



# **TRANSPARENCY AUDIT REPORT OF PUBLIC AUTHORITIES**

**(Ministry of Agriculture, Department of Agriculture &  
Research-I)**

Compiled by:

**THE INDIAN LAW INSTITUTE**  
**(Deemed University)**

Bhagwan Das Road  
New Delhi – 110001



# THE INDIAN LAW INSTITUTE

## (DEEMED UNIVERSITY)

*Accredited with 'A' Grade by NAAC*

### AUDIT CERTIFICATE

This is to certify that Indian Law Institute has prepared this Transparency Audit Report of Public Authorities under **Ministry of Agriculture, Department of Agriculture & Research**. The Transparency Audit was done by a team of Research Scholars coordinated by Ms. Jupi Gogoi, Assistant Professor of the Institute.

The audit was carried out as per Central Information Commission (CIC) Auditing Standards for proactive disclosure by public authorities' upto February 2017. The audit covered compliance of facilities available to citizens for obtaining information for the concerned public authority u/s 4 (b) [i-xvii] of the Right to Information Act, 2005. There may be possibilities that some public authorities might have updated information in their respective websites subsequently. In case any such information reported to this Institute or CIC by concerned public authority, the Institute will incorporate the same in its subsequent audit.

(S.C. Prusty)  
Registrar



Name of Public Authority being audited: Indian Council of Agricultural Research (ICAR) Hqrs.

Address:

Documents Referred: (List documents referred for the audit)

- 1.
- 2.
- 3.
- 4.
- 5.

'A' Category Parameters (High Importance)

1	Language in which information Manual/ Handbook available	English Vernacular / Local Language	Language in which available: • Both English & Vernacular: 2 • In 1 language only: 1 • Not available: 0	2	they have both the options but once we click the the headline, the information mentioned therein is in English only.
2	When was the information Manual/ Handbook last updated?	Annual updation	• During last 1 year: 2 • More than 1 year ago: 1 • Not updated at all: 0	2	from the annual updation it is very much clear that it has been updated in recent time
3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4 (3)]	Use of the most effective means of communication like: • Notice boards • Newspapers • Public announcements • Media broadcasts • Internet or • Any other means including inspection of offices	Dissemination of information done using: • At least two effective means of communication: 2 • Only one means of communication: 1 • No means of communication used: 0	2	Information is disseminated through the public announcements, internet.
4	Procedure followed in decision making process [Section 4 (1) (b) (iii)]	• Process of decision making • Final decision making authority • Related provisions, acts, rules etc. • Time limit for taking a decision, if any • Channels of supervision and accountability.	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	2	The procedure indicating in Manual of Office Procedure (MOP) for decision making is complied with in the Indian Council of Agricultural Research. Accordingly, Section Officer takes action with the help of staff (Assistant, UDC and LDC) posted in his Section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Section Officer submits the file to Under Secretary / Senior Finance & Accounts Officer who in turn submits the file to Deputy Secretary / Deputy Director (Finance) / Director / Assistant Director General / Deputy Director General, Deputy Secretary / Deputy Director (Finance) / Director / Assistant Director General submits the file to the converged Additional Secretary. All cases to be submitted to Minister are routed through Secretary (M&A) & Director General, ICAR
5	Norms for discharge of functions [Section 4 (1) (b) (iv)]	Nature of functions / services offered Norms/standards for functions / service delivery Time limits for achieving the targets Reference document prescribing the norms	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	2	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
6	Total Budget for the Public Authority Budget for each agency and plan & programmes Proposed expenditure Actual Budget for each agency, if any Report on disbursements made and place where the related reports are available	Total Budget for the Public Authority Budget for each agency and plan & programmes Proposed expenditure Actual Budget for each agency, if any Report on disbursements made and place where the related reports are available	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	2	The very detailed budget has been attached as a file. The actual expenditure upto November 2016 has been given.
7	Name of the programme or activity Objective of the program Procedure to avail benefits Duration of the programme/funding Physical and financial targets of the program Nature/scale of subsidy/amount/related eligibility criteria for grant of subsidy Category of beneficiaries of subsidy program (Number, profile etc.)	Name of the programme or activity Objective of the program Procedure to avail benefits Duration of the programme/funding Physical and financial targets of the program Nature/scale of subsidy/amount/related eligibility criteria for grant of subsidy Category of beneficiaries of subsidy program (Number, profile etc.)	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	Not Applicable	
8	Particulars of recipients of concessions, permits or authorisations granted by the Public Authority [Section 4 (1) (b) (xiii)]	Concessions, permits or authorisations granted by Public Authority • For each concessions, permit or authorisation granted • Eligibility criteria • Procedure for getting the concession/grant and/or permits or authorisations • Name and address of the recipients given concessions/ permits or authorisations • Date of award of concessions/ permits or authorisations.	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	Not Applicable	



