technical Reports and compilation of technical data
3. Organising Transfer of technology.
4. Coordination of pest management
5. Coordination of training programmes of farmers

6. Labour supervision and management
7. Farm Management
8. Basic stock maintenance at P4
9. Maintenance of technical files/records pertaining to rearing
10. Compilation and preparation of monthly, quarterly and annual reports

TECHNICAL ASSISTANT:

1. Assisting in-charge Officers in organizing Field Days, Group Discussions, Film Shows, etc. with farmers
2. Compilation and forwardal of primary data from the Field
3. Feedback information on various aspects /constraints in tasar development
4. Assisting scientific personnel, demonstration of package of practices for application of research findings in the field, assisting in conducting training programmes and attending to the extension activities to educate farmers in new technologies.
5. Collection of primary data on farmers, infrastructure status of tasar, DFLs requirement and other information to plan improvement of tasar in the given area.
6. Responsible for transfer of technologies identified for the area/supervision of farmers by using the extension tool and providing feedback on technologies, assisting the farmers in improving the production and productivity of mulberry and silkworm by way of application of quality inputs, specific disinfectants, technologies and absorption of relevant farmers.
7. Garden management
8. Monitoring the schedules of cultural operations including input application, Making available the silkworm DFLs as per the requirements.
9. Supervision of work carried out by the Farm Workers.
10. Rearing of silkworms.
11. Data compilation pertaining to the Centre on various activities.
12. Maintenance of technical files/ records.
13. Basic Seed Production/ Commercial Seed Production which includes, pairing, de-pairing, attending to emergence etc.
14. Assisting farmers in improving production and productivity/ crop inspections/ feed back on technology.

FIELD ASSISTANT:

- Duties and responsibilities are more or less as prescribed for the post of Technical Assistant

Sr. ARTIST:

1. Visualisation / preparation of art work, designs, layout for all publications and preparation of logos.
2. Liaison with Press during printing of publications.

STAFF CAR DRIVER (GRADE-I)

- Driving and maintenance of vehicles and Log Books.

TECHNICIAN:

Attending to the work like operating Gestetner Machine, Boilers, Plumbing, operating Pump, Wiring, Carpentry, Mason work, Electrical work, etc. depending upon their trade.

ASSISTANT TECHNICIAN:

- Attending to the work like operating Gestetner Machine, Carpentry, Mason work, Wiring, Assisting Artist, Plumbing, Reeling / Spinning, Weaving, Rearing, Daftary, Driving Power Tiller, etc. depending upon their trade.

MULTI TASKING STAFF

1. Identification of files meant for different sections and carryout inter sectional movement of files.
2. Dusting /Cleaning of tables/Chairs of the officers/Staff and other Office equipments like computer, Telephone etc.
3. Assisting the dispatcher for preparation of envelopes. Pasting of postage stamps, affixing address stamps etc.
4. Hand delivery of letters to the local Offices and booking of Air parcels.
5. Booking Registered letters /Speed post/Courier
6. Visiting nearby units for hand delivery of urgent letters/ records etc.
7. Attending work connected with payment of telephone/water/ Electricity bills. Where necessary, assisting cashier, accompanying cashier to the Bank and collection of DDs/ Pay orders etc from Bank.
8. Screening of visitors coming to meet senior Officers and guide them to the concerned officer after ascertaining the purpose of the visit.
9. Distribution of Dak and official communication to the staff after obtaining their signatures in the register.
10. Display of notices/ Circulars on the Notice Board as also circulation among the staff. Booking of Air/Train /Bus tickets to the Officers and staff for official visits to out stations.
11. Shifting of office furnitures.
12. Serving Coffee/Tea and lunch /Snacks in the meetings.
13. Getting photo copies and set making , stitching of files.
14. Responsible for overall security and safety of the office/ stations and performing watch and ward duties.
15. Safeguarding the properties/ records etc of the office.
16. Restricting the movement of public and visitors to the office premises.
17. To note down the registration numbers of vehicles entering and leaving the office premises including the time of arrival and departure.
18. Checking the items / materials/equipments/Stationary items with reference to Bills/Invoices before entry into the office premises or before they are taken out of the office premises.
19. Issuing gate pass to the outsiders for the purpose of their entry into the office premises and to collect back the same duly signed by the concerned officer visited before allowing the visitor to move out.
20. Reporting promptly to the Officer-in-charge with regard to any untoward incident occurred in the premises while on duty for appropriate action.
21. Attending to Telephone calls before and after office hours/ holidays and pass on important and urgent messages received to the Officer-in-charge/ Senior Officers depending upon requirement.
22. Sweeping and cleaning of entire area of Office premises.

