

RTI Proactive Disclosure under Section 4(1)(b)(i)

Particulars of its organization, functions and duties

ABOUT ICAR-CRIJAF

Jute Agricultural Research Laboratory (JARL) under Central Jute Commission was established in 1938 at Dhaka. After partition of the country, Jute Agricultural Research Laboratory shifted to Chinsura in West Bengal and then at the present location of Nilganj, Barrackpore in year of 1953 as Jute Agricultural Research Institute (JARI). JARI was taken over by Indian Council of Agricultural Research (ICAR) in 1966. In January 1990, the institute has been rechristened to its present name Central Research Institute for Jute and Allied Fibres (CRIJAF).

MANDATE

1. Basic and strategic research on improvement of jute and allied fibre crops, biotic and abiotic stresses, yield and quality.
2. Development of economically viable and sustainable production technology, cropping systems and post-harvest technology.
3. Co-ordination and monitoring of applied research on national and regional issues to develop improved varieties and technologies.
4. Dissemination of technologies and capacity building.

MISSION

To explore traditional and new frontier areas of science for technology development, promotion and policy guidance for a vibrant, effectively productive and resilient jute and allied fibre agriculture.

VISION

Provide leadership in research and technology development to make jute and allied fibre farming profitable and sustainable.

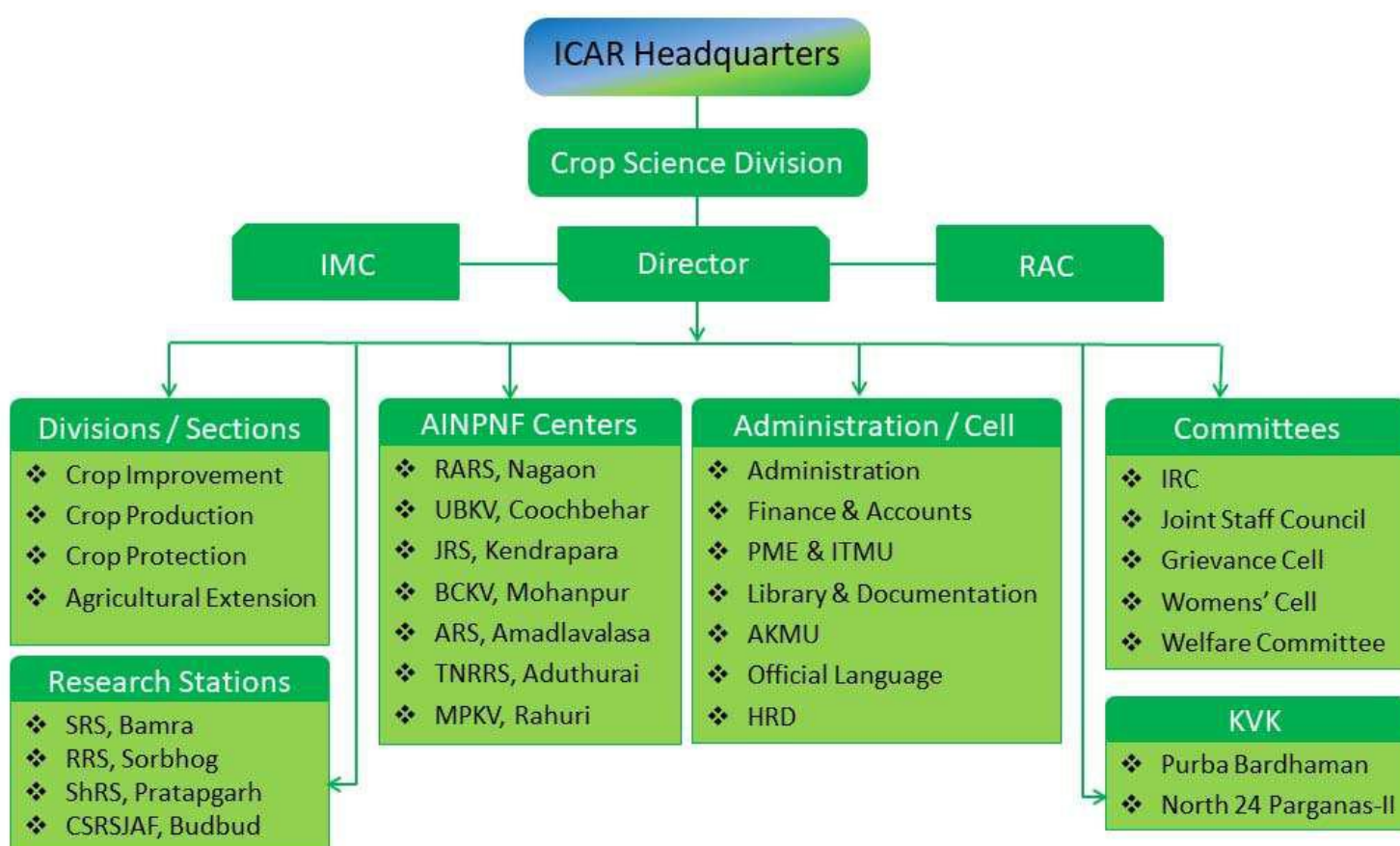
RTI Proactive Disclosure under Section 4 (1)(b) (ii)

