

RTI Proactive Disclosure under Section 4(1)(b) of the RTI Act

1. The particulars of the organisation, functions and duties

Name and address of organization:

ICAR -Agricultural Technology Application Research Institute - Zone – X (ICAR-ATARI, Zone-X)
Indian Council of Agricultural Research (ICAR)
CRIDA Campus, Santosh Nagar, Hyderabad – 500059
Telephone: 040-24006500, 24530300, 24006501 Telefax: 24533543
E-mail: zcu5hyd@gmail.com, atari.hyderabad@icar.gov.in

Head of organization

Dr. Y.G.Prasad
Director, ICAR-ATARI (Zone – X)
Indian Council of Agricultural Research
CRIDA Campus, Santosh Nagar, Hyderabad – 500059

Telephone:

040-24530300, 24006500,24006501 Telefax: 24533543
E-mail: zcu5hyd@gmail.com, atari.hyderabad@icar.gov.in

Key objectives functions and duties

Mandate

1. Coordination and monitoring of technology application and Frontline Extension Education Programs
2. Strengthening Agricultural Extension Research and Knowledge Management

The ICAR-ATARI, Hyderabad functions under the administrative control of Division of Agricultural Extension of ICAR headed by the Deputy Director General (Agricultural Extension). The ATARI is headed by the Director who is assisted by the Principal Scientists, Senior Scientists, technical, administrative and supporting staff. The requisite infrastructure for the smooth functioning of ATARI was built in the same premises as ICAR- Central Research Institute for Dryland Agriculture (CRIDA), Santoshnagar, Hyderabad.

Objectives

Commensurate with the mandate,the following objectives are set for ICAR- ATARI:

- To formulate, implement, monitor and evaluate strategies on technology assessment, refinement and demonstration programme of the Council in the zone.
- To initiate, plan, coordinate and execute the extension research to support and improve technology dissemination system.

- To link KVK efforts to strengthen extension approaches viz. consortium, convergence, public-private partnership, farmer-led and market-lead extension in their respective regions.
- To coordinate the work relating to transfer of technology programme of various agencies such as agricultural universities, ICAR institutes, state and central govt. agencies, financial institutions, affiliated agriculture and home science colleges, voluntary agencies and the transfer of technology centers in their respective regions.
- To serve as feedback mechanism for technology generations system.

Krishi Vigyan Kendra

74 KVKs in the states of Telangana, Andhra Pradesh, Tamil Nadu and Puducherry are being coordinated by ICAR ATARI-Zone X, Hyderabad

State	No. of rural districts	No. of KVKs					Total KVKs
		SAU	NGO	ICAR	DU	SDA	
Andhra Pradesh	13	18	4	2	-	-	24
Telangana	9*	10	5	1	-	-	16
Tamil Nadu	30	19	11	-	2	-	32
Puducherry	3	-	-	-	-	2	2
TOTAL	55	47	20	3	2	3	74

*Reorganized by state government into 30 rural districts; 16 new districts having KVKs while 14 new districts are without KVKs in Telangana

Mandate of KVKs:

- 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 farmer's fields.
- Capacity development of farmers and extension personnel to update their knowledge and skills in frontier agricultural technologies and enterprises.
- Work as Knowledge and Resource Centre for improving overall agricultural economy in the operational area.

2. The powers and duties of its officers and employees

Scientific

- Director: Dr. Y.G. Prasad
- Principal scientist: Dr. K. Dattatri
- Principal scientist: Dr. Chari Appaji
- Principal scientist: Dr. J.V. Prasad
- Scientist: Ms. B Malathi

Administration

- Asst. Admn. Officer : Mr. V.V. Ramana
- Asst. Finance and accounts officer: Mr. S. Balakamesh
- Assistant: Mr P. Venketesh
- LDC: Mrs. N. Archana
- LDC: Mrs. G. Navneeta
- LDC: Mr. N. Vijay Kumar

Technical staff: Mr. M. Sadanand (Driver)

Support staff: Mrs. K. Subbalakshmi

3. The procedure followed in the decision making process, including channels of supervision and accountability

ICAR-ATARI, Zone-X, Hyderabad is a unit of Indian Council of Agricultural Research (ICAR). Director of the Institute shall exercise the powers for functioning as delegated by the Governing Body or any authority of ICAR. Powers are delegated to the Director vide letter No.F.11(4)/75-Cdn.(A&A) dt. 01.04.1977 and modified vide order No. 6-2/90-Cdn(A&A) dt. 04.02.1993, 28.05.1993 and 29.03.1994 and OO No.6-3/92-Cdn (A&A) dt. 28.07.1992.

