

1. Organization and Function

1.1 Particulars of its organization, functions and duties [Section 4(1)(b)(i)]

(i) **Name and address of the Organization**

ICAR – Central Institute for Research on Buffaloes, Sirsa Road Hisar -125001 (Haryana), India

(ii) **Head of the organization**

Dr. T.K. Datta, Director

(iii) **Vision:**

To develop and propagate high yielding elite buffalo germplasm for quality milk and meat production while retaining inherent draught ability across different regions of the country.

(iv) **Mission:**

To improve the buffalo through identification, conservation and propagation of elite germplasm; having high efficiency of reproduction and nutrient utilization for sustainable production and commercialization.

(v) **Mandate and key Objectives:**

- To undertake research and transfer of technology on all aspects of buffalo production.
- To establish nucleus breeding herds of important buffalo breeds.
- To act as repository of information on all aspects of buffalo production and development.

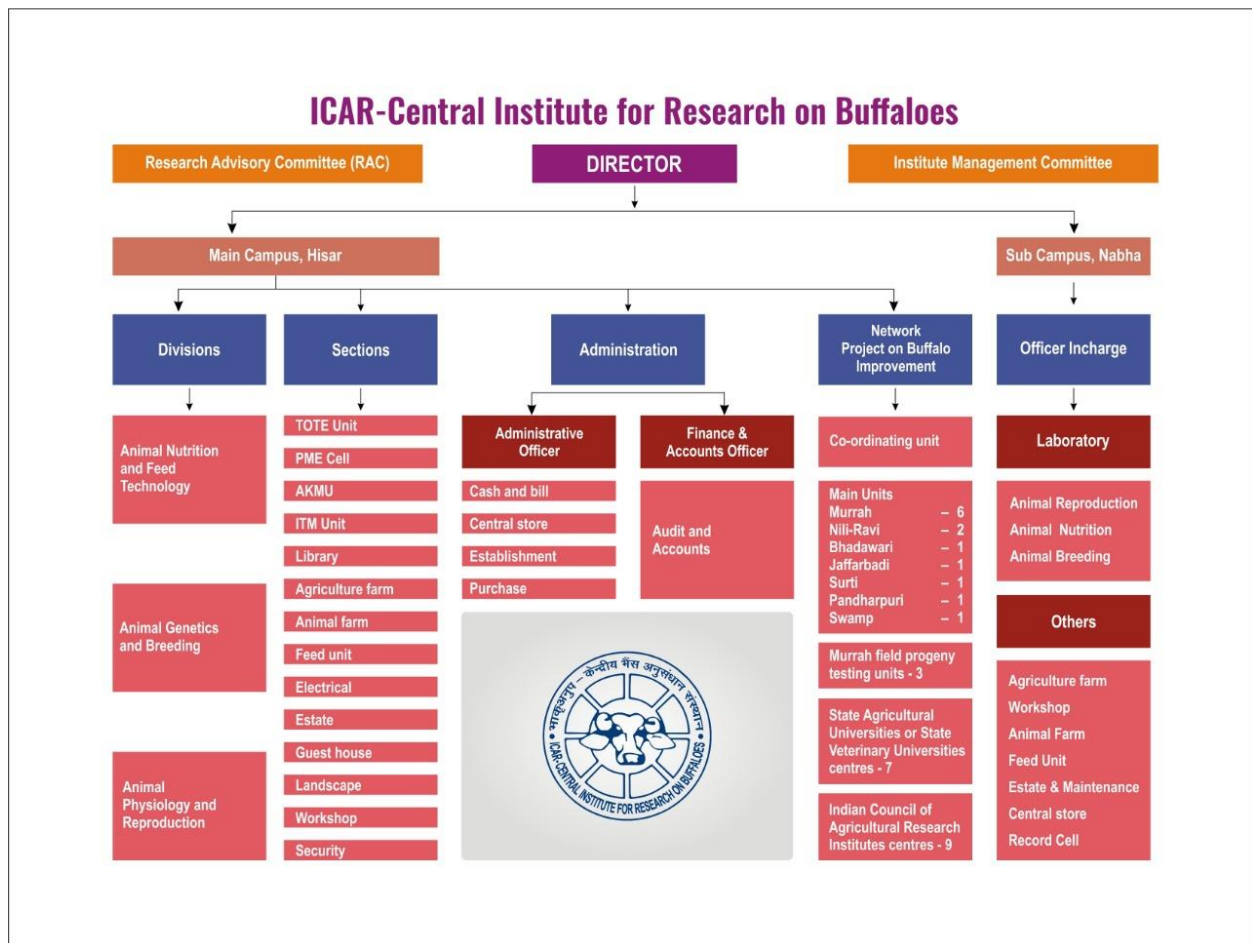
(vi) **Functions and Duties**

ICAR-CIRB, Hisar is a constituent unit of Indian Council of Agricultural Research, an autonomous body under the Department of Agricultural Research & Education, Ministry of Agriculture & Farmers' Welfare, Govt. of India. Director is the executive head of the institute and is the chairman of the Institute Management Committee (IMC) which is responsible for all policy and decision making regarding the functioning of institute. Research Advisory Committee (RAC) reviews the research achievements of the institute and its consistency in view of the mandate of the institute and suggests research programmes based on national/global context of research in the thrust areas. Director is also chairman of the Institute Research Council (IRC) that monitors the progress of research projects. The research and extension activities at the institute are looked after by the respective Heads/Incharges of Divisions/Units. The institute Joint Staff Council (IJSC) looks after the grievance and welfare of staff members of the institute.

(vii) Genesis of Institute:

Central Institute for Research on Buffaloes (CIRB) was established in the year 1985 and started functioning from 1st February, 1985. A sub-campus was later added in December, 1987 at Bir Dosanjh, Nabha, District Patiala, Punjab. Institute was established under the aegis of Indian Council of Agricultural Research (ICAR), New Delhi by transferring available infrastructure, land, assets and buffalo herd of the Progeny Testing Bull Farm from the state government. A highly pedigreed breeding herd of Murrah is developed at main campus in Hisar and that of Nili-Ravi buffaloes at sub-campus Nabha. The institute carries out research on various aspects of buffalo improvement including conservation, improvement and propagation of germplasm, development of optimum rations and feeding systems for different categories of buffaloes, enhancement of reproductive efficiency, health management practices for augmenting milk, meat and draught performance of the species.