23. Cleaning of bathrooms/ Toilets of the office with disinfectants and maintain cleanliness.
24. Spraying of insecticides so as to prevent cockroaches/Silver fish/white ants etc. from attacking office records / furniture.
25. Cleaning ceiling fans/ Pedestal fans and other fixtures provided in the office premises and maintain cleanliness.

Any other duties assigned by the officer –in-charge from time to time.

ITEM NO. 3. 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 Audit of Accounts as well as technical matters of the Institute on yearly basis.

ITEM NO. 4: The norms set by it for the discharge of its functions, employment of labourers etc.

With regard to research activities and 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, administrative works 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

ITEM NO.5: The rules, regulations, instructions, manuals and records held under its control for used by its employees for discharging its function.

Administrative Part:

The rules, regulations, instructions, manuals and records, held by it or under its control are used by its employees for discharging its functions are the Government of India Rules adopted by the Board, such as FRSR, GFR, CCS (CCA) Rules, CCS (Conduct) Rules, CCS (Leave) Rules, Pension Rules, GPF Rules, General Rules, T.A. Rules, LTC Rules, Rules for Children Education allowance, House building advance, Recruitment rules

etc. As far as recruitment of Labourers are concerned the rules framed by Central Silk Board is followed. Rules for interest subsidy of Housing loans are also followed.

Scientific and Technical Part:

As regards technical / scientific matters, all the published, unpublished data relating to projects, Annual reports etc. and data relating to routine work are the property of the Institute. Hence, those are preserved in the Institute and are subject to accessible to public.

ITEM NO. 6. 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 data and lease deed etc. are maintained by this Institute.

ITEM NO. 7. 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.

ITEM NO. 8. 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, 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 RAC, we keep representative of tasar farmers and reelers to focus their requirement.

ITEM NO. 9. Directory of Scientist/Officers and staff of CTR&TI, Ranchi and nested units

#	EMPLOYEE NUMBER	NAME	DESIGNATION
		SCIENTIFIC STAFF	
1.	4315	Dr. N.B. Chowdary	Director
2.	5177	Dr. Shantakar Giri	Scientist-D
3.	5358	Mrs. Susmita Das	Scientist-D
4.	5659	Dr. Kambeer Jena	Scientist-D
5.	5641	Dr. Vishal Mittal	Scientist-D
6.	5786	Dr. D. Immanuel Gilwax Prabhu	Scientist-D

7.	5811	Dr. Md. Muzeruddin Baig	Scientist-D
8.	5679	Dr. Harendra Yadav	Scientist-C
9.	5987	Dr. Hanamant Gadad	Scientist-C
10.	5993	Dr. Aparna Kopparapu	Scientist-C
11.	6036	Dr. Deepika Kumar Umesh	Scientist-C
12.	6124	Dr. Divya Rajawat	Scientist-B
13.	6086	Dr. Nidhi Sukhija	Scientist-B
14.	6121	Dr. Shreenath Y.S.	Scientist-B
15.	6070	Shri Haragopal Dutta	Scientist-B
16.	6047	Shri Ashu Kumar	Scientist-B (R & S)