The procedure indicating in Manual of Office Procedure (MOP) for decision making is complied within the Indian Council of Agricultural Research. Accordingly, Assistant Administrative Officer and Asst finance and accounts officer take action with the help of staff (Assistant and LDC) posted in their Section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The AAO/AF&AO disposes cases at their level for which they are empowered and submits the file to the Director of the Institute. Notwithstanding the fact that the Director has the authority to exercise all functional and disciplinary and other powers. He has delegated certain administrative and financial powers to subordinate functionaries and/or individuals.

The final authority in the decision making process rests with the Director and in certain matters, the final authority rests with Director General, ICAR.

4. The norms set by it for the discharge of its functions

The norms are set by the ICAR Headquarters, New Delhi. The various functions carried out by the Institute are detailed in the mission, mandate, and objectives the Institute. Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time. The time schedule for disposing of some of the cases is defined in the relevant rules/instructions

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

ICAR-ATARI, Zone X Hyderabad is a Unit of ICAR, New Delhi. ICAR follows Govt. of India rules mutatis mutandis, besides Agricultural Research Service and Technical Service Rules specially designed for Scientists and Technical Personnel respectively in ICAR. The Institute is governed by the rules and regulations and instructions as followed by ICAR, and is indicated in the manuals and records of ICAR, New Delhi.

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

The files on the subject matters dealt within each section, the rules and procedures published by the Government and the publications of the Department.

Statement of the categories of documents that are held by the authorities and / or under their control

1. Documents relating to service matters
2. Documents relating to general administration
3. Documents relating to vigilance/disciplinary/legal cases
4. Documents relating to recruitment, assessments and promotions of staff
5. Documents relating to purchases, stores and issue
6. Documents relating to payments
7. Documents relating to construction and maintenance works (Civil, Electrical & Mechanical)
8. Documents relating to sponsored and consultancy projects
9. EFC
10. Annual Reports
11. Public Consultation
12. Arrangements for public consultation
13. Service books
14. Purchase related documents
15. Copies of all administrative orders
16. IMC proceedings
17. Technical bulletins

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 Krishi Vigyan Kendras (KVKs) are having the provision of Scientific Advisory Committee (SAC) in which the provision exists for representation and consultation of the public members like progressive farmers, development departments like Agriculture, Animal Husbandry and NABARD etc. In the SAC meeting, the members are consulted to provide input for framing the KVK programmes and review of activities and programmes implemented by the KVKs. Similarly, at the Zonal level, the Zonal Workshop and regional committee meetings for discussing the issues related to KVK functioning and inputs from various stakeholders are taken up in which the members from various State departments, local State level organizations, State Agricultural Universities (SAUs), ICAR Research Institutes, KVK Host Institutions etc. are invited for participation and discussion. Interaction with the public already exists through e-mail and "Contact us" link in the website.

8. A statement of the boards, councils, committees and other bodies constituted

The following are the committees which help the Institute in guiding and implementing its various activities.

- Institute Management Committee
- Research Advisory Committee
- Institute Research Council
- Institute Joint Staff Council

The Composition of these committees is as per the guidelines of ICAR Headquarters, New Delhi. The minutes of the meetings of these committees are accessible to the public on request.

9. Telephone directory of officers and employees of ICAR-ATARI, Zone-X



Institute Contact Nos.
Office No. 040 24006500, 24530300, 23531175
Fax No. 040 24533543