RTI Act - Powers & Duties of Officers

ICAR-CRIJAF is an autonomous public funded Institute for research and Higher education in Agricultural Sciences. The Head of the Department is the Director, ICAR-CRIJAF and the Chief Administrative Officer is the Head of the Office.

The Organizational Chart can be

ICAR-CRIJAF Organogram



It can be seen from the chart that To carry out research work on allied fibres and seed, the institute established four research stations viz., Ramie Research Station at Sorbhog, Assam in 1959; Sisal Research Station at Bamra, Odisha in 1962; Sunhemp Research Station at Pratapgarh, Uttar Pradesh in 1963 and Central Seed Research Station for Jute & Allied Fibres at Budbud, West Bangal in 1956.

Function of different Division/Section/Research Station.
For details, may be visited at Home Page of the Website of the Institute.

1. **Administration Section-I** -All matters relating to recruitment /promotions/transfer/posting, allotment of quarters etc.
2. **Administration Section -II**- Matters related to leave, pension, service books, HBA, medicals works etc. of ICAR-CRIJAF.
3. **Bills Section**- All matters relating to the claims of the personnel.
4. **Audit & Accounts Section**- Matters relating to Budget and Planning & Finance and Accounts matters.
5. **Purchase Section:-** Matters relating to procurement.
6. **Store Section**- General Administration like transport, telephone, housekeeping etc. pertaining to the Office.
7. **Crop Protection Division**- Research work related to protection of Crops.
8. **Crop Improvement Division**- Research work related to improvement of varieties of Crops.
9. **Crop Production Division**- Research work related to production of Crops.
10. **Agricultural Extension Section**- Work related to extending the research from Lab to Farmers' field.
11. **AINP Section:-** Coordination between Field/Farmers to Lab. Extending the Scope to enhance the areas of production of the researched crops.
12. **Agricultural Engineering Section:-** Research related to finding out the scope for implementation of engineering in farming to reduce the manual operation in production.
13. **Farm Section:** Management of Farm work
14. **Estate & Maintenance Cell**- Estate Management and General Services.
15. **PME Cell**- Monitoring of different research projects in the Institute of CRIJAF
16. **AKMU:** Matters related to LAN, Internet Connectivity, taking care of maintaining and updating the Institute website, arranging system for online meeting etc.
17. **Legal Cell**- All matters related to RTI, Grievances, Court cases.
18. **Hindi Cell**- Implementation of Official Language at ICAR-CRIJAF..
19. **Grievance Cell**-Matters related grievance of staffs of ICAR-CRIJAF.
20. **Women Cell**- Creating congenial atmosphere so that female staffs could discharge their duties without facing any problem in the Institute.
21. **Institute Joint Staff Council:** All matters relating to the service associations/unions, JCM matters.
22. **Vigilance Section** - All vigilance/disciplinary cases of the Institute.

The powers and duties of each officer is presently being tabulated.