ADMINISTRATIVE, TECHNICAL & OTHER STAFF

1	5622	Shri P.K. Mohapatra	Asst. Director (Comp.)
2	3353	Shri S.K. Singh	Asst. Director (A & A)
3	5735	Shri Subramanian V.	Asst. Director (A & A)
4	5417	Shri Sunil Kr.P.	Asst. Director (OL)
5	4124	Shri Suhail Akhtar	Superintendent (A)
6	3986	Shri Shambhu Nath Mishra	Superintendent(A)
7	4606	Shri Madhusudan Kumar	Superintendent(A)
8	1679	Shri Umesh J. Kujur	Superintendent (A)
9	6130	Ms. Anjali Sharma	Junior Translator (H)
1	4036	Md. Qumrul Hoda	Asstt. Sutdt.(A)
1	4386	Shri Dukhabandhu Mishra	Asstt. Sutdt.(A)
1	5197	Shri Satyendra Kumar	Asstt. Sutdt.(A)
1	5209	Shri Ravi Ranjan Kumar	Asstt. Sutdt.(A)
1	5253	Shri Vinod M. Khadse	Asstt. Sutdt.(A)
1	6196	Shri Prakash Kumar	Asstt. Sutdt.(A)
1	5298	Shri Mata Prasad	Asstt. Sutdt.(A)
1	5566	Shri Ganga Ram Biruli	Asstt. Sutdt.(A)
1	3447	Shri Matiuas Xalxo	Sr. Technical Assistant
1	4188	Shri Vishnu Dayal Mahto	Sr. Technical Assistant
2	4499	Shri Suresh Ram Mochi	Sr. Technical Assistant
2	4507	Shri Pramod Kumar Dubey	Sr. Technical Assistant
2	4571	Shri Inder Ram Mahto	Sr. Technical Assistant
2	4215	Shri Baidynath Mishra	Sr. Technical Assistant
2	4932	Shri Ranjani Ranjan	Sr. Technical Assistant
2	5340	Shri Sikandar Ravidas	Hindi Steno. Grade-I
2	6134	Ms. Pallavi Gupta	Junior Engineer (E)
2	5469	Smt. Sindhu Kumari (Devi)	Upper Division Clerk
2	5519	Shri Ajay Kumar Tiwary	Upper Division Clerk
2	5648	Shri Pradeep Tirkey	Upper Division Clerk
3	5730	Smt. Soni Khalkho	Upper Division Clerk
3	6195	Shri Rakesh Kumar	Upper Division Clerk
3	4064	Mr. Asim Kumar Nag	Staff Car Driver (Gr. I)
3	5933	Shri Malay Mandal	Field Assistant
3	5899	Mr. Babusona Mondal	Field Assistant
3	6059	Smt. Sarita Devi (Trainee)	Trainee

3	3560	Shri Binod Sah	Technician
3	3561	Shri Gorathy Grace Khalxo	Assistant Technician
3	3329	Shri Yogendra Mishra	Multi Tasking Staff
3	5525	Smt. Koshila Devi	Multi Tasking Staff
4	5757	Smt. Reeta Kumari	Multi Tasking Staff

P4 Tasar Breeding Station, Chakradharpur (Jharkhand)

1	4216	Shri Tapas Kr. Ghosh	Sr. Technical Assistant
2	5677	Smt. Vimla Devi	Multi Tasking Staff

REC, Kapistha (West Bengal)

1	5600	Shri Soumen Kumar Dey	Multi Tasking Staff
---	------	-----------------------	---------------------

REC, Palampur (H.P.)

1	3971	Shri Krishan Kumar	Sr. Technical Assistant
2	3970	Smt. Seema Jalali	Sr. Technical Assistant
3	5328	Shri Hilal Ahmed Teli	Sr. Technical Assistant
4	5687	Shri Pawan	Assistant Technician

REC, Champa

1	04199	Shri Arvind Kr. Sharma	Senior Technical Assistant
2	04224	Shri Rajendra Purohit	Sr. Technical Assistant
3	05916	Shri Ashok Kumar Yadav	Field Assistant
4	04963	Shri Balwant Kumar Chouhan	M.T.S.