Contact details of ICAR-ATARI, Zone X staff

S.No	Name	Designation	Office	Extn	Residence	Mobile
Scientific Staff						
1.	Dr.Y.G.Prasad	Director	24006501	501	23511849	9490192749
2.	Dr. K.Dattatri	Pr. Scientist	24006502	502	24075559	9849995112
3.	Dr.Chari Appaji	Pr. Scientist	24006503	503	27730010	9347221024
4.	Dr.J.V.Prasad	Pr. Scientist	24006510	510	-	9701708171
5.	Ms.B.Malathi	Scientist	24006508	504	8897847755	9985293352
Administration Staff						
6.	Shri. V. V.Ramana	AAO	24006509	509	-	9704262306 9491413274
7.	Shri. S.Bala Kamesh	AF&AO	24006505	505	24244372	9177413926
8.	Shri .P.Venkatesh	Assistant	24006506	506	-	9848647126
9.	Smt. N.Archana	LDC	24006507	507	-	9989819917
10.	Smt. G.Navneetha	LDC	24006500	500	-	9959800646
11.	Shri. N.Vijay Kumar	LDC	24006505	515	-	9490008184
Technical Staff						
12.	Shri. M.Sadanand	Driver	-	506	-	9652822969
Supporting Staff						
13.	Smt. K.Subbalakshmi	SSS	-	-	-	9000800498
Projects						
14.	Ms.T.Himabindu	SRF	24006504	504	-	9440476284
15.	Ms.B.Vanusha	SRF	24006500	500	-	7842227167
16.	Mr. Ramanjaneya	SRF	24006502	502	-	9177268797
17.	Ms.P.Swapna	SRF	24006500	500	-	7569988932
18.	Mr.K.Srinivas	Young Professional-II	24006507	507	-	9849599613
19.	Ms.M.Sridevi	DEO	24006500	500	-	8332993529
20.	Ms.Sowmya	DEO	24006502	502	-	9963439015
21.	Ms.M.Devi	DEO	24006505	505	-	9398714550
Out sourcing						
22.	Mr.M.Sandeep	Highly Skilled				9705674342
23.	Shri.Srikanth	Driver	-	-	-	9491380177
24.	Smt.S.Kavitha	US	-	514	-	8121726353
25.	Smt.Madhavi	US	-	514	-	9652882686
26.	Smt.Kiran	US	-	-	-	9299856383

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

S.No	Employee Name	Employee no.	Designation	Pay band+ GP	PPb on1-Jul-17	GP on1-Jul-17	Total	Pre revised/ Revised
1	Dr. Y.G.Prasad	0035	Director	PB-4 (Rs 37,400-67,000)+10000	59550	10000	69550.00	Pre revised/6th CPC
2	Dr. Chari Appaji	0031	Principal Scientist	PB-4 (Rs 37,400-67,000)+10000	64730	10000	74730.00	Pre revised/6th CPC
3	Dr.K. Dattatri	0003	Principal Scientist	PB-4 (Rs 37,400-67,000)+10000	64730	10000	74730.00	Pre revised/6th CPC
4	Dr. J.V. Prasad	0033	Principal Scientist.	PB-4 (Rs 37,400-67,000)+10000	59100	10000	69100.00	Pre revised/6th CPC
5	Mrs .B. Malathi	0038	Scientist	PB-3 (Rs 15,600-39,100).+6000	21500	6000	27500.00	Pre revised/6th CPC
6	Mr. S.Bala kamesh	0006	Assistant Finance & Accounts Officer.	PB-2 (Rs 9,300-34,800)+4600.	62200	NA	62200	Revised/ Level 7
7	Mr V.V.Ramana	0010	Assistant Administrative Officer.	PB-2 (Rs 9,300-34,800)+4600	52000	NA	52000	Revised/ Level 7
8	Mr P.Venkatash	0037	Assistant	PB-2 (Rs 9,300-34,800).+4600	46200	NA	46200	Revised/ Level 6
9	Mrs. N.Archana	0013	Lower Division Clerk.	PB-1 (Rs 5,200-20,200)+1900	25200	NA	25200	Revised/ Level 2
10	Mrs. G. Navneetha	0014	Lower Division Clerk.	PB-1 (Rs 5,200-20,200).+1900	24500	NA	24500	Revised/Level 2
11	Mr. N.Vijay Kumar	0015	Lower Division Clerk.	PB-1 (Rs 5,200-20,200)+1900	24500	NA	24500	Revised/ Level 2
12	Mr. M. Sadanand	0011	Sr. Tech. Asst.	PB-2 (Rs 9,300-34,800)+4200	39800	NA	39800	Revised/ Level 6
13	Mrs. K. Subbalakshmi	0012	SSS	PB-1 (Rs 5,200-20,200).+1900	31100	NA	31100	Revised/ Level 2

11. The budget allocated

2017-18	
Plan	Rs. 8010 lakhs

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

There are no subsidy programmes

13. Particulars of recipients of concessions, permits or authorisations granted by it

ICAR-ATARI does not grant any concession, permits or authorizations.