(viii) Organization Chart



ii. The powers and duties of officers and Other employees

Officers/Employees	Power and Duties
Director	The Director is Head of Department for the Institute. He exercises all the powers which is applicable to HOD as per GOI instructions. Further powers have been delegated to the Director for day to day functioning of the Institute as per delegation of powers by ICAR Hqrs. Overall administrative, financial, executive powers rest with the Director.
I/C Division	Monitoring and implementation of research and related activities, performance appraisal of staff, day to day administration of the division
I/C PME	<p>Functions of PME Cell.</p> <ol style="list-style-type: none"> 1. To coordinate and synthesize the recommendations of QRT, RAC, IRC, Vision documents of institute and ICAR to recommend research priorities of the institution for shortlisting priority researchable problems across crop(s)/divisions/programmes/commodity/livestock etc. at institution level. (Priority setting) 2. Annual updating and presenting the report to the Director of the institution for assigning research projects. 3. To coordinate and arrange for annual monitoring of each on-going project and evaluation of completed projects through internal and external experts. 4. To coordinate and arrange for technology validation and/or impact assessment of successful technology claimed by scientist(s) through internal and external experts. 5. Maintaining a database on all publications, technologies developed, IPRs, consultancies and projects undertaken.
I/C HRD	Sensitizing and capacity building of research managers, scientists and all other staff to undertake trainings in their area of expertise.
I/C Animal Farm	Coordinating animal health and production activity of farm
I/C Semen Lab	Coordinating semen production and sale
I/C Agriculture Farm	Coordinating round the year fodder/crop production at the farm
I/C AKMU	Providing IT facilities at the institute
I/C ITMU	To facilitate IP management and technology transfer and commercialization
I/C TOTE	Transfer of technologies and entrepreneurship development, Planning training schedules, coordinating training programmes
I/C Store	Receipts and entry of procured goods
I/C Estate Section	Civil works maintenance of buildings, roads and residential quarters and undertaking repair/petty/minor works departmentally.
I/C Electrical Section	Electrical maintenance of buildings, roads and residential quarters and undertaking repair/petty/minor works departmentally.