S. N.	Designation	Powers/Duties
1.	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 additional powers have been delegated to the Director for day to day running of the Institute as per delegation of powers by ICAR Headquarter. Overall administrative, financial, executive disciplinary and appointing powers rest with the Director.
2.	Chief Administrative Officer/Senior Administrative Officer/ Administrative Officer	Some of the powers delegated to Director are further re-delegated to various officers in chain. He/She exercises financial powers as per their re-delegation. He/She advises the Head of the Department on all matters of policy and administration. Further the work has been distributed amongst these officers and he act as Administrative Head for allocated work. He/She is responsible in this capacity for smooth functioning of the Institute. He/She also recommend cases for taking disciplinary action against the staff as per instructions issued by Govt. of India. Implement policies of the Govt.
3.	Senior Finance & Accounts Officer/Finance & Accounts Officer	He/She ensures proper maintenance of accounts books and records. Supervise subordinates engaged in the maintenance of accounts. Scrutinize bills, receipts payments etc. for proper entries in cash-book, ledger and other records. Keep records of all taxes, fees etc. required to be paid by organization. Get annual Budget prepared and consolidated and its presentation to the appropriate authority. To see that prescribed account procedure/Audit is followed by offices, establishments and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. To advise appropriate authority on financial matters including revenue and expenditure such as procedure disposal of assets, write-off, depreciation, award of contract etc.
4.	Assistant Administrative Officer	They organize and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave, in-subordination, arrangement of office accommodation, furniture, office equipment etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings. They also perform the duties of DDOs and Inquiry officers.
5.	Assistant / UDC	Dealing with promotion, retirement and all kind of service matters of the staff/officers of the Institute and its Substations. Maintenance of Personal Files of the staff/officers. Processing cases for taking necessary action against employees on unauthorized absence / misconduct. Processing different types of information asked by the ICAR/other authorities. Dealing with different court cases. Processing the cases for procurement of different items and looking after the stores. Perform the duties of cashiers. Work under Financial and Accounts Officers for processing/passing of bills etc. Submit different cases alongwith necessary rules to appropriate authorities to facilitate decision making process. Perform different duties assigned by higher authorities.
6.	LDC	Receive and register DAK, Maintain File Register, Indexing and Recording, typing, comparing, dispatch, preparation of different reports. Submission of routine and simple drafts.
7.	PS/PA/Stenographers	They are attached with officers/ higher authorities and perform duties like mail correspondence, paper filing, making appointments, arranging meetings and collecting information desired by the officers. Besides above they also take dictation and transcribe it, Screen the telephone calls and visitors for the officers.

RTI Proactive Disclosure under Section 4(1)(b) (iii)

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

The Institute has a strong mechanism in place for supervision and implementation of Institute's research/administrative/accounts work through different committees constituted by the Director for giving their recommendations to the Director for consideration. The Chairman and Members of these committees are regularly meeting to review the progress of the work in consultation with Director, Chief Administrative Officer and Finance & Accounts Officer.

Head of Divisions / Chairman of various committees convene meeting periodically wherein discussions / review is held about scientific, administrative / accounts and other routine matters of the Institute. The proceedings of these meetings are submitted to Director for acceptance and thereafter circulated for implementation. Based on necessity, Director also convenes meeting whenever required and reviews the progress of research, administration/accounts and other matters. Whenever, Director General and Deputy Director General (Crop Science Division), ICAR visit the Institute, they also review the various aspects and monitor the action taken. The research programmes of the Institute are being regularly monitored by PME Cell. Half-yearly targets of various scientists are being systematically scrutinized. The ICAR constitutes Research Advisory Committee (RAC) for a period of three years. This committee headed by an eminent agricultural scientist reviews research achievements and the future action plan every year. The report of the committee is submitted to Council for ratification. ICAR also constitutes Quinquennial Review Team (QRT) which reviews the research, administration and other aspects of the Institute for a period of five years. The recommendations of the committee are submitted to the Council where it is discussed by the authorities involving the chairman and then ratified by Governing Body of the Council. Institute also holds its Institute Research Council (IRC) meeting every year. In this meeting, all the scientists present their research work and future action plan which is deliberated in the house and Chairman, IRC reviews the work done critically. In this important meeting, the RAC and QRT recommendations are integrated into the existing research programmes based on the necessity.

RTI Proactive Disclosure under Section 4(1)(b) (iv)

The norms set by it for the discharge of its functions

The Institute functions as per the norms set by Indian Council of Agricultural Research, New Delhi and as per the procedure prescribed under the Manual of Office Procedure of Government of India as followed in ICAR and other orders/institutions/guidelines as framed by ICAR on various such issues/ matters from time to time.

RTI Proactive Disclosure under Section 4(1)(b) (v)

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

The rules and regulations of Government of India are adopted *mutatis mutandis* as approved by the ICAR.

