

DIRECTORATE OF RICE DEVELOPMENT
Government of India
Ministry of Agriculture & Farmers Welfare
(Deptt. of Agri. Coopn. & Farmers Welfare)
5th Floor, G – Wing, Karpuri Thakur Sadan,
Kendriya Karyalaya Parisar,
Ashiyana – Digha Road, Patna-800025.

Directive of Central Information Commission issued under section 19 (8) (a) of the RTI Act, 2005-Time bound implementation of section 4 of the act.

<i>Name/Title of document</i>	FR
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)	Rules
	No such separate Rules, Regulations, Instructions, manual, Records, others framed by this Directorate.
Brief Write-up on the document	Govt. Instructions issued from time to time regarding Fundamental Rules.
From where one can get a copy of rules, Regulations, instructions, manual and records	Address Open Market
	Telephone No.
	Fax:
	E-Mail
	Others
	Not applicable
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	N.A.
Name /Title of document	SR
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)	Regulations
	Not applicable
Brief Write-up on the document	Regulations issued by the Govt. from time to time
	Not applicable
From where one can get a copy of rules, regulations, instructions, manual and records.	Address Open market
	Telephone No.
	Fax :
	E-Mail
	Others
	Not applicable
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.

IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is , please provide details of such policy in following format.

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation
	NIL	NIL	NIL

V. Whether there is any provision to seek consultation/ participation of public or it representatives for formulation of policies? If there is, please provide details of provisions in following format.

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation
	Bharatendu Harishchandra Awards	Yes	Members of selection committee are chosen from the respective fields.
NIL	NIL	NIL	NIL

VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others").

Secretariat level	Directorate level	Others
N.A.	<p>The following documents are held by this Directorate which are available on our web site (https://drd.dacnet.nic.in):</p> <ul style="list-style-type: none"> (i) Rice in India – A Status Paper. (ii) Rice Productivity Analysis in India. (iii) Rice in India- A Handbook of Statistics. (iv) Basmati Rice in India – Its Export Potential. (v) Rice Varieties in India. (vi) Articles/Reports/Technical Bulletin: <ul style="list-style-type: none"> A. Package and Practices of Rice in Bihar, B. Bihar Me Dhan Ka Utpadan Kaise Barhayen(in Hindi), C. S. R. I. Taknic Se Dhan Ki Kheti(in Hindi), (vii) Export of Rice. (viii) Productivity status of rice during 10th plan. (ix) Rice Varieties Released /Notified during 1996-2005. (x) Rice in India – A Hand book of Statistics, 2006. (xi) Rice Varieties Released /Notified during 1996-2007. (xii) Rice in India – A Hand book of Statistics, 2007. (xiii) Productivity status of rice during 10th plan. (xiv) Weekly Weather Watch Report. (xv) Notified Rice Varieties in India during 1996-2010. (xvi) State-wise Area, Production and Productivity of Rice during 2007-10. (xvii) Hybrid varieties of rice in India. 	N.A.

	<p>(xviii) Notified rice varieties in India during 1996-2012.</p> <p>(xix) State-wise Area, Production and Productivity of Rice during 11th Plan.</p> <p>(xx) Hybrid Rice Released/ Notified in India upto 2013.</p> <p>(xxi) Rice in India – A Status Paper during 2014</p>	

VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

Name and address of the affiliated Body : **N.A.**

Type of affiliated Body (Board, Council, Committees, Other Bodies) : **N.A.**

Brief introduction of the affiliated Body (Establishment Year, Objective / Main Activities) : **N.A.**

Role of the Affiliated Body (Advisory/Managing/Executive/Others) : **N.A.**

Structure and Member Composition : **N.A.**

Head of the Body : **N.A.**

Address and main office and its Branches : **N.A.**

Frequency of Meetings : **N.A.**

Can public participate in the meeting ? : **N.A.**

Are minutes of the meetings prepared ? : **N.A.**

Not applicable.

VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Department Appellate authority of the Public authority.