RSRS, Jagdalpur

1	4163	Shri Sunil Kumar Misro	Scientist- D
2	4076	Shri Sunil Kumar Parichha	Sr. Technical Assistant
3	4630	Shri Lekhu Ram Sahu	Assistant Technician
4	5017	Shri Mangal Ram Nag	M.T.S.
5	5502	Smt. M.Puspa	M.T.S.
6	5751	Smt. Basanti Kashyap	M.T.S.

RSRS, Bhandara

1	5843	Shri Raut Rupa Keshav	Field Assistant
---	------	-----------------------	-----------------

RSRS, Warangal

1	6031	Dr.(Smt.) K.Rajitha	Scientist-C
2	4796	Shri Sethulakshmipathi Naidu Nagari	Driver
3	5439	Shri B.Sadanandam	M.T.S.
4	5758	Smt. Yakub Bee,	M.T.S.
5	5715	Smt. G.Samba lakshmi	M.T.S.

RSRS, Bhimtal

1	4660	Shri Atindra Singh Verma	Scientist-D
2	6034	Dr. Divya Singh	Scientist-C
3	5327	Md. Amin Malla,	Sr. Technical Assistant
4	5561	Shri Vivek Chandra Fuloria	Sr. Technical Assistant

RSRS, Dumka

1	4191	Shri Prabir Kumar Gorain	Sr. Technical Assistant
2	5839	Shri Shivnandan Sharma	Field Assistant
3	3674	Shri Saheo Prasad Das	Staff Car Driver
4	5576	Shri Jai narayan Choudhari	M.T.S.
5	5727	Smt. Maku Soren	M.T.S.

RSRS, Baripada

1	4942	Smt. Bharati Sahani	Senior Technical Assistant
2	3450	Shri Benudhar Patnaik	Senior Technical Assistant

RMB, Chaibasa

1	3499	Shri Ram Mohan Pramanik,	Astt.Secretary(Tech.)
2	3975	Shri B.N.Singh	Astt. Supdt(Admn)
3	4695	Shri Birbal Pan	Astt. Supdt(Admn)
4	3483	Shri Arvind Kr.Singh Munda	Senior Technical Assistant
5	5508	Shri Anal Kumar Suren	Senior Technical Assistant
6	5202	Shri Kullu Leyangi,	M.T.S.

ITEM NO. 10. The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations

LIST OF OFFICERS AND STAFF MEMBERS OF CENTRAL TASAR RESEARCH AND TRAINING INSTITUTE, CENTRAL SILK BOARD, RANCHI (JHARKHAND) (upto April 2025)

Sl. No	Emp. No.	Name	Designation	Level	Basic Pay Rs.
1.	4315	Dr. N.B. Chowdary	Director	13	130600
2.	5177	Dr.Shantakar Giri	Scientist-D	12	1115800
3.	5358	Mrs. Susmita Das	Scientist-D	12	115800
4.	5659	Dr. Kambeer Jena	Scientist-D	12	96900
5.	5641	Dr. Vishal Mittal	Scientist-D	12	94100
6.	5811	Dr. Md. M. Baig (study tour to Japan)	Scientist-D	12	81200
7.	5786	Dr. D. Immanual Gilwax Prabhu	Scientist-C	11	83600
8.	5679	Dr. Harendra Yadav	Scientist-C	11	85800
9.	5987	Dr. Hanamant Gadad	Scientist-C	11	74000
10	5993	Dr.Aparna Kopparapu	Scientist-C	11	74000
11	6036	Dr. Deepika Kumar Umesh	Scientist-C	11	74000
12	6124	Dr. Divya Rajawat	Scientist-B	10	57800
13	6086	Ms. Nidhi Sukhija	Scientist-B	10	57800
14	6121	Shri Shreenath Y.S.	Scientist-B	10	57800

15	6070	Shri Haragopal Dutta	Scientist-B	10	57800
16	6047	Shri Ashu Kumar	Scientist-B (R&S)	10	59500