Rules as per ICAR Bye Laws/Rules.

All Central Civil Services Rules as adopted by the ICAR.

Manual of Office Procedures as adopted by ICAR.

Technical Service Rules

Agricultural Scientists Service Rules

RTI Proactive Disclosure under Section 4(1)(b) (vi)

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 ICAR)

- a. Separate documents for each of works, procurement items, recruitment, establishment, service books of each employees and court cases.
- b. Research documents
- c. Institute bulletins/ catalogues/folders

RTI Proactive Disclosure under Section 4(1)(b) (vii)

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

ICAR-CRIJAF is the apex institute in the country to consider researches on Jute and Allied Fibres for developing production technologies to increase the productivity in a suitable manner

- a. Representatives of public/ farmers in RAC and QRT
- b. Stakeholders meeting

RTI Proactive Disclosure under Section 4(1)(b) (viii)

A statement of the boards, 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.

- a. Institute Management Committee
- b. Research Advisory Committee

RTI Proactive Disclosure under Section 4(1)(b) (ix) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

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139	Ms. Farheen Banu	farheen.banu@icar.gov.in	9163103560	Administrative	Lower Division Clerk.
140	Mr. Ashish Madan Pitre	ashish.pitre@icar.gov.in	9970940140	Technical	Technical Assistant.
141	Ms. Sharmila Sarkar	sharmila.sarkar@icar.gov.in	7980079514	Technical	Technical Assistant.
142	Shri. Kallol Sarkar	kallol.sarkar@icar.gov.in	7980033763	Technical	Technical Assistant.
143	Shri. Paritosh Roy	paritosh.roy@icar.gov.in	8293238312	Technical	Technician.
144	Dr. Tanmay Samajdar	Tanmay.Samajdar@icar.gov.in		Scientific	Principal Scientist.
145	Kazi Md Azharuddin	kazi.azharuddin@icar.gov.in	8293345953	Technical	Technician.
146	Dr. JITENDRA KUMAR MEENA	jitendra.meena@icar.gov.in	8920747153	Scientific	Scientist.
147	Mr. Ashok Ghosh	ashok.ghosh@icar.gov.in	9831386045	Skilled Support Staff	SSS.
148	Mr. Chandra Mondal	chandra.mondal@icar.gov.in	9062399374	Skilled Support Staff	SSS.
149	Mr. Sunil Patra	sunil.patra@icar.gov.in	9831793712	Skilled Support Staff	SSS.
150	Mr. Jhulan Gupta	jhulan.gupta@icar.gov.in	8981514394	Skilled Support Staff	SSS.
151	Kartick Chandra Mitra	kartick.mitra@icar.gov.in	6290216191	Skilled Support Staff	SSS.
152	Dr. DEBARATI DATTA	debarati.datta@icar.gov.in		Scientific	Scientist.
153	Ms. NEETHU MOHAN	NEETHU.MOHAN@icar.gov.in		Scientific	Scientist.
154	Mr. THIRIBHUVAN R	THIRIBHUVAN.R@icar.gov.in		Scientific	Scientist.
155	Ms. LAVANYA A K	LAVANYA.AK@icar.gov.in		Scientific	Scientist.
156	Jawahar	jawahar@icar.gov.in	8400607446	Skilled Support Staff	SSS.