A. Contact information about the Public Information Officers

B. Central Public Information Officer : **Dr. Atul Kumar singh**
Designation of the Public Information Officer : **Assistant Director**
Central Assistant Public Information Officer : **Dr. Arvind Kumar**
Designation of the Assistant Public Information Officer : **Senior Technical Assistant**
Contact information : **Directorate of Rice Development,**
5th Floor, G - Wing,
Karpuri Thakur Sadan,
Kendriya Karalaya Parisar,
Ashiyana-Digha Road,
Patna-800 025.
Phone No. 0612-2565720
E-mail :- drdpatna@nic.in

C. Department Appellate Authority of the Public Authority : **Dr. Virendra Singh**
Director

Contact information :

**Directorate of Rice Development,
5th Floor, G - Wing,
Karpuri Thakur Sadan,
Kendriya Karalaya Parisar,
Ashiyana-Digha Road,
Patna-800 025.
Telefax No. 0612-2565843
E-mail:- drdpatna@nic.in**

IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual land rule of Business Manual, and other Rules/regulations etc can be made).

Decision is made at Ministry level.

X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?

Decision process moves as per Delegation of Financial Powers and General Financial Rules at Directorate level as Head of the Department and Director.

XI. What are the arrangements to communicate the decision to the public?

Not Applicable

XII. Who are the officer at various levels whose opinions are sought for the process of decision making ?

Joint Secretary (Crops), Head of the Division at Ministry level.

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Joint Secretary (Crops), Head of the Division at Ministry level.

XIV. Who is the final authority that vets the decision ?

Secretary (Agri. Coopn. & F. W.), Department Of Agriculture and Cooperation.

XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. NO.	1
Subject On which the decision is to be taken	Publication and Marketing of Books
Guidelines/Directions, if any	As per the prevailing practices
Process of Execution	Obtaining manuscripts, vetting (if necessary), editing, typesetting, proof-reading, cover and

XVI. Directory of Officers and Employees

Directory of officers and employees of Directorate of Rice Development:

- (1) Dr. Virendra Singh, Director ,
- (2) Smt. G. Sandhya Rani, Asstt. Director,
- (3) Dr. Atul Kumar Singh, Asstt. Director;
- (4) Dr. Arvind Kumar, S.T.A.,
- (5) Dr. Ashish Kumar Pal, S.T.A.,
- (6) Shri Sanjay Kumar Singh, U.D.C.,
- (7) Shri Deepak Kumar, U.D.C.,
- (8) Ms. Shrooti Kumari, L.D.C.,
- (9) Shri Mahesh Kumar, LDC;
- (10) Shri Jai Kishor Kumar, LDC.,
- (11) Ms. Rashmi Kumari, LDC
- (12) Shri Ashok Kumar Chaudhary, M.T.S.,
- (13) Shri Prem Kumar Mishra, MTS.

XVII. Please provide information about the details of the budget for different activities under different schemes in the given format :

There are not any schemes directly run by this Directorate. So, not separate budget available in this Directorate.

XVIII. The manner of execution of subsidy Programmes

Please provide the information as per the following format

Name of Programme/Scheme

Duration of the Programme/Scheme

Objective of the programme

Physical and financial targets of the programme (for the last year)

Eligibility of Beneficiary

Pre-requisites for the benefit

Procedure to avail the benefits of the programme

Criteria for deciding eligibility

Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Procedure for the distribution of the subsidy

Where to apply or whom to contact in the office for applying

Application fee (where applicable)

Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application).

List of attachments (certificates/documents)

Format of Attachments

Where to contact in case of process related complains

Details of the available fund (At various levels like District level, Block level etc.)

There are not any schemes directly run by this Directorate. So, not separate budget available in this Directorate.

XIX. Particulars of Recipients of concessions, permits or authorization granted by . Please provide the information as per the following format

Name of the programme

Type (Concession/Permits/Authorization)

Objective

Targets set (for the last year)

Eligibility

Criteria for the eligibility

Pre-requisites

Procedure to avail the benefits

Time limit for the concession / permits/Authorizations

Application Fee (Where applicable)

Application format (where applicable)

List of attachments (certificates/documents)

Format of attachments

The above particulars doesn't concerned to this Directorate.

XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.

Sl. No.	Item of work	Prescribed Norms
1.	Receipt of manuscript from author for publication	One month for consideration and approval
2.	Planning/processing of the proposal of book	Two weeks after approval of the manuscript
3.	Composing of book and designing of cover	6 to 8 weeks
4.	Checking of proofs/rechecking of final proofs	6 to 8 weeks
5.	Final Printings	Time limits after receipt of final approved proofs 6 to 8 weeks
6.	Payment of Bills	Within 60 days of receipts of bills subject to availability of funds
7.	Mailing of books	Within 15 days of receipt of order from the client and completion of other formalities.
8.	Subscribers of Journals/Employment News	Within 4 weeks form the receipt of subscriptions complete in all respects.
9.	Complaints & suggestions from readers	15 days
10.	Grievance redressal	Within 30 days of receipts of complaints.

XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.

Not Applicable

XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Not Applicable

XXIII. Frequency Asked Questions and their Answers.

Not Applicable

XXIV. Related to seeking Information

Not Applicable

XXV. With relation to training imparted to public by Public Authority.

Name of training programme with brief description

Time period for Training Programme/Scheme

Objective of training:

Physical and financial targets (Last year)

Eligibility for training

Pre requisite for training (If any)

Description of help (Mention the amount of financial help, if any)

Procedure of giving help

Contact Information for applying.

Application fee (In case the application is made on plain paper please mention the details which the applicant has to provide)

List of enclosures/documents

Procedures of application

Process followed in the Public Authority after the receipt of application

Normal time taken for issuance of certificate

Validity period of certificate (If applicable)

Process of renewal (If any)

Selection Procedure

Time table of training programme (In case available)

Process to inform the trainee about the training schedule

Arrangement made by the Public Authority for creating public awareness about the training programme .

List of Beneficiary of the training programme at various levels like district level, block level etc.

Sl. No.	Components	
1.	<p>With relation to training imparted to public by Public Authority.</p> <p>Name of training programme with brief description</p> <p>Time period for Training Programme/Scheme</p> <p>Objective of training</p> <p>Physical and financial targets (Last year)</p> <p>Eligibility for training</p> <p>Pre requisite for training (If any)</p> <p>Description of help (Mention the amount of financial help, if any)</p> <p>Procedure of giving help</p> <p>Contact Information for applying.</p> <p>Application fee (In case the application is made on plain paper please mention the details which the applicant has to provide)</p> <p>List of enclosures/documents</p> <p>Procedures of application</p>	<p>No training programme is being organized by this Directorate during current year.</p>

<p>Process followed in the Public Authority after the receipt of application</p> <p>Normal time taken for issuance of certificate</p> <p>Validity period of certificate (If applicable)</p> <p>Process of renewal (If any)</p> <p>Selection Procedure</p> <p>Time table of training programme (In case available)</p> <p>Process to inform the trainee about the training schedule</p> <p>Arrangement made by the Public Authority for creating public awareness about the training programme .</p> <p>List of Beneficiary of the training programme at various levels like district level, block level etc.</p>	
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Suo motu disclosure under Section 4 of the RTI Act of Directorate of Rice Development, Patna

1.0 Suo motu disclosure of more items under Section 4

Detailed information may please see at our Website:-[http:// drdp@bih.nic.in](http://drdp@bih.nic.in)

1.1 Information related to Procurement :- NIL

1.1.1 Name of the supplier of the goods/services being procured or works contracts entered.

Rate and total amount at which such procurements or works contract is to be done – NIL

1.2 Public Private Partnership – Nil

1.2.1 Nil

1.2.2 Nil

1.2.3 Nil

1.3 Transfer Policy and Transfer Orders :- This does not relate to this Directorate.

1.4 RTI Applications

RTI Applications and Appeals received and their response – Nil

1.5 CAG & PAC paras :- Nil

1.6 Citizens Charter :-

Citizen Charter pertains to Ministry of Agriculture. The Result Frame Work documents are given as under :-

1.6.1 Result Framework Document of Directorate of Rice Development, Patna

Inter se priorities among key objectives, success indicators and targets.

Objective	Actions	Success indicator	Unit	Weight %	Target/ Criteria Value				
					Excellent	Very good	Good	Fair	Poor
					100%	90%	80%	70%	60%
Crop coverage and weather watch report	All states are requested to furnish normal and target area coverage of rice crop for Kharif and Rabi	Season-wise	Weekly	4	1 st week	2 nd week	3 rd week	4 th week	5 th week
	Collection and compilation of rice sowing data from all the states and send to the Ministry for review	Every week	weekly	3	Wednesday	Thursday	Friday	----	---
	Collection of data regarding nodal states of Bihar, Jharkhand and Odisha states for all crops	Every Wednesday	weekly	3	1 st week	2 nd week	3 rd week	4 th week	5 th week
	Compilation and submission of final report to the ministry	weekly	Every Thursday	4	Thursday	Friday			
	Estimation of area production and yield of rice and all crops of nodal states Bihar, Jharkhand and Odisha	Estimation	Season wise Kharif, Rabi/ Summer	3	2 nd week of January, 2 nd week of April	3 rd week of January, 3 rd week of April			