ADMINISTRATIVE, TECHNICAL & OTHER STAFF

1.	5622	Shri P.K. Mohapatra	Assistant Director (Comp.)	10	83300
2.	3353	Shri Sarewsh Kumar Singh	Assistant Director (Admn.)	10	80000
3.	5417	Shri Sunil Kumar P.	Assistant Director (OL)	10	90000
4.	5735	V.Subramanian	Assistant Director (Admn.)	10	57800
5.	4124	Shri Suhail Akhtar	Superintendent (Admn.)	8	74300
6.	3986	Shri Shambhu Nath Mishra	Superintendent (Admn.)	8	74300
7.	4606	Shri Madhusudan Kumar	Superintendent (Admn.)	8	74300
8.	1679	Shri Umesh J.Kujur	Superintendent (Admn.)	7	55200
9.	3447	Shri Matiuas Xalxo	Senior Technical Assistant	7	70000
10.	4188	Shri Vishnu Dayal Mahto	Senior Technical Assistant	7	66000
11.	4507	Shri Pramod Kumar Dubey	Senior Technical Assistant	7	66000
12.	4499	Shri Suresh Ram Mochi	Senior Technical Assistant	7	66000
13.	4571	Shri Inder Ram Mahto	Senior Technical Assistant	7	66000
14.	4215	Shri Baidynath Mishra	Senior Technical Assistant	7	66000
15.	4932	Shri Ranjani Ranjan	Senior Technical Assistant	7	66000
16.	5340	Shri Sikandar Ravidas	Stenographer (Gr.I)	7	68000
17.	4036	Md. Qumrul Hoda	Asstt. Superintendent (Admn.)	7	55200
18.	6130	Smt. Anjali Sharma	Jr. Translator (Hindi)	6	36500
19.	4386	Shri Dukhbandhu Mishra	Asstt. Superintendent (Admn.)	6	53600
20.	5197	Shri Satyendra Kumar	Asstt. Superintendent (Admn.)	6	52000
21.	5209	Shri Ravi Ranjan Kumar	Asstt. Superintendent (Admn.)	6	52000
22.	5253	Shri V.Madhukar Rao Khadse	Asstt. Superintendent (Admn.)	6	52000
23.	6196	Prakash Kumar	Assistant Superintendent(A)	5	36500

24.	5298	Shri Mata Prasad	Asstt. Superintendent (Admn.)	5	49000
25.	5566	Shri Ganga Ram Biruli	Asstt. Superintendent (Admn.)	5	35300
26.	6134	Ms. Pallavi Gupta	Junior Engineer (E)	6	36500
27.	5469	Smt. Sindhu Kumari (Devi)	Upper Division Clerk	5	42800
28.	5519	Shri Ajay Kumar Tiwary	Upper Division Clerk	4	41600
29.	5648	Shri Pradeep Tirkey	Upper Division Clerk	4	32300
30.	5730	Smt. Soni Khalkho	Upper Division Clerk	4	30600
31.	6195	Rakesh Kumar	Upper Division Clerk	4	26300
32.	4064	Mr. Asim Kumar Nag	Staff Car Driver (Gr. I)	6	55200
33.	5933	Shri Malay Mandal	Field Assistant	3	27600
34.	5899	Mr. Babusona Mondal	Field Assistant	3	27600
35.	6059	Smt. Sarita Devi	Trainee	1	19100
36.	3560	Shri Binod Sah	Technician	4	44800
37.	3561	Smt. Gorathy Grace Khalxo	Assistant Technician	4	44800
38.	3329	Shri Yogendra Mishra	Multi Tasking Staff	4	43500
39.	5525	Smt. Koshila Devi	Multi Tasking Staff	2	36100
40.	5757	Smt. Reeta Kumari	Multi Tasking Staff	2	25200

P4 Tasar Breeding Station, Chakradharpur (Jharkhand)

1	4216	Shri Tapas Kr. Ghosh	Senior Technical Assistant	7	66000
2	5677	Smt. Vimla Devi	Multi Tasking Staff	2	26000

REC, Kapistha (West Bengal)

1	5600	Shri Soumen Kumar Dey	Multi Tasking Staff	2	33000
---	------	-----------------------	---------------------	---	-------

REC, Palampur (H.P.)