157	Mr. Shivakumar K V	shivakumar.kv@icar.gov.in		Scientific	Scientist.
158	Shri. Ram Asre Yadav	Ram.asreyadav@icar.gov.in		Skilled Support Staff	SSS.
159	Mr. Ram Raj Pal	ramraj.pal@icar.gov.in	8577047955	Skilled Support Staff	SSS.
160	Mr. Jagadish Singh	jagadish.singh@icar.gov.in	8423641839	Skilled Support Staff	SSS.
161	Mr. Jokhu	jokhu@icar.gov.in	9721349703	Skilled Support Staff	SSS.
162	Mr. Mahesh Singh Verma	mahessingh.verma@icar.gov.in	7458922040	Skilled Support Staff	SSS.
163	Mr. Ram Bhajan Saroj	ramsaroj.bhajan@icar.gov.in	8853510187	Skilled Support Staff	SSS.
164	Mr. Radhey Shyam Yadav	radheysham.yadav@icar.gov.in	7398932433	Skilled Support Staff	SSS.
165	Mr. Ram Baran Yadav	rambaran.yadav@icar.gov.in	9936092508	Skilled Support Staff	SSS.
166	Mr. Bhuwal Pal	bhuwal.pal@icar.gov.in	8299461444	Skilled Support Staff	SSS.
167	Shri. Ram Nivash Kumar	ram.nivash@icar.gov.in	9113728521	Technical	Technician.
168	Shri. Ravi Patra	ravi.patra@icar.gov.in	9933027010	Administrative	Lower Division Clerk.
169	Lochindra	lochindra@icar.gov.in	9938865915	Skilled Support Staff	SSS.
170	Smt. Khira	khira@icar.gov.in	9078699975	Skilled Support Staff	SSS.
171	Shri. Narendra	narendra@icar.gov.in	7751841423	Skilled Support Staff	SSS.
172	Kumari Koushalya	koushalya@icar.gov.in		Skilled Support Staff	SSS.
173	Shri. Sugriva	sugriva@icar.gov.in	9668818475	Skilled Support Staff	SSS.
174	Shri. MINAKETAN	minaketan@icar.gov.in	7894861570	Skilled Support Staff	SSS.
175	Smt. Fulmani	fulmani@icar.gov.in	9777798701	Skilled Support Staff	SSS.
176	shri. Nelson	nelson@icar.gov.in	9178881983	Skilled Support Staff	SSS.
177	Mr. Munindra Kumar Das	munindra.das@icar.gov.in	9436355374	Technical	Technical Officer.
178	Shri. Pabitra Das	pabitra.das@icar.gov.in	8471931700	Skilled Support Staff	SSS.

RTI Proactive Disclosure under Section 4(1)(b) (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sl. No.	Employee Name	Employee Category	Designation	Pay Band
1	Mr. Kalipada Debnath	Technical	T5TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
2	Dr. Dipnarayan Saha	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
3	Shri. Satya Brata Barik	Technical	SeniorTechnician	PB-1 (Rs 5,200-20,200).Level 4
4	Mr. Sanjay Kumar Sethi	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
5	Mr. Saurav Biswas	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
6	Mrs. Neena Mandal	Administrative	PersonalAssistant	PB-2 (Rs 9,300-34,800).Level 6
7	Shri. Laxman Pradhan	Technical	TechnicalAssistantDriver	PB-1 (Rs 5,200-20,200).Level 5
8	Dr. Subhojit Datta	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
9	Mrs. Pallavi Mandal	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
10	Ms. Farheen Banu	Administrative	LowerDivisionClerk	PB-1 (Rs 5,200-20,200).Level 2
11	Shri. Sanjay Kumar	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 3
12	Mr. Subrata Kumar Pal	Administrative	AssistantAdministrativeOfficer	PB-2 (Rs 9,300-34,800).Level 7
13	Mr. Raktim Mitra	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
14	Shri. Raj Kumar Ghosh	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 7
15	Shri. Sugriva	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
16	Mr. Nilesh Ray	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
17	Dr. Suniti Kumar Jha	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
18	Dr. Subrata Satpathy	Scientific	HeadofDivision	PB-4 (Rs 37,400-67,000).Level 14
19	Dr. Aresh Kumar Ghorai	Scientific	ActingHead	PB-4 (Rs 37,400-67,000).Level 14
20	Shri. Avijit Dutta	Technical	SeniorTechnicalAssistant	PB-2 (Rs 9,300-34,800).Level 7
21	Mr. Hare Krishna Das	Technical	SeniorTechnicalAssistant	PB-2 (Rs 9,300-34,800).Level 6
22	Ms. NEETHU MOHAN	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 10
23	Dr. Pratik Satya	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
24	Mr. Mrinal Kanti Kumbhakar	Technical	SeniorTechnician	PB-1 (Rs 5,200-20,200).Level 4
25	Mr. Isra Bansfore ,	Skilled Support	SSG2	PB-1 (Rs 5,200-20,200).Level 4
26	Ms. Sohini Bhattacharya	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
27	Dr. Ritesh Saha	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
28	Mr. Ratna Bahadur Thapa	Skilled Support	SupportingStaff	PB-1 (Rs 5,200-20,200).Level 3
29	Mr. Prasanta Kumar Das	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
30	Shri. Kallol Sarkar	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
31	Mr. Sonu Kumar Suman	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6