To watch the performance of newly evolved/ release varieties	Preparation of list of rice varieties and hybrid released/ notified	Information are available on our website for all the states	Seasonal	3					
	Compile salient features and characteristics of each variety			5					
Analyses trends of area ,production and productivity of rice state-wise and district-wise	collection of data from all states	Receipt of Information from all states on APY, HYV , hybrid & Basmati rice and nodal states i.e. Bihar, Jharkhand & Odisha for all crops.	Annual	12					
	Compile and analyses trends state-wise and district- wise	Preparation of report	Annual	5					
Analyses trends of area ,production and productivity for all crops of nodal states i.e. Bihar, Jharkhand & Odisha	collection of data from the nodal states	Receipt of Information from nodal states for all crops.	Annual	5					
Monitoring of implementation of National Food Security Mission – NFSM-rice in	Requesting state government to furnish monthly progress report	Every month	Monthly	2					
	Reviewing the annual	During	Monthly	3					

Nodal States i.e. Bihar, Jharkhand & Odisha	action plan of NFSM-rice	February and march next year							
	Collection and compilation of progress report	1st week of April.	Monthly	4	2 nd week April	3rd week April	1 st week of May	2 nd week of may	3rd week of May
	Field visit to review the progress of NFSM-rice	Field visits	Number	4	10	8	7	5	2
Monitoring of implementation of National Food Security Mission- Pulses /Coarse Cereals and Commercial Crops in Nodal States i.e. Bihar, Jharkhand & Odisha, NAMOOP in Jharkhand & Odisha, NFSM- Wheat in Bihar State.	Requesting State Government to furnish progress report	Every month	Monthly	3					
	Reviewing the annual action plan of NFSM- Wheat , Pulses / Coarse Cereals and Commercial Crops & NMOOP.	During March and April next year	Monthly	3					
	Collection and compilation of progress report	2 nd week of April.	Monthly	4	2 nd week April	3rd week April	1 st week of May	2 nd week of may	3rd week of May
	Field visit to review the progress of NFSM- Wheat & Pulses/ Coarse Cereals and Commercial Crops & NMOOP.	Field visits seasonal	Number	3	10	6	4	2	1
Monitoring of implementation of Bringing Green Revolution in Eastern India (BGREI) in Nodal States i.e. Bihar, Jharkhand & Odisha	Collection and compilation of progress report of BGREI states.	Receipt of information from states	Monthly	2	2 nd week April	3rd week April	1 st week of May	2 nd week of may	3rd week of May
	Monitoring and Visit of BGREI in Nodal states.	Field visits seasonal	Number	3	8	5	4	2	1

Monitoring of Front Line Demonstration under NFSM -Rice	Collection and compilation of progress report and send to the Ministry	Receipt of information from IIRR	Monthly	2	2 nd week April	3rd week April	1 st week of May	2 nd week of may	3rd week of May
	Monitoring and Field visit.	Field visits seasonal	Number	3	8	5	4	2	1
Monitoring of Front Line Demonstration under NFSM – Wheat & Pulses in nodal states	Report of FLD	Information on FLD		1					
	Monitoring and Field visit.	Field visits seasonal	Number	2	5	2	1	1	1
Assessment of crop damage due to flood or drought	Compile information and send to the Ministry	Receipt of information from states.	Occurrence of natural calamities	1					
Accompany with central team as per the direction of the Ministry	Damage caused by natural calamities	Assessment report	After the visit	1	100				
Participation in meetings/Workshop /Seminar in different states	As and when organized	Report submit to the Ministry	After the visit	1	100				
National Conference on kharif and Rabi campaign	As and when organized	Report submit to the Ministry	After the meeting	1	100				
Member of various committees in the state of Bihar, Jharkhand and Odisha	Attend meeting as and when convened			1	100				
Participation in various meetings at	As and when convened	Report submit to the Ministry	After the	1	100				

DAC			visit						
Participation in the Annual Group Meeting on Rice organized by ICAR	Important recommendations of the meeting are reported to the Ministry	Update information	Annual	1	100				
Parliament Question	Draft reply of various parliament questions prepared and submit to the Ministry	Look sabha and Rajya sabha received from the Ministry	In / During session	1	100				
Application on RTI	Reply as and when received from applicant and also from CPIO , Ministry of Agriculture	Timely reply	After receipt of application	1	100				
Administrative and Accounts matter	Act as H.O.D/D.D.O.	For Disposal of administrative and financial matter	Whole year	3	100				
	Preparation of draft & Minutes for DPC	MACP Scheme	Within six month	1	100				
	Preparation of pension papers on superannuation	Pension	Before six month	1	100				
		TOTAL		100					

1.7 Discretionary and Non-discretionary grants :- Nil

1.8 Foreign Tours of Prime Minister & Minister :- No

1.8.1 Not applicable

1.8.2 & 1.8.3 Not applicable.

