

RIGHT TO INFORMATION ACT, 2005

A FRAME WORK FOR TRANSPARENCY AUDIT

Suo Mouto Disclosures Under Section 4 of RTI Act, 2005

चावल विकास निदेशालय

DIRECTORATE OF RICE DEVELOPMENT

Government of India, भारत सरकार

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare
(कृषि सहकारिता एवं किसान कल्याण विभाग)/ (Deptt. of Agri. Coopn. & Farmers Welfare)
पंचम तल, जी विंग, कर्पूरी ठाकुर सदन, /5th Floor, G – Wing, Karpoori Thakur Sadan,
केन्द्रीय कार्यालय परिसर (जी.पी.ओ.ए.), /Kendriya Karyalaya Parisar (GPOA),
आशियाना-दीघा रोड, /Ashiyana – Digha Road,
पटना- 800025 (बिहार)/ Patna-800025 (Bihar).

Updated 04.06.2020

A FRAME WORK FOR TRANSPARENCY AUDIT

Suo Mouto Disclosures Under Section 4 of RTI Act, 2005

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions, Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1 – organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/ not met- not applicable will be treated as fully met/ partially met)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	<p>1.1.1 Name and address of the Organization Directorate of Rice Development, 5th Floor, G - Wing, Karpuri Thakur Sadan, Kendriya Karalaya Parisar, Ashiyana-Digha Road, Patna-800 025 (Bihar).</p>	Fully met
		<p>1.1.2 Head of the organization Director</p>	Fully met
		<p>1.1.3 Vision, Mission and Key objectives Vision To enhance the production and productivity of rice crop to insure to food security of the growing population of the country and also to make agriculture sustainable and viable vocation for livelihood support. Mission And Key Objectives To provide technical backstopping to the states for enhancing agriculture production and improving income level of all farmers by successful implementation of various new initiatives and Centrally sponsored crop developments schemes such as National Food Security Mission (NFSM), Rashtriya Krishi Vikas Yojna (RKVY), Bringing Green Revolution in Eastern India (BGREI), Extension reforms implementing in assigned states. The main objective is to Assist Department of Agriculture & Cooperation to plan, coordinate and monitor nodal crop development programme at the National level and Centrally Sponsored crop development programmes in assigned states (Bihar, Jharkhand &</p>	Fully met

		Odisha) and recommend measures to improve them.	
		<p>1.1.4 Function and duties</p> <p>(A) MANDATE/ FUNCTIONS</p> <p>i)To assist Department of Agriculture and Cooperation to plan, coordinate and monitor nodal crop development programmes at the national level and recommend measure to improve them;</p> <p>ii) To assist the States/Union Territories to plan, formulate and implement Crops programmes to increase production and productivity;</p> <p>iii)To monitor Centrally sponsored schemes i.e. National Food Security Mission (NFSM – Rice/ Wheat/ Pulses/ Commercial crops), BGREI programme under RKVY in the assigned states i.e. Bihar, Jharkhand, Odisha and analysis their progress report.</p> <p>iv)To interact with national and state institutions in planning the production of seeds;</p> <p>v)To liaise with State Agricultural Universities and Central Government Institutes for organizing training courses in improved production technology;</p> <p>vi)To have closer interaction/coordination with the Project Directorates/Institutes and other Research Centres of the ICAR and represent Department of Agriculture and Cooperation 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;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>x) To watch the performance of the newly evolved released varieties of seeds;</p> <p>xi)To study and analyze trends in weather, crop area, production and productivity as well as transport, marketing and prices;</p> <p>xii)To report regularly to Department of Agriculture and Cooperation on weather and crop prospects as well as market and price trends;</p> <p>xiii)To assist Department of Agriculture and Cooperation in fixing targets of production and suggest measures to achieve them;</p> <p>xiv)To function as “Area Officers” to the assigned States.</p> <p>xv)To assist DAC for fixing targets of production and suggest measures to achieve them.</p>	Fully met
		(B) AREA –SPECIFIC MANDATE UNDER BIFOCAL	

