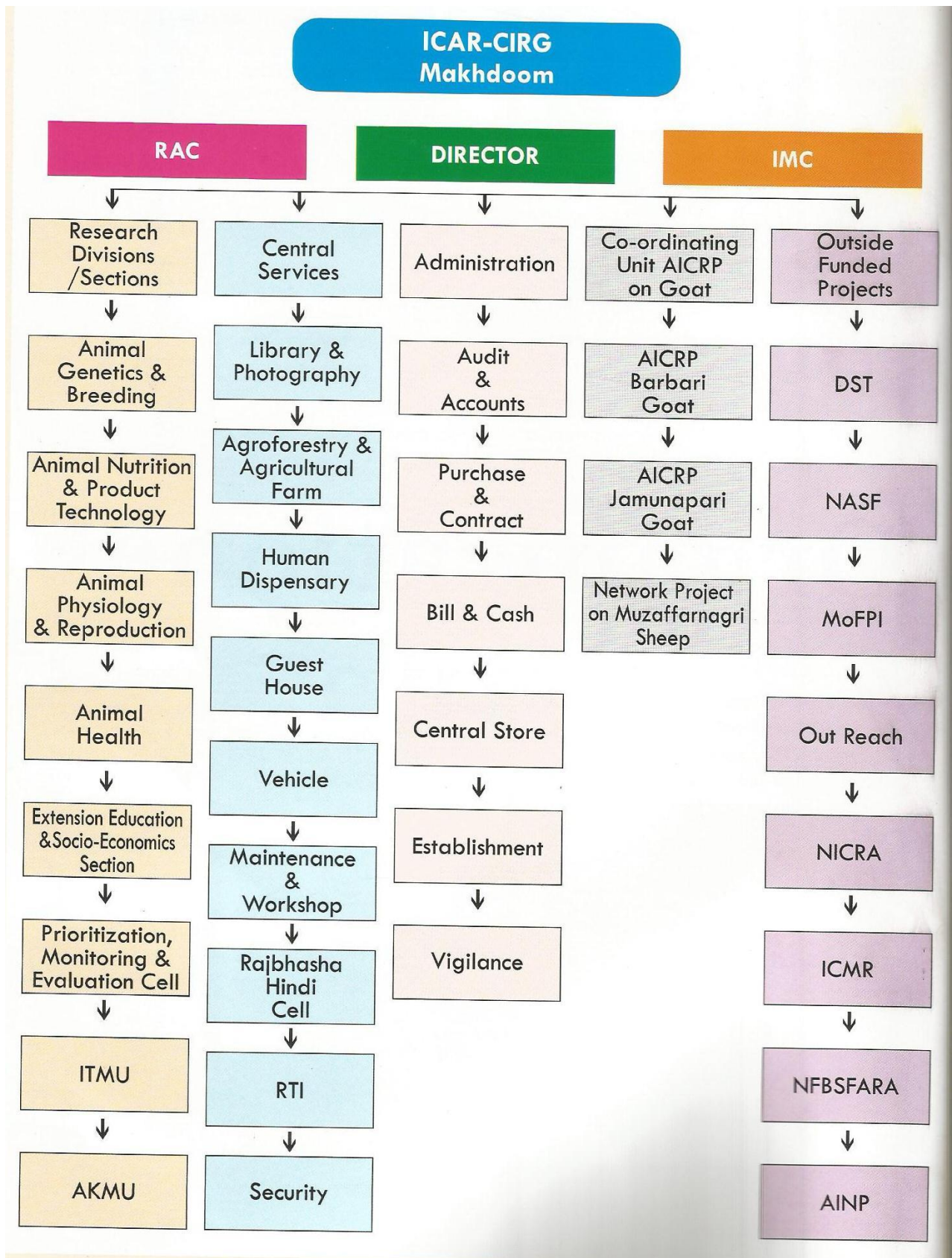


1. The powers and duties of its officers and employees



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

Citizen's/Client's Charter enclosed

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

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

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

- Establishment & Administration Manual
- Fundamental Rules & Supplementary Rules (General Rules)
- Fundamental Rules & Supplementary Rules (Traveling Allowance Rules)
- Fundamental Rules & Supplementary Rules (Leave Rules)
- General Financial Rules
Delegation of Financial Powers Rules
- Pension Rules
- Seniority & Promotion Rules
- Manual of Office Procedure
- Conduct Rules
- House Building Rules
- CCS (CCA) Rules
- Brochure on Verification of Character & Antecedents
- Instructions, guidelines etc. issued by the Department of Personnel & Training, Ministry of Finance etc. from time to time.
- Rules and Bye-laws of the ICAR Society
- Delegation of Powers
- ARS Rules
- Handbook on Technical Service Rules
- Recruitment Rules framed for different posts in ICAR
- Seniority Lists in respect of various cadres / posts
- ACRs / Assessment Reports of employees

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

The various Sections of the ICAR-CIRG have the files, documents /records relating to their Sections along with the references and the correspondence

6. 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

As Per ISO guidelines

7. 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.

- IRC
- QRT
- IMC

8. A directory of its officers and employees

List enclosed

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

Salary details enclosed

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