2.0 Guidelines for digital publication of proactive disclosure under Section 4 :- Nil

2.1 No.

2.2 No.

3.0 Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective

3.1 Functions and responsibilities of a public authority of this Directorate :

- i) To assist Department of Agriculture Cooperation and Farmers Welfare to plan, coordinate and monitor nodal crop development programmes at the national level and recommend measure to improve them;
- ii) To assist the States/Union Territories to plan, formulate and implement Crops programmes to increase production and productivity;
- iii) To monitor Centrally sponsored schemes i.e. National Food Security Mission (NFSM) – Rice at national level, NFSM-Pulses, NFSM – Commercial Crops, NFSM – Coarse Cereals, & Front Line Demonstration Programme on rice under NFSM Scheme and Bringing Green Revolution for Eastern India (BGREI) programme in the Nodal states i.e. Bihar, Jharkhand, Odisha and NFSM-Wheat in Bihar state analysis their progress report; Crop Diversification Programme (CDP), Cluster Frontline Demonstrations of pulses & Oilseeds; Seed Hub; Breeder Seed Production Programme, NMOOP, Targetted Rice Fallow Area (TRFA); Distribution of Seed Minikit Programme.
- iv) To interact with national and state institutions in planning the production of seeds;
- v) To liaise with State Agricultural Universities and Central Government Institutes for organizing training courses in improved production technology;
- vi) To have closer interaction/coordination with the Project Directorates/Institutes and other Research Centers of the ICAR and represent Department of Agriculture Cooperation and Farmers Welfare on their Management Committee and ICAR's Regional Committee, with a view to benefit from research and improved production technology and assist the Ministry of Agriculture to formulate farmer friendly scheme with a unified approach for the overall development of agriculture sector as a whole;

- vii) To keep in touch with research developments by Agricultural Universities, National and International Organizations and maintain the flow of information and ideas between research and development;
- viii) To provide technical support to the Extension agencies with respect to the nodal crop as and when required. In this context the Directors of Commodity Development Directorates may attend the State Level Crop Training Programmes; provide literature on training manuals; and also periodically visit some such projects relating to their respective nodal crops and provide feedback to Extension Division;
- ix) To participate in meeting of Zonal Research and Extension Advisory Committee(ZERAC) and have closer interaction/coordination through this forum in relevant functions and responsibilities;
- x) To watch the performance of the newly evolved released varieties of seeds;
- xi) To study and analyze trends in weather, crop area, production and productivity as well as transport, marketing and prices;
- xii) To report regularly to Department of Agriculture Cooperation & Farmers Welfare on weather and crop prospects as well as market and price trends;
- xiii) To assist Department of Agriculture Cooperation & Farmers Welfare in fixing targets of production and suggest measures to achieve them;

3.2 Nil

3.3 Guidelines for section 4 (1) (b) (iii) - “The procedure followed in the decision-making processes including channels of supervision and accountability”.

3.3.1 Nil

3.4 Guidelines for section 4(1) (b) (iv) – “The norms set by it for the discharge of its functions”.

3.4.1 & 3.4.2 – As decided by the Ministry.

3.4.3 – As per Rules & Regulations framed by the Govt. of India.

3.5 Guidelines for 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”.

3.5.1. Budget allocated by the Ministry and expenditure is made as per requirement/ availability in general.

3.6 Guidelines for section 4 (1) (b) (xiv) – details in respect of information, available to or held by it, reduced in an electronic form.

3.6.1&3.6.2 Available on Directorates website.

4.0 Compliance with provisions of Suo moto (proactive) disclosure under the RTI Act.

4.1 The information has been uploaded on our website.
[http:// drdpat.bih.nic.in](http://drdpat.bih.nic.in)

5.0 Nodal Officer

5.1 Pertains to the Ministry.

6.0 Annual Reports to Parliament/Legislatures

6.1 This does not relate to this Directorate.