		<p>RESPONSIBILITIES ASSIGNED STATES (BIHAR, JHARKHAND AND ODISHA)</p> <p>xvi) To function as Area- Office of DAC & FW for the assigned states (presently Bihar, Jharkhand and Odisha) for coordination and monitoring of all Central Sector and Centrally Sponsored Schemes, Mission programme in agricultural development/ crop sector.</p> <p>xvii) To maintain liaison with State Governments/ Departments and other development agencies/ Research organization/ SAUs/ stake-holders on crop development programmes.</p> <p>xviii) To monitor implementation of the crop development programmes on behalf of DAC & FW and appraise the Ministry/ States about the gap between planning and performance and for further follow-up.</p> <p>xix) To monitor the availability of inputs and extension services; crop scenario etc.</p> <p>xx) To participate in Kharif Conference, Rabi Conference, Zonal Seed meetings etc.</p> <p>xxi) Represent DAC&FW in Central Team/ Committees.</p> <p>xxii) Scrutiny of Annual Action Plan of the states, preparation of the Appraisal Notes on the proposal of each state.</p> <p>(C) EXTENDED MANDATE – BGREI/ NFSM/ OTHER CSS MONITORING</p> <p>Assessment of inputs requirements seed rolling plan etc for obtaining optimal yields.</p> <p>xxiii) Tracking progress and promotion of new crop varieties, including Seed Minikit implementation.</p> <p>xxiv) Monitoring/ tracking progress of horticulture crops under Mission on Inter Development of Horticulture (MIDH) in the assigned states.</p> <p>xxv) To Coordinate between States Stake-holders and Mission Director, NFSM on all issues related to National Food Security Mission, Rashtriya Krishi Vikas Yojana (RKVY).</p> <p>xxvi) To obtain quarterly, annual report and Utilization Certificates and ensure timely submission of reports.</p> <p>xxvii) To liaise with State Agriculture Universities and ICAR Research Institutions for organizing the training courses, arranging workshops etc.</p> <p>xxviii) Compilation of MPR /QPR/ APR of all CSS in assigned states and Nodal crop (Pulses) at National level.</p> <p>xxiv) Assisting Crops Division for allocation of seed minikits of oilseeds/pulses and monitoring the delivery within stipulated time frame and performance.</p> <p>xxix) To act as Convenor/ Team leader for National Level Monitoring Team (NLMT) under NFSM and BGREI etc.</p> <p>xxx) Monitoring of Seed Hubs, Enhancing Breeder Seed Production Programme and Cluster Frontline Demonstrations (CFLDs) Pulses and Oilseeds under NFSM- Pulses, and Rice FLDs.</p> <p>xxxi) Additional Nodal Officer for Bihar, Jharkhand and Odisha for All Crops Development Programmes under the umbrella scheme Green Revolution- Krishonnati Yojana (vide No. 4415/06/2006- Estt. I dated 6th April, 2017).</p> <p>xxxii) Member State Coordination Committee (SCC) for “Doubling of Farmers Income by 2022”(vide No. 15-4/2017-FW Policy division dated 30th March, 2017).</p>	
		<p>1.1.5 Organizational Chart Director (1) - Joint Director(1) - Assistant Director(1) - Senior Technical Assistant (3) - Accountant (1) - Stenographer gr. II (1) - Jr. Translator(1) – UDC (2) – LDC (4) – MTS (4)</p>	<p>Fully met</p>

		<p>1.1.6 Any other details-the genesis, inception, formation of the department and the HoDstime to time as well as the committees/ Commissions constituted from time to time have been dealt.</p> <p>No Board/Committee exist. However, National Level Monitoring Team (NLMT) – NFSM/BGREI have been constituted, composition is as under:</p> <p>(A) The National Level Monitoring Team (NLMT) – NFSM for the States of Bihar, Jharkhand and Odisha has been constituted with the following members:</p>		Fully met	
		(i)	Director, Directorate of Rice Development, Patna	Team leader / Coordinator	
		(ii)	Chief Scientist of Pulses (MULLaRP), Deptt, of Agronomy, Birsa Agricultural University, Ranchi (Jharkhand)	Member	
		(iii)	Senior / Principal Scientist (Crop Production), National Rice Research Institute (NRRI), Cuttack (Odisha)	Member	
		(iv)	Senior Scientist/Agronomist, Dr. Rajendra Prasad Central University, Pusa Samastipur (Bihar)	Member	
		(v)	Senior Scientist/Agronomist, Odisha University of Agriculture & Technology, Bhubaneshwar, Odisha	Member	
		(vi)	Nominated Member by concerned State Mission Director – NFSM/ Nominated officer not below the rank of Joint Director	Member	
		(B) The National Level Monitoring Team- BGREI for the State of Bihar, Jharkhand and Odisha has been constituted with the following members:			
		(i)	Director, Directorate of Rice Development, Patna	Team leader / Coordinator	
		(ii)	Senior Scientist (Crop Production), National Rice Research Institute (NRRI), Cuttack (Odisha)	Member	
		(iii)	Senior Scientist/Agronomist of the concerned State Agricultural University	Member	
		(iv)	Nominated Member by concerned State Mission Director – NFSM/ Nominated officer not below the rank of Joint Director	Member	
1.2	Power and duties of its officers and employees[Section 4(1) (b) (ii)]	<p>1.2.1 Powers and duties of officers (Administrative, Financial and Judicial) Director (Head of Department)</p>		Fully met	
		<p>1.2.2 Power and duties of other employees a. Dr. Sumit Mishra, Joint Director, (Head of Office, DDO & Part time vigilance officer) b. Dr. A.K. Singh, Assistant Director, CPIO</p>		Fully met	
		1.2.3 Rules/ orders under which powers and duty are derived and		Fully met	
		1.2.4 Exercised		Fully met	
		<p>1.2.5 Work Allocation a. Dr. Sumit Mishra, Joint Director, (Head of Office, DDO & Part time vigilance officer)</p>		Fully met	