1	3971	Shri Krishan Kumar	Senior Technical Assistant	7	66000
---	------	--------------------	----------------------------	---	-------

2	3970	Smt. Seema Jalali	Senior Technical Assistant	7	66000
3	5328	Shri Hilal Ahmed Teli	Senior Technical Assistant	6	58600
4	5687	Shri Pawan	Assistant Technician	2	28400

REC, Champa

1	04199	Shri Arvind Kr. Sharma	Senior Technical Assistant	7	66000
2	04224	Shri Rajendra Purohit	Senior Technical Assistant	7	66000
3	05916	Shri Ashok Kumar Yadav	Field Assistant	3	27600
4	04963	Shri Balwant Kumar Chouhan	M.T.S.	2	34000

RSRS, Jagdalpur

1	4163	Shri Sunil Kumar Misro	Scientist- D	12	119300
2	4076	Shri Sunil Kumar Parichha	Senior Technical Assistant	7	66000
3	4630	Shri Lekhu Ram Sahu	Assistant Technician		44800
4	5017	Shri Mangal Ram Nag	M.T.S.	3	43500
5	5502	Smt. M.Puspa	M.T.S.	2	36100
6	5751	Smt. Basanti Kashyap	M.T.S.	2	24500

RSRS, Bhandara

1	5843	Shri Raut Rupa Keshav	Field Assistant	3	28400
---	------	-----------------------	-----------------	---	--------------

RSRS, Warangal

1	6031	Dr.(Smt.) K.Rajitha	Scientist - C	11	74000
2	4796	Shri S. Naidu Nagari	Driver	6	53600
3	5439	Shri B.Sadanandam	M.T.S.	2	37200
4	5758	Smt. Yakub Bee	M.T.S.	2	23500
5	5715	G. Sambalakshmi	M.T.S.	2	27600

RSRS, Bhimtal

1	4660	Shri Atindra Singh Verma	Scientist-D	12	122900
	6034	Dr. Divya Singh	Scientist-C	11	74000
2	5327	Md. Amin Malla	Senior Technical Assistant	7	60400
3	5561	Shri Vivek Chandra Fuloria	Senior Technical Assistant	7	56900

RSRS, Dumka

1	4191	Shri Prabir Kumar Gorain	Senior Technical Assistant	7	66000
2	5839	Shri Shivnandan Sharma	Field Assistant	3	28400
3	6192	Shivam Kumar	Upper Division Clerk	4	26300
4	5576	Shri Jai Narayan Choudhari	M.T.S.	2	34000
5	5727	Smt.Maku Soren	M.T.S.	1	23500

RSRS, Baripada

1	4942	Smt. Bharati Sahani	Senior Technical Assistant	7	66000
2	3450	Shri Benudhar Patnaik	Senior Technical Assistant	7	70000

RMB, Chaibasa

1	3499	Shri Ram Mohan Pramanik	Assitant Secretary(Tech,)	10	91100
2	3975	Shri B.N.Singh	Astt. Supdt(Admn)	7	53600
3	4695	Shri Birbal Pan	Astt. Supdt(Admn)	7	53600
4	3483	Shri Arvind Kr.Singh Munda	Senior Technical Assistant	7	70000
5	5508	Shri Anal Kumar Suren	Senior Technical Assistant	7	58600
6	5202	Shri Kullu Leyangi	M.T.S.	3	41000

ITEM NO 11 : This Institute is composed of its Main Institute and attached field units

The Budget Estimate 2024-25 communicated by Central Office are indicated below:-

Salary (Rs. In Lakhs)	Plan (Rs. In lakhs)	Total (Rs. In lakhs)

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

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

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. 13. Particulars of recipients of concessions permits or authorizations granted by it.

Not applicable

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.ctrti.res.in” for displaying information pertaining to this Institute and display, 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 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.

Dr. N.B. Chowdary, Director of this Institute has been designated as Central Public Information Officer and Shri Sarwesh Kumar Singh Assistant Director (A&A) has been designated as A.P.I.O to 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.