14. Details in respect of the information, available to or held by it, reduced in an electronic form

The information about the various details of the ICAR- ATARI- Zone X are put up on the ATARI Zone X website, <http://www.zpd5hyd.nic.in> Information, put up on the web, is accessible to the public.

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

Details of information available:

The information about the various details of the ICAR- ATARI- Zone X are put up on the ATARI Zone X website, <http://www.zpd5hyd.nic.in>. Information, put up on the web, is accessible to the public.

16. The names, designations and other particulars of the Public Information Officers

1. First Appellant Authority

Dr. Y.G.Prasad

Director

ICAR-ATARI, Hyderabad

CRIDA Campus, Santoshnagar, Hyderabad-500059

Email id: zcu5hyd@gmail.com, atari.hyderabad@icar.gov.in

Mobile No: +91 9490192749

2. CPIO & Nodal Officer

Dr. K.Dattatri

Principal Scientist (Agril. Extension)

ICAR-ATARI, Hyderabad-500059

Email id: koridedattatri@yahoo.co.in

3. **Transparency Officer**

Dr. J.V.Prasad
Principal Scientist (Agril. Entomology)
ICAR-ATARI, Hyderabad-500059
Email id: prasadjil64@gmail.com

4. **Other Officers related to RTI at Institute :APIO**

APIO-1: Shri V.V.Ramana
AAO, ICAR-ATARI, Hyderabad
Email id: zpd5admn@gmail.com

APIO-2: Shri S.BalaKamesh
AF&AO, ICAR-ATARI, Hyderabad
Email id: balakamesh.sista@icar.gov.in

16. Such other information

Works: All major and minor works of the ICAR-ATARI-Zone X are being executed by the Central Public Works Department (CPWD), which is a Government construction agency. Besides, the institute will also keep the notifications for calling quotations available on this Website.

Recruitment

Direct recruitment positions of XII plan are filled through ADRP (Annual Direct Recruitment Plan) approval.

Projected positions which are going to be approved will be taken up for recruitment as per the recruitment rules of ICAR. The same shall be filled by giving wider publicity including display on this Website.

Mode of seeking information:

The relevant provisions of the Act towards charging fee are as under:

1. A request for obtaining information under Sub-section (1) of Section 6 shall be accompanied by an application fee of Rs.10.00 by way of cash against proper receipt or by demand draft in the name of the the "The ICAR Unit A/c ICAR-ATARI-Zone X Hyderabad payable at State bank of India, Edi bazaar branch , Hyderabad at following rates
2. For providing the information under Sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand draft payable to the "The ICAR Unit A/c ICAR-ATARI-Zone-X, Hyderabad payable at State bank of India, Edi bazaar branch , Hyderabad at following rates at following rates:

- a) Rs.2.00 for each page (in A4/A3 size paper) created or copied.
 - b) Actual charge or cost price of a copy in larger size paper.
 - c) Actual cost or price for samples or models; and
 - d) For inspection of records, no fee for first hour; and a fee of Rupees 5.00 for each fifteen minutes (or fraction thereof) thereafter.
- 3 For providing the information under Sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand draft payable to the "The ICAR Unit A/c ICAR-ATARI-Zone X Hyderabad payable at State bank of India, Edi bazaar branch , Hyderabad at following rates:
- a) For information provided on CD Rs.50.00 per CD; and
 - b) For information provided in printed form at the price fixed for such publication or Rs.2.00 per page of photocopy for extracts from the publications.

The payment is required to be dispatched to: Chief Public Information Officer /APIO, NAARM

1. Dr. Y.G.Prasad
Director
ICAR-ATARI, Hyderabad
CRIDA Campus, Santoshnagar, Hyderabad-500059
Email id: zcu5hyd@gmail.com, atari.hyderabad@icar.gov.in
Mobile No: +91 9490192749

2. CPIO & Nodal Officer
Dr. K.Dattatri
Principal Scientist (Agril. Extension)
ICAR-ATARI, Hyderabad
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For more detail regarding RTI, please go through the link www.rtigemateway.org.in