		b. Dr. A.K. Singh, Assistant Director, CPIO			
1.3	Procedure followed in decision making process [Section 4(1) (b) (iii)]	1.3.1 Process of decision making identify key decision making points The GCS Rules and DOPT guidelines of Govt. of India. Decision making dispensation is followed as per DFPR and other administered the issue.	Fully met		
		1.3.2 Final decision making authority Based on the issues and case, the Joint Secretary (Crops & PHMF)/ Additional Secretary/Secretary (AC & FW), DAC & FW/ MOS or Union Agriculture Minister in the Department of Agriculture Cooperation & Farmers Welfare.	Fully met		
		1.3.3 Related provisions, acts, rules etc. According to Delegation of Financial Power Rules (DFPR) and GFR, 2017.	Fully met		
		1.3.4 Time limit for taking a decision, if any In accordance of the Central Secretariat Manual of office Procedure (CSMOP).	Fully met		
		1.3.5 Channel of supervision and accountability Administrative Officer – Head of Office – Director (HOD)	Fully met		
1.4	Norms for discharge of functions [Section 4(1) (b) (iv)]	1.4.1 Nature of functions/ services offered	Not applicable		
		1.4.2 Norms/ standards for functions/ service delivery			
		1.4.3 Process by which these services can be accessed			
		1.4.4 Time-limits for achieving the targets			
		1.4.5 Process of redress of grievances			
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1) (b) (v)]	1.5.1 Title and nature of the record/ manual/instruction. No separate Rules, Regulations, manual, Records framed by this Directorate, the GCS rules of GOI applicable.	Fully met		
		1.5.2 List of Rules, Regulations, manual, Records. Rules, Regulations, instructions manuals and records as per GOI	Fully met		
		1.5.3 Acts/ Rules manuals etc. Acts/ Rules manuals of GOI	Fully met		
		1.5.4 Transfer policy and transfer orders Transfer policy of Crop Development Directorates (CDDS) prepared by Ministry of Agri. Coopn. & F.W. & transfer orders are issued accordingly.	Fully met		
1.6	Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]	1.6.1 Categories of documents NIL	Fully met		
		1.6.2 Custodian of documents/categories Not Applicable	Fully met		
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1) (b) (vii)]	1.7.1 Name of Boards, Councils, Committees etc. No	Fully met		
		1.7.2 Composition Not Applicable	Fully met		
		1.7.3 Dates from which constituted Not Applicable	Fully met		
		1.7.4 Term/ Tenure Not Applicable	Fully met		
		1.7.5 Powers and functions Not Applicable	Fully met		
		1.7.6 Whether their meetings are open to the public? Not Applicable	Fully met		
		1.7.7 Whether the minutes of the meetings are open to the public? Not Applicable	Fully met		
		1.7.8 Place where the minutes if open to the public are available ? Not Applicable	Fully met		
1.8	Directory of officers and employees [Section 4(1) (b)]	1.8.1 Telephone , Fax and E-mail ID Name, Designation, Phone and E-mail are given as under:	Fully met		
			Name & Designation	Phone and E-mail	
		1	Dr. Virendra Singh	0612-2265720/	