32	Mr. Swapan Kumar Bala	Administrative	AssistantAdministrativeOfficer	PB-2 (Rs 9,300-34,800).Level 7
33	Dr. Ranjan Kumar Naik	Scientific	SeniorScientist	PB-4 (Rs 37,400-67,000).Level 13A
34	Shri. Mohidul Haque	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
35	Kumari Koushalya	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
36	Mr. Chandra Mondal	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
37	Mr. Trinath Shaw	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
38	Mr. Ram Raj Pal	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
39	Mr. Ram Bhajan Saroj	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
40	Shri. Uddhab Gayari	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
41	Mr. Munindra Kumar Das	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
42	Mr. Ranjan Das	Administrative	LowerDivisionClerk	PB-1 (Rs 5,200-20,200).Level 2
43	Mr. Shyamal Bhanja	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 2
44	Mr. Anup Das	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 2
45	Dr. Amit Ranjan Saha	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
46	Mr. Dilip Kumar Barua	Administrative	AssistantAdministrativeOfficer	PB-2 (Rs 9,300-34,800).Level 6
47	Mr. Kamal Dasgupta	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 7
48	Dr. Surendra Kumar Pandey	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
49	Mr. Avtar Singh	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
50	Dr. Maruthi R T	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 11
51	Dr. Dhananjay Barman	Scientific	ScientistSeniorScale	PB-3 (Rs 15,600-39,100).Level 12
52	Mr. Baskit Nath Singh	Technical	SeniorTechnician	PB-1 (Rs 5,200-20,200).Level 4
53	Mr. Kalyan Broto Roy	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
54	Dr. Saurindra Kishore Bhattacharyya	Technical	T5TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
55	Dr. JITENDRA KUMAR MEENA	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 10
56	Shri. Sandip Roy	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
57	Lochindra	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
58	Dr. Amit Bera	Scientific	SeniorScientist	PB-3 (Rs 15,600-39,100).Level 12
59	Dr. Nurnabi Meherul Alam	Scientific	SeniorScientist	PB-3 (Rs 15,600-39,100).Level 12
60	Jawahar	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
61	shri. Nelson	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
62	Mr. Jagadish Singh	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
63	Mr. Bhuwal Pal	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
64	Shri. Nandeswar Barman	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
65	Shri. Narottam	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
66	Ms. LAVANYA A K	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 10
67	Dr. Chinmay Biswas	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14

68	Mr. Bhola Nath Dey	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
69	Miss Satarupa Roychowdhury	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
70	Mr. Chandan Kumar Verma ,	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
71	Dr. Sitangshu Sarkar	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
72	Dr. Shamna A	Scientific	SeniorScientist	PB-3 (Rs 15,600-39,100).Level 12
73	Mr. Ashish Madan Pitre	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
74	Shri. Deshraj Meena	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
75	Shri. Ram Asre Yadav	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
76	Mr. Ram Baran Yadav	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
77	Shri. Prabin Baro	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
78	Mr. Rakesh Kumar Roshan	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
79	Dr. Gouranga Kar	Scientific	Director	PB-4 (Rs 37,400-67,000).Level 14
80	Dr. Kunal Mandal	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
81	Dr. Laxmi Sharma	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 11
82	Mr. Lakshmi Narayan Ghosh	Technical	T5TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
83	Mr. Soumya Roy	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
84	Mr. S. B. Rajbanshi	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 4
85	Dr. Shailesh Kumar	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
86	Shri. Surajit Barman	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
87	Mr. Tridib Ghosh	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
88	Mr. Sandhi Biswas	Administrative	UpperDivisionClerk	PB-1 (Rs 5,200-20,200).Level 4
89	Shri. Avirup Das	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
90	Mr. Akshaya Mondal	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
91	Mr. Manoja Kumar Pradhan	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
92	Ms. Sharmila Sarkar	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 3
93	Mr. Avishek Barua	Administrative	UpperDivisionClerk	PB-1 (Rs 5,200-20,200).Level 4
94	Shri. Sudip Nandy	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
95	Shri. Ankan Singha Roy	Technical	Technician	PB-1 (Rs 5,200-20,200).Level 3
96	Dr. Chandan Sourav Kar	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
97	Shri. MINAKETAN	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
98	Dr. Subrata Sarkar	Technical	ChiefTechnicalOfficer	PB-3 (Rs 15,600-39,100).Level 12
99	Mr. Sandipan Garai	Technical	T6SeniorTechnicalOfficer	PB-3 (Rs 15,600-39,100).Level 10
100	Mr. Soumya Sarathi Kundu	Technical	TechnicalOfficer	PB-3 (Rs 15,600-39,100).Level 10
101	Dr. SK MD AZIZUR RAHMAN	Scientific	SeniorScientist	PB-4 (Rs 37,400-67,000).Level 13A
102	Dr. Tanmay Samajdar	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
103	Dr. DEBARATI DATTA	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 10