I/C Milk Distribution	Co-ordinating distribution of farm produced milk
Grievance Committee	<p>To address grievances of employees at institute level Scope of Grievance Committee:</p> <p>A. The Grievance committee will provide an apparatus in the institutional framework that may:</p> <ol style="list-style-type: none"> a) Facilitate easy access to individuals for ventilating their own personal grievances: b) Ensure speedy consideration of grievance and decision thereon: c) Impart a degree of objectivity and fair play in the whole process. <p>B. The Grievance Committee should not look only into technicalities but would help to establish good communication between the office of the unit and the employees.</p> <p>C. The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the unit.</p> <p>D. The Grievance Committee shall consider only individual grievances of specific nature of an employee raised personally by the concerned aggrieved employee.</p> <p>E. The Grievance Committee shall not consider:</p> <ol style="list-style-type: none"> i. Any grievance relating to subjects for which separate committees exist. ii. Any grievance of general applicability or of collective nature or raised collectively by more than one employee. iii. Any grievance arising out of disciplinary action having been taken against on employee under Disciplinary Rules.
I/C RFD Cell	Preparation, compilation and timely submission of RFD monthly, half yearly and annual achievement report
I/C Landscape Section	Supervising landscaping of institute premises
I/C Workshop	Maintenance and providing of vehicles; tractors and farm implements for various operations.
I/C Internal security	To ensure watch & ward of institute property.
I/C Guest House	Providing accommodation to the guests.
I/C Library	To maintain journals, books, reports etc. To act as Nodal Officer for CeRA.
PRO	Coordinating institute activity with media
CPIO	Central Public Information Officer is responsible to provide information to persons requesting for the information under RTI Act,

	2005.
Member secretary, RAC	All meetings of the Research Advisory Committee shall be called by notice in writing by and under the hand of the Member-Secretary of the Committee. An omission to give notice or late receipt or non-receipt of notice by any member shall not invalidate the proceedings of the meeting. The proceedings of the Research Advisory Committee shall be forwarded to the Director-General, ICAR by the Member-Secretary, after getting the same approved from the Chairman, immediately and the Director of the Institute should ensure that the proceedings are delivered to the Secretary, ICAR within a week of the meeting.
Member Secretary, IMC	All meetings of the Management Committee shall be called by notice in writing by and under the hand of the Member-Secretary of the Committee.
Secretary, IRC	All meetings of the Staff Research Council shall be called by notice in writing by and under the hand of the Member-Secretary. An omission to give notice or late receipt or non-receipt of notice by any member shall not invalidate the proceedings of the meeting. Action on the Proceedings of the Staff Research Council will be initiated immediately after the same are approved by the Chairman and circulated to all concerned. The Member-Secretary of the SRC will monitor the follow-up action, which will be reported at the next meeting of the SRC.
PAC	Prioritization and recommendation of purchase proposals
Tender opening committee	Opening of invited bids
Technical selection committee	Evaluation of technical aspects of the invited bids and selection of technically qualified goods
Scientific personnel	Scientific personnel are engaged in agricultural research and education (including extension education) whether in physical, statistical, biological engineering, technological or social sciences. This category also includes persons engaged in planning, programing and management of scientific research.
Technical officer	Technical personnel shall be those who perform technical service in support of research and education whether in the Laboratory, Workshop or Field, or in areas like Library, Documentation, Publication and Agricultural Communication.
Administrative	To provide administrative support for the work of the Institute.
AO/AAO	General Duties i) Distribution of work among the staff as evenly as possible-that is one Assistant should not be over loaded while the other is idle; ii) Training. Helping the advising the staff iii) Management and co-ordination of the work; iv) Maintenance of order and discipline in the section; v) Maintenance of a list of residential address of the staff. Responsibilities relating to Dak

- i) To go through the receipts;
- ii) To submit receipts which should be seen by the Branch Officer or Higher Officers at the dak stage;
- iii) To keep a watch on any hold-up in the movement of dak; and
- iv) To scrutinize the section diary once a week to know that it is being properly maintained.

Responsibilities relating to issue of drafts.

- i) To see that the draft is letter perfect i.e. all correction have been made before it is marked for issue;
- ii) To indicate whether a clean copy of the draft is necessary;
- iii) To indicate the number of spare copies require;
- iv) To check whether all enclosures are attached;
- v) To indicate mode of dispatch.

Responsibility for efficient and expeditious disposal of work and check on delays:

- i) To keep a note of important receipts with a view to watching the progress of action;
- vi) To ensure timely submission of arrear and other returns;
- vii) To undertake inspection of Assistants, table to ensure that no paper of file has been overlooked;
- viii) To ensure that cases are not help up at any stage;
- ix) To go through the list of periodical returns every week and take suitable action of items requiring attention during next week.