	(vii)]		Director	drdpatna@nic.in	
		2	Dr. Sumit Mishra Joint Director	0612-2565843/ drdpatna@nic.in	
		3	Dr. A.K. Singh Assistant Director	0612-2565843/ drdpatna@nic.in	
		4	Dr. Arvind Kumar STA	0612-2565843/ drdpatna@nic.in	
		5	Dr. Ashish Kr. Pal STA	0612-2565843/ drdpatna@nic.in	
		6	Shri Sanjay Kr. Singh Accountant	0612-2565843/ drdpatna@nic.in	
		7	Smt Shrooti Kumari LDC	0612-2565843/ drdpatna@nic.in	
		8	Ms. Rashmi Kumari LDC	0612-2565843/ drdpatna@nic.in	
		9	Shri Mahesh Kumar LDC	0612-2565843/ drdpatna@nic.in	
		10	Shri Jai Kishor Kr. LDC	0612-2565843/ drdpatna@nic.in	
		11	Shri Ashok Kr. Choudhary MTS	0612-2565843/ drdpatna@nic.in	
		12	Shri Prem Kr. Mishra MTS	0612-2565843/ drdpatna@nic.in	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]		Name & Designation	Gross Salary Paid During April, 2020	Fully met
		1	Dr. Virendra Singh Director	Rs.1,56,780/-	
		2	Dr. Sumit Mishra Joint Director	Rs.1,06,844/-	
		3	Dr. A.K. Singh Assistant Director	Rs.91,992/-	
		4	Dr. Arvind Kumar STA	Rs.91,992/-	
		5	Dr. Ashish Kr. Pal STA	Rs.50895/-	
		6	Shri Sanjay Kr. Singh Accountant	Rs.50895/-	
		7	Smt Shrooti Kumari LDC	Rs.38,792/-	
		8	Ms. Rashmi Kumari LDC	Rs.31,388/-	
		9	Shri Mahesh Kumar LDC	Rs.42,822/-	
		10	Shri Jai Kishor Kr. LDC	Rs.36,797/-	
		11	Shri Ashok Kr. Choudhary MTS	Rs.43,181/-	
		12	Shri Prem Kr. Mishra MTS	Rs.30,335/-	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information Officer & Appellate Authority			Fully met
		Central Public Information Officer (CPIO)	Dr. A.K. Singh Assistant Director		
		Central Assistant Public Information Officer (CAPIO)	Dr. Arvind Kumar STA		
		First Appellate Authority	Dr. Virendra Singh Director		
		1.10.2 Address , telephone numbers and email ID of each designated official.			

		<p>Address of CPIO & CAPIO Directorate of Rice Development, 5th Floor, G - Wing, Karpoori Thakur Sadan, Kendriya Karalaya Parisar, Ashiyana-Digha Road, Patna-800 025 (Bihar). Phone: 0612-2565843/ E-mail: drdpatna@nic.in</p> <p>Address of First Appellate Authority: Directorate of Rice Development, 5th Floor, G - Wing, Karpoori Thakur Sadan, Kendriya Karalaya Parisar, Ashiyana-Digha Road, Patna-800 025 (Bihar). Phone: 0612-2265720/ E-mail: drdpatna@nic.in</p>																																																																													
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	<p>1.11.1 No. of employees against whom against Disciplinary action has been Pending for Minor penalty or major penalty proceedings NIL</p>	Fully met																																																																												
		<p>1.11.2 Finalised for Minor penalty or major penalty proceedings NIL</p>	Fully met																																																																												
1.12	Programmes to advance understanding of RTI (Section 26)	<p>1.12.1 Educational programmes NIL</p>	Fully met																																																																												
		<p>1.12.2 Efforts to encourage public authority to participate in these programmes NIL</p>	Fully met																																																																												
		<p>1.12.3 Training of CPIO/ CAPIO NIL</p> <p>1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned Not applicable</p>	Fully met																																																																												
1.13	Transfer policy and transfer orders [F. No.1/6/2011-IR dt. 15.04.2013]	<p>1.13.1 Transfer policy and transfer orders [F. No.1/6/2011-IR dt. 15.04.2013] Transfer policy of Crop Development Directorates (CDDS) prepared by Ministry of Agri. Coopn. & F.W. & transfer orders are issued accordingly.</p>	Fully met																																																																												
2. Budget and Programme																																																																															
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1) (b) (xi)]	<p>2.1.1 Total Budget for the public authority Office Budget (Non-Plan & Plan)</p> <table border="1"> <thead> <tr> <th rowspan="2">Major Head 3509</th> <th colspan="2">F.Y. 2017-18 (Rs. in lakh)</th> <th colspan="2">F.Y. 2018-19 (Rs. in lakh