104	Dr. Jiban Mitra	Scientific	HeadofDivision	PB-4 (Rs 37,400-67,000).Level 14
105	Mr. Pankaj Kumar Das	Administrative	AssistantAdministrativeOfficer	PB-2 (Rs 9,300-34,800).Level 7
106	Shri. Gopal Chandra Dey	Administrative	AssistantAdministrativeOfficer	PB-2 (Rs 9,300-34,800).Level 7
107	Mrs. Kanti Meena	Scientific	SeniorScientist	PB-3 (Rs 15,600-39,100).Level 12
108	Mr. THIRIBHUVAN R	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 10
109	Mr. Sribash Dey	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
110	Dr. Madhusudan Behera	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
111	Mr. Sanjib Ghosh	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
112	Shri. Ritesh Kumar	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
113	Mrs. Swati Kumari	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 6
114	Shri. Ravi Patra	Administrative	LowerDivisionClerk	PB-1 (Rs 5,200-20,200).Level 2
115	Shri. Ashim Mukhopadhyay	Technical	T5TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
116	Shri. Shahid Mukhtar	Technical	T5TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
117	Mr. Arko Banerjee	Technical	Technician	PB-1 (Rs 5,200-20,200).Level 3
118	Mr. Kamal Kumar Banik	Technical	SeniorTechnician	PB-1 (Rs 5,200-20,200).Level 4
119	Dr. Arvind Kumar Singh	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
120	Kartick Chandra Mitra	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
121	Mr. Naba Kumar Dutta	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
122	Mrs. Parbati Bauri	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
123	Mr. Radhey Shyam Yadav	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
124	Shri. Puren Choudhury	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
125	Dr. Dipankar Ghorai	Technical	ChiefTechnicalOfficer	PB-3 (Rs 15,600-39,100).Level 12
126	Mr. Joydeep Pal	Technical	TechnicalAssistantDriver	PB-1 (Rs 5,200-20,200).Level 5
127	Dr. Sabyasachi Mitra	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
128	Mr. Sandeep Prakash	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 7
129	Dr. Sonali Paul Mazumdar	Scientific	SeniorScientist	PB-3 (Rs 15,600-39,100).Level 12
130	Mr. Pradyumna Kumar Jain	Administrative	ChiefAdministrativeOfficer	PB-4 (Rs 37,400-67,000).Level 13
131	Dr. Bheemanna Somanna Gotyal	Scientific	SeniorScientist	PB-3 (Rs 15,600-39,100).Level 12
132	Dr Debojyoti Borkotoky	Technical	AssistantChiefTechnicalOfficer	PB-3 (Rs 15,600-39,100).Level 11
133	Dr. A. Anil Kumar	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 11
134	Dr. Manik Lal Roy	Scientific	SeniorScientist	PB-3 (Rs 15,600-39,100).Level 12
135	Dr. Veegala Ramesh Babu	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 10
136	Mr. Sushanta Dey	Administrative	PersonalAssistant	PB-2 (Rs 9,300-34,800).Level 6
137	Mrs. Laxmi Bansfore	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 3
138	Dr. Asim Kumar Chakraborty	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 10
139	Dr. Rajib Kumar De	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14