Independent disposal of cases:

He should take independently action of the following types:-

- i) Issuing reminder;
- ii) Obtaining or supplying factual information of a non-classified nature;
- iii) Any other action which a Section Officer is authorized to take independently.

Duties in respect of recording and indexing

- i) To approve the recording of files and their classification;
- ii) To review the recorded file before destruction;
- iii) To order and supervise periodic weeding of unwanted spare copies;
- iv) Ensuring proper maintenance of registers required to be maintained in the section.

Ensuring proper maintenance of reference books, office orders etc. and keep them up-to-date.

Ensuring neatness and tidiness in the Section.

Dealing with important and complicated cases himself.

	<p>Ensuring strict compliance with Departmental Security instructions.</p> <p>Assistant/Upper Division Clerk:- He works under the orders and supervision of the AAO/AO and is responsible for the work entrusted to him.</p> <p>Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:-</p> <ol style="list-style-type: none"> i) To see whether all facts as are open to check have been correctly stated. ii) To point out any mistakes or mis-statements of the facts. iii) To draw attention where necessary to precedents or Rules and Regulations on the subject. iv) To put up the Guard file, it necessary, and supply other relevant facts and figures. v) To bring out clearly the question under consideration and suggest a course of action wherever possible.
F & AO	<p>The duties of Finance & Accounts Officers of the Indian Council of Agricultural Research and its Institutes etc. are broadly indicated below:</p> <ul style="list-style-type: none"> • To exercise judicious scrutiny of all financial sanctions copies of which should invariably be furnished to the Finance & Accounts Officer. • Fixation of pay will be checked by the Finance & Accounts Officer before any orders are issued in this behalf by the administrative authorities. He need not, however, be consulted at the time of sanction of annual increments or for the fixation of pay at the minimum of the time scale under the normal rules. • To pre-audit all payments from the funds of the Council/Institutes with reference to proper sanction and budget provision. • To prepare cheques for all payments and withdrawals from the Bank Account for signatures and counter-signatures of the officers authorized in this behalf, after the bills have been pre-audited and passed for payment. • To maintain the Main Cash Book in respect of all receipts deposited into the Bank Account or payments or withdrawals made therefrom. • To watch adjustment/clearance of all advances, deposits and Remittance transactions through objection book or separate register or Broadsheet. • To maintain Classified Abstract of all receipts and payments, and to render monthly accounts to ICAR by the prescribed date each month. • To prepare Revised Estimates and Budget Estimates.

	<ul style="list-style-type: none"> • To watch the progress of receipts and expenditure against the sanctioned Estimates and to caution the officers concerned as and when the variations are wide. • To furnish to the Director (Finance), the reports/returns in the prescribed formats. • To assist in checking of comparative statements of tenders for works and supplies and of quotations for other purchases. • Vetting of all purchase proposals. • To examine the forms of contracts, invitation to tenders etc. when the approved form and substance of the contract require any change. • To advise on all financial matters which may be referred to him by the officers concerned or which may come to his notice in the course of scrutiny of sanctions/orders/bills etc. • To watch receipt of audited statements of accounts and utilization certificates in respect of grants-in-aid made to outside Institutes or bodies. • In respect of schemes financed by outside agencies transactions should be booked separately under 'Deposits'. At the end of the year a statement of account should be rendered to the parties concerned duly certified by Audit and any excess of expenditure should be recovered forthwith. For any balance at credit their acceptance should be asked for and kept on record, until it is refunded on the termination of the scheme. • With a view to giving greater flexibility of operation including planning for better expenditure control in the context of powers delegated to the Directors of the Institutes, the following procedure of remittance of funds to the Institute has been adopted by the Council:- • To maintain the audit registers etc.
<p>Private Secretary/ Personal Assistant/ Stenographer</p>	<p>He should keep the officer free from the worries of a routing nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An officer has to depend on his Personal Assistant for routing jobs so as to have more time to devote himself of the work in which he has specialized. The personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and an Assistant of the boss. He should be popular with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional men.</p> <p>Some of the more specific functions are enumerated below:-</p> <ol style="list-style-type: none"> i) Taking dictation in shorthand and its transcription in the best manner possible. ii) Fixing up of appointments and if necessary canceling

