

DIRECTORATE OF RICE DEVELOPMENT
250-A, Patliputra Colony, Patna-800013(Bihar)

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.

Name/Title of document	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 (http://dacnet.nic.in/rice):</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, 	N.A.

	<p>(xiii) Productivity status of rice during 10th plan,</p> <p>(xiv) Weekly Weather Watch Report</p> <p>(xv) Notified Rice Varieties in India during 1996-2010</p> <p>(xvi) State-wise Area, Production and Productivity of Rice during 2007-10</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:

Central Public Information Officer :

Shri Vipin Kumar

Designation of the Public Information Officer : Senior Technical Assistant &CPIO

Central Assistant Public Information Officer: Dr. Arvind Kumar

Designation of the Public Information Officer : Senior Technical Assistant &CAPIO

Contact information :

**Directorate of Rice Development,
250-A, Patliputra Colony,
Patna-800 013.**

Phone No. 0612-2262843

Fax No. 0612-2262720

E-mail :- drdpatna@nic.in

**B. Department Appellate Authority of the Public Authority: Dr. M. C. Diwakar
Director**

Contact information :

**Directorate of Rice Development,
250-A, Patliputra Colony,
Patna-800 013.
Phone No. 0612-2262843
Fax No. 0612-2262720
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 offices 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 (A&C), 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. M. C. Diwakar ,Director ,

(2)Shri Gopal Chandra Das, S.I.,

(3) Shri Vipin Kumar, S.T.A.,

(4) Dr. Arvind Kumar, S.T.A.,

(5)Shri Jintu Das, S.T.A.,

(6) Shri S. V. Raju, Accountant,

(7) Shri Surendra Kumar, Stenographer Grade –II,

(8)Shri Sanjay Kumar Singh, U.D.C.,

(9) Shri Deepak Kumar, L.D.C.,

(10) Shri Mahesh Kumar, Peon,

(11) Shri Lal Mohan Chaudhary, Peon,

(12) Shri Ashok Kumar Chaudhary, Peon,

(13) Shri Phool Chand Singh, Chowkidar,

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/Authorisation)
 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

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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>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>	<p>No training programme is being organized by this Directorate.</p>