140	Shri. Bharat Lal Prasad	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 5
141	Mr. Biswajit Biswas	Technical	TechnicalAssistant	PB-1 (Rs 5,200-20,200).Level 3
142	Shri. Ram Nivash Kumar	Technical	Technician	PB-1 (Rs 5,200-20,200).Level 3
143	Mr. Shivakumar K V	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 11
144	Mr. Ravi Mishra	Administrative	AssistantAdministrativeOfficer	PB-2 (Rs 9,300-34,800).Level 7
145	Mr. Ashok Ghosh	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
146	Smt. Khira	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
147	Mr. Sunil Patra	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
148	Shri. Pabitra Das	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
149	Mr. Manoj Kumar Roy	Administrative	Assistant	PB-2 (Rs 9,300-34,800).Level 7
150	Mr. Santi Nath Pal	Technical	Driver	PB-1 (Rs 5,200-20,200).Level 4
151	SK. Golam Rasul	Technical	T5TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
152	Dr. Hem Raj Bhandari	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 10
153	Mr. Subrata Biswas	Administrative	PrivateSecretary	PB-2 (Rs 9,300-34,800).Level 8
154	Mr. Rinku Bharali	Technical	ChiefTechnicalOfficer	PB-3 (Rs 15,600-39,100).Level 12
155	Mr. Dilip Kumar Patra	Technical	T5TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
156	Dr Suman Roy	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 11
157	Mr. Amit Kumar Mandal	Administrative	UpperDivisionClerk	PB-1 (Rs 5,200-20,200).Level 4
158	Mr. Nilanjan Paul	Technical	ChiefTechnicalOfficer	PB-3 (Rs 15,600-39,100).Level 12
159	Dr. Bijan Majumdar	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
160	Dr. Debabrata Sarkar	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
161	Shri. Paritosh Roy	Technical	Technician	PB-1 (Rs 5,200-20,200).Level 3
162	Mr. KAJAL DAS	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 11
163	Dr. Surja Kumar Sarkar	Scientific	PrincipalScientist	PB-4 (Rs 37,400-67,000).Level 14
164	Mr. Sirajul Islam	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
165	Shri. Narendra	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
166	Mr. Jhulan Gupta	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
167	Smt. Fulmani	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
168	Mr. Jokhu	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
169	Mr. Mahesh Singh Verma	Skilled Support	SSS	PB-1 (Rs 5,200-20,200).Level 1
170	Mr. Uma Sankar Das	Technical	SeniorTechnician	PB-1 (Rs 5,200-20,200).Level 5
171	Mr. Bitan Das	Technical	TechnicalOfficer	PB-2 (Rs 9,300-34,800).Level 7
172	Mr. Paras Nath Pal	Administrative	UpperDivisionClerk	PB-1 (Rs 5,200-20,200).Level 5
173	Mr. Baidyanath Mukhopadhyay	Administrative	AssistantAdministrativeOfficer	PB-2 (Rs 9,300-34,800).Level 7
174	Mr. Vinay Kumar Singh	Technical	SeniorTechnician	PB-1 (Rs 5,200-20,200).Level 4
175	Dr. KUMAR NISHANT	Scientific	Scientist	PB-3 (Rs 15,600-39,100).Level 10

RTI Proactive Disclosure under Section 4(1) (b) (xi)

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

Enclosed Annexure-Budget

RTI Proactive Disclosure under Section 4(1) (b) (xii)

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

The programmes of CRIJAF relate to Research on Jute & Allied Fibres and Applications, Basic Research, Research Education Linkage and Infrastructure and there are no subsidy programmes undertaken by the Institute.

RTI Proactive Disclosure under Section 4(1) (b) (xiii)

Particulars of recipients of concessions, permits or authorization granted by it

Concession as per Rules framed by Govt. of India/ICAR in the process of Recruitment viz. Age relaxation, fee relaxation etc. to the candidates.

RTI Proactive Disclosure under Section 4(1) (b) (xiv)

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

- a. Tenders
- b. Recruitments
- c. Office Order/Circulars
- d. Annual Reports, JAF News

RTI Proactive Disclosure under Section 4(1)(b) (xv)

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

The library is being used by researchers, farmers, students etc. during the working hours

RTI Proactive Disclosure under Section 4(1)(b) (xvi)

The name, designation and other particulars of the Public Information Officer

Dr. Madhusudan Behera, Principal Scientist
Telephone: 033-2535-6121 Extn. 247
Mob: 8280041074
Email:behera_ms@rediffmail.com

RTI Proactive Disclosure under Section 4(1)(b) (xvii)

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

- i. Website of Krishi Vigyan Kendra, Bud Bud.
- ii. Website of Krishi Vigyan Kendra-II, North 24 Parganas.