	<p>them.</p> <p>iii) Screening the telephone calls and the visitors in a tactful manner.</p> <p>iv) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up.</p> <p>v) Maintaining in proper order the papers required to be retained by the officer.</p> <p>vi) Keeping a note of the movement of files, passed by his officer and other officers, if necessary.</p> <p>vii) Destroying by burning the stenographic record of the confidential and secret letter after they have been typed and issued.</p> <p>viii) Carrying out the corrections to the officer's reference books.</p> <p>ix) Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.</p>
Assistants/UDC	<p>Assistant/Upper Division Clerk:- He works under the orders and supervision of the AAO/AO and is responsible for the work entrusted to him.</p> <p>Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:-</p> <p>i) To see whether all facts as are open to check have been correctly stated.</p> <p>ii) To point out any mistakes or mis-statements of the facts.</p> <p>iii) To draw attention where necessary to precedents or Rules and Regulations on the subject.</p> <p>iv) To put up the Guard file, if necessary, and supply other relevant facts and figures.</p> <p>v) To bring out clearly the question under consideration and suggest a course of action wherever possible.</p>
LDC	<p>Lower Division Clerks are ordinarily entrusted with work of routine nature, for example registration of dak, maintenance of section, Diary, File Register, File Movement Register, Indexing and Recording, typing comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple draft etc.</p>
Skilled Staff	<p>Support</p> <p>Providing help and support the Scientific, Technical, Administrative and Auxiliary categories of staff. They may be skilled, semi-skilled or unskilled.</p>

iii. The procedure followed in the decision making process, including channels of supervision and accountably

- As per hierarchical line of control depicted in the organizational setup
- By interaction with In-charges and staff.
- By interaction with stake holders

Administrative matters are submitted through Assistant, UDC and LDC posted in the section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases to the administrative officer. The administrative officer submits the file to Director for final disposal. The research matters are submitted by scientist through heads of division to I/C PME Cell and then file is submitted to Director for final disposal.

iv. The norms set by it for discharge of its functions

- As per hierarchical line of control depicted in the organizational setup
- In-charges to oversee the activities of divisions/section
- AO, F&AO to oversee the administrative and financial aspects.

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.

v. The rules, regulations, instruction, manual and records, held by it or under its control or used by its employees for discharging its functions

All such official orders available on ICAR website www.icar.org.in followed under heading publication→ e-books→ Establishment and Administration Manual. All such information can also be searched on ICAR website www.icar.org.in followed under heading bulletin board → RTI.

Transfer policy and transfer orders: Transfer policy framed by ICAR is followed. Circular F.No., 38(2)2011 Per.IV (Pt.) dated 19.04.2018 related to transfer policy for ARS Scientist available on ICAR website www.icar.org.in.

Rules/ orders under which powers and duty are derived, Exercised and work allocation

As per ICAR Delegation of Powers, ICAR Establishment & Administration Manual and orders of Director. All such official orders available on ICAR website www.icar.org.in followed under heading publication→ e-books→ Establishment and Administration Manual.

Work allocation: Responsibility allocated under a division/ section as per category of staff is available in Institute Annual Report of each year.

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

Document Title	Description	Responsibility	Periodicity of preservation
Research proposals (Concept note and RPF-I)	Details of proposed research projects	I/c PME	As per Record Retention Schedule.
Research progress reports (RPF-II)	Details of the progress of research project	I/c PME	-do-
Project completion report (RPF-III)	Details of the completed project	I/c PME	-do-
Annual reports	Detailed activities of the institute	I/c Library	-do-
Results frame work document (RFD)	Description and success indicators of various activities of the institute	Nodal officer RFD	-do-
RAC agenda and proceedings	Agenda for RAC meetings and the committee recommendations	Member secretary, RAC	-do-
IMC agenda and proceedings	Agenda for IMC meetings and the committee recommendations	Member secretary, IMC	-do-
IRC proceedings	Recommendations of the committee	Member secretary, IRC	-do-
MoU	MoU for contract research, consultancy and technology transfer	I/c PME	-do-
Training proposals	Details of the proposed training programme	I/c ToTE	-do-
Training manual	Details of the training content	I/c ToTE	-do-
Store records	Inventory of the procured goods, asset register	I/c Central Store	-do-
Purchase files	Invited bids, technical selection committee comments, purchase contracts, installation reports and bills	AO	-do-
Office orders	Appointments, promotion, procurement, financial sanction	AO	-do-
Service record	Details of officers/staffs	AO	-do-