9	Are important policies or decisions which affect public informed to them? [Section 4(1) (c)]	<ul style="list-style-type: none"> <li>Publish all relevant facts while formulating important policies or announcing decisions which affect public</li> </ul>	At all times: 2 Sometimes: 1 Never: 0	2	the very detailed decisions has been publish on the website while deciding the cases. With all the important decisions
10	Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (d)]	<ul style="list-style-type: none"> <li>Provide reasons for its administrative or quasi-judicial decisions to affected persons</li> </ul>	At all times: 2 Sometimes: 1 Never: 0	1	not specifically but they have given the option of disposing the RTIs, one can draw the inferences from it.
CATEGORY SCORE (A) Sum of Scores across all A Category parameters				18	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				18	
CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100				87.5	

**B' Category Parameters (Medium Importance)**

1	Form of accessibility of information Manual/ Handbooks etc. [3] (b)	<ul style="list-style-type: none"> <li>Electronic format</li> <li>Printed format</li> </ul>	Information Manual available in: <ul style="list-style-type: none"> <li>In Both Formats: 2</li> <li>In one format only: 1</li> <li>Not available: 0</li> </ul>	2	in both the format.
2	Cost of information, if any, not available or cost of the medium	<ul style="list-style-type: none"> <li>Free of</li> <li>Not a reasonable cost of the medium</li> </ul>	Cost at which available: <ul style="list-style-type: none"> <li>Free: 2</li> <li>At Reasonable cost: 1</li> <li>At High cost: 0</li> </ul>		It can be observed that no fee is charged as far as cost.
3	Index, regulations, instructions, manuals and records for discharging functions [Section 4(1) (iv)]	<ul style="list-style-type: none"> <li>Title and nature of the record / manual / instruction</li> <li>List of contents</li> </ul>	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	2	The full details regarding the rules, regulations, instructions has been given.
4	Descriptions of documents held by the authority under its control [Section 4(1) (v)]	<ul style="list-style-type: none"> <li>Title of the document</li> <li>Category of document</li> <li>Custodian of the document</li> </ul>	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	1	Partially disclosed. Only information that has been stated is regarding the various sections of the ICAR their files, documents / records relating to their Sections along with the references and the concerned person can be referred.
5	Information available in electronic form [Section 4(1) (vi)]	<ul style="list-style-type: none"> <li>Details of information available in electronic form</li> <li>Name/Title of the document/record/other information</li> <li>Location where available</li> </ul>	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	1	The Indian Council of Agricultural Research and its various institutes / units have their own websites containing the requisite information on their websites. Not in much detail, Minor declaration.
6	Particulars of facilities available to citizens for obtaining information [Section 4(1) (vii)]	<ul style="list-style-type: none"> <li>Name &amp; location of the facility</li> <li>Details of information made available</li> <li>Working hours of the facility</li> <li>Contact person &amp; contact details (phone, fax, email)</li> </ul>	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	2	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, there exists a single window facility for receiving applications and the fees under RTI Act. The Reception officer (Public Relation Officer) at ICAR (Mrs. Shilpi Shrivastava, ICAR, Pusa, New Delhi) receives all the applications under RTI Act pertaining to ICAR.
7	Such other information as may be prescribed under Section 4(1) (b) [viii]	<ul style="list-style-type: none"> <li>Citizen's charter of the public authority</li> <li>Grievance redressal mechanisms</li> <li>Details of applications received under RTI and information provided</li> <li>List of completed schemes/projects/programmes</li> <li>List of schemes/projects/programmes underway</li> <li>Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</li> <li>Any other information</li> </ul>	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	1	there is a partial disclosure of the information on the website other than the RTI Act.
8	Receipt & Disposal of RTI applications	<ul style="list-style-type: none"> <li>Receipt of applications received under RTI and information provided</li> </ul>	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	2	disclosed.
CATEGORY SCORE (B) Sum of Scores across all B' Category parameters				18	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				18	
CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100				81.25	