Forms	EL, Medical, LTC, GPF, Tender, Imprest, Joining report, Store requisition, bill adjustment etc.	AO	-do-
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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 and implementation thereof:

The institute organizes training programs, Kisan Melas, scientist field visits, seminars etc for stake holders. In these meetings scientist and farmers interact with each other for any representation/ public opinion on variety of agriculture and animal husbandry related issues and their problems. Any person can sent his representation in any form to Director, ICAR- Central Institute for Research on Buffaloes, Hisar-125001, Phone-+91 01662281602 or fax: +91 01662275004, email: director.cirb@icar.gov.in

Final decision making authority: Director, ICAR- Central Institute for Research on Buffaloes, Hisar

Timings of Institute: 9.30AM to 5.00 PM (Lunch 1.00-2.00 PM), Sunday, Second Saturday and Public holidays closed.

viii. A statement of the board, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

The Institute research Committee (IRC), Research Advisory Committee (RACs), Institute Management committee (IMC), and Quinquennial Review Teams (QRTs) are the committees/teams constituted for the purpose of providing advice and guidance for strengthening the programmes. The minutes of these meetings are accessible on request. Details of such meetings are available in the annual reports of the institute and in the proceedings maintained with I/c PME. Power and functions of these committees are available on ICAR website www.icar.org.in by searching Rules and Bye-laws of ICAR.

Research Advisory Committee (RACs): F.No. AS 13/07/2020-IA-I; Dated 15.06.2020

Under the provision of Rules 71(a) of the Rules and Bye Laws of the ICAR Society, the Competent Authority in the Council has been pleased to constitute new RAC of CIRB, Hisar with following as its members for a term of 3 years except member under Rule 71(a) 5 with immediate effect from **13.06.2020 to 12.06.2023**

Rule Position	Designation	Name Proposed by the DDG(AS)
71(a)1 An eminent scientist from outside the ICAR system nominated by the DG, ICAR	Chairman	Dr. U.K. Mishra, Ex. VC, Chattisgarh Kamdhenu University of Raipur
71(a)2. 4-5 external experts (ex-retired Scientist of ICAR representing the major areas of the research development programme nominated by the DG, ICAR. The maximum number of experts can be increased to 8 in case eminent scientist working in private sector, international organization and in the field of bio-technology and agricultural economics are available whose participation may be considered useful. Q	Member	<ol style="list-style-type: none"> 1. Dr. A. Sharma, Ex. Director NBAGR 2. Dr.S S Kundu, Ex. Head,NDRI Karnal 3. Dr. NSR Sastri,Ex. Prof., NIRD, hyderabad 4. Dr. O.P. Dhanda, Ex. ADG, ICAR,New Delhi 5. Dr. SVN Rao, Ex Prof., Pondicherry.
71(a)3 Director of the Institute	Member	Director, CIRB Hisar
71(a)4 DDG concerned with the institute in case of IARI, IVRI, NDRI and NAARM in the case of other institutes ADG concerned with the Institute	Member	ADG(AN&P)
71(a)5 2 persons representing agricultural /rural interest on MC of the institute in terms of rules 66(a)5 for a period of their membership on the IMC.	Member	To be nominated by President , ICAR on the IMC of CIRB.
71(a)6 1 Senior level scientist of the concerned institute nominated by the Director	Member Secretary	Dr. Avijit Dey, Pr. Scientist, CIRB, Hisar

(b) Institute Management Committee

The functions of the Institute are monitored by Institute Management Committee (IMC) comprising the following members drawn from state government, universities and representatives from farming community. In addition to public representative members also persons from industry, scientists of eminence and from line departments are involved in the decision making process of the institute.

Institute Management Committee		
Rule position	Name and Address	
66(a)1	Director, CIRB, Hisar	Chairman
66(a)2	Director General Animal Husbandry and Dairying, Haryana, Panchkula	Member
66(a)3	Director, Animal Husbandry, Punjab, Chandigarh	Member
66(a)4	Dean, college of Veterinary Sciences, LUVAS, Hisar	Member
66(a)5	Smt. Komal Sheokand Finance & Accounts Officer, ICAR Headquarter, New Delhi	Member
66(a)6	Dr. M.S. Tantia , Principal Scientist NBAGR, Karnal	Member
<u>66(a)7</u>	Dr. Jyoti Misri , Principal Scientist, ICAR, krishi Bhavan, New delhi	Member
<u>66(a)8</u>	Dr. A.K Mohanty, NDRI, Karnal- Haryana	Member
<u>66(a)9</u>	Dr. Sai Kumar, Principal Scientist, IVRI, Izatnagar, UP	Member
<u>66(a)10</u>	Sh. Manish Kumar, VPO Garouli Khurd, Gurugram- Haryana	Member
<u>66(a)11</u>	Dr. Madan Lal (Adv.) Village Dhani Sanchla, Bhuna(Ftb) Haryana	Member
66(a)12	Administrative Officer, CIRB, Hisar	Member Secretary

Special Invitee

1	Dr. S.K. Khurana ,PS	I/c PME
2	Smt. Shammi Tyagi	F&AO

(c) The Institute Research Committee (IRC): Comprises of all the scientists of the institute to promote effective professional interaction and held periodically to approve projects and review the progress. The Director of the Institute is the chairman of IRC.

(ix) a directory of its officers and employees- Available on institute website www.cirb.res.in under heading About subheading Staff.

(ix) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations; -Attached. System of compensation: As per CCS (Pension) Rules, 1972.

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Details of budget are available in the annual reports of the institute and also attached.

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

- There are no subsidy programmes

xiii. Particulars of recipients of concessions, permits and authorizations granted by it

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

xiv. Details of information, available to or held by it, reduced in electronic form

The Institute has a website www.cirb.res.in. where requisite information are available.

xv. The particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public

The Central Institute for Research on buffaloes uses the following means for facilitating the flow of information to the concerned public:

- Office Library – This Institute has a Library, which has a collection of Books, Foreign Scientific Journals and Indian Scientific Journals.
- Through News Papers
- Exhibition
- Notice Board
- Inspection of Records in the Office
- System of issuing of copies of documents
- Website of the Public Authority

Library opening timings: 9.30AM to 5.00PM Library open to researchers and staff of other institutes/ universities having MOU with the institute.

There exists a single window facility for accepting applications and the fees under RTI Act. The CPIO, ICAR-CIRB, Hisar, 125001 Haryana receives all the applications under RTI act pertaining to the institute.

xvi. The Name, designations and other particulars of the public information officers

a) Central Public Information Officer

Dr. R.K. Sharma, Principal Scientist
ICAR-CIRB, Sirsa Road

Hisar – 125 001
Tel: 01662-281660 (Off) **Fax:** 01662-275004

b) Central Public Information Officer

Dr. MH Jan, Scientist
ICAR-CIRB, Subcampus Nabha, Patiala
Punjab – 147 201
Tel: 01765-263266 (Off)

c) Assistant Public Information Officer

Sh. Rajesh Kumar
Assistant Administrative Officer
ICAR-CIRB, Sirsa Road
Hisar – 125 001
Tel: 01662-281622 (Off) **Fax:** 01662-275004

d) Nodal Officer RTI

Sh. Rajesh Kumar
Assistant Administrative Officer
ICAR-CIRB, Sirsa Road
Hisar – 125 001
Tel: 01662-281622 (Off) **Fax:** 01662-275004

d) First appeal authority

Direcor,
ICAR-CIRB, Sirsa Road
Hisar – 125 001
Tel: 01662-281602 (Off) **Fax:** 01662-275004

Programmes to advance understanding of RTI (Section 26) Educational programmes:

Training of CPIO/APIO

Dr RK Sharma CPIO: Attended Workshop on RTI act 2005 office order no. 6-9/E.1/2013/2425 dated 03.10.2013 organized at ISTM, New Delhi from 11-12.11.2013.

Dr RK Sharma CPIO attended meeting regarding RTI online portal of DOP&T on 21.10.16 at NASC complex, New Delhi.

xvii. Such other information as may be prescribed: and thereafter update these publications every year

The information are regularly updated on institute website. The institute has designated Appellate Authority and Public Information Officer/Assistant Public Information Officers. Updated information are available in Annual Reports of each year.

Utmost care has been taken and nothing has been hidden while publishing RTI disclosure. The disclosure includes compilation of data from several available documents as well as common practices that may not have recorded documents. Hence, discrepancy may occur inadvertently either due to typographical error or in interpretation of the administrative matters. Therefore, available documentary evidences will prevail over these compiled data.