**C' Category Parameters (Low Importance)**

Sl. No.	Parameters	Details	Score	Score	Qualitative Evaluation
1	Particulars of its organization, functions and duties [Section 4(1) (b) (i)]	<ul style="list-style-type: none"> <li>Name and address of the organisation</li> <li>Head of the organisation</li> <li>Key Objectives</li> <li>Functions and duties</li> <li>Organisation chart</li> <li>Any other details</li> </ul>	<ul style="list-style-type: none"> <li>Fully disclosed: 2</li> <li>Partially disclosed: 1</li> <li>Not disclosed: 0</li> </ul>	2	The Indian Council of Agricultural Research (ICAR) is an autonomous organisation under the Department of Agricultural Research and Education, Ministry of Agriculture, Government of India. Formerly known as Imperial Council of Agricultural Research, it was established on 16 July, 1929 as a registered society under the Societies Registration Act, 1860 in pursuance of the report of the Royal Commission on Agriculture. The ICAR has its headquarters at New Delhi.



2	Powers & Duties of its officers & employees [Section 4(1) (b) (ii)]	<p>.. Powers and duties of officers (administrative, financial &amp; judicial)</p> <p>.. Powers and duties of other employees</p> <p>Rules/orders under which powers and duties are derived</p>	<p>Fully disclosed: 2</p> <p>Partially disclosed: 1</p> <p>Not disclosed: 0</p>	2	everything has been explained in a chart form with all the necessary details.
3	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1) (c) (viii)]	<p>Relevant rule, circular etc.</p> <p>Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation</p>	<p>Fully disclosed: 2</p> <p>Partially disclosed: 1</p> <p>Not disclosed: 0</p>	3	<p>The Kirti 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 organizations like Agriculture, Animal husbandry and Fisheries etc. In this SAC meeting, the members are solicited to provide inputs for framing the KVK programmes and review of activities and programmes implemented by the KVKs.</p> <p>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 organization, State Agricultural Universities (SAUs), ICAR Research Institute, KVK Host Institutions etc. are invited for participation and discussion.</p>
4	Boards, Councils, Committees and Other Bodies constituted as part of the Public Authority [Section 4(1) (b) (viii)]	<p>Name of the Board, Council, committee etc.</p> <p>Composition</p> <p>Powers &amp; functions</p> <p>Whether their meetings are open to the public?</p> <p>Whether the minutes of the meeting are open to the public</p> <p>Place where the meeting is open to the public (if applicable)</p>	<p>Fully disclosed: 2</p> <p>Partially disclosed: 1</p> <p>Not disclosed: 0</p>	1	<p>Partially. 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;</p> <p>The Scientific Advisory Committee (SAC) meetings of the Kirti Vigyan Kendras (KVKs), Research Advisory Committees (RACs) of various ICAR Institutes and Quinquennial Review Teams (QRTs) for various ICAR Institutes 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, for the information one needs to request for the same.</p>
5	Directory of Officers and employees [Section 4(1) (a) (ix)]	<p>Name and designation</p> <p>Telephone, fax and e-mail ID</p>	<p>Fully disclosed: 2</p> <p>Partially disclosed: 1</p> <p>Not disclosed: 0</p>	2	All the information has been provided.
6	Monthly Remuneration received by Officers & employees including system of compensation [Section 4(1) (b) (ix)]	<p>Name and designation of the employee</p> <p>Monthly remuneration</p> <p>System of compensation as provided by Govt regulations</p>	<p>Fully disclosed: 2</p> <p>Partially disclosed: 1</p> <p>Not disclosed: 0</p>	2	Completely disclosed
7	Name, designations and other particulars of public information officers [Section 4(1) (b) (vii)]	<p>Name and designation of the Public Information Officer, Assistant Public Information Officer</p> <p>(a) &amp; Appellate Authority</p> <p>Address, telephone numbers and email ID of each designated officer</p>	<p>Fully disclosed: 2</p> <p>Partially disclosed: 1</p> <p>Not disclosed: 0</p>	2	Completely disclosed
CATEGORY A (100)				23	
CATEGORY B (100)				14	
CATEGORY C (100)				52.85	
Total Score (C/ Maximum Score Possible) x 100					

S.No.	PERCENTAGE	PERCENTAGE OBTAINED	WEIGHTAGE	REVISED SCORE
1	2	3	4	5
1	A Category Parameters	83%	0.5	41.5
2	B Category Parameters	81.25%	0.3	24.37
3	C Category Parameters	52.85%	0.2	10.57
FINAL SCORE				76.44
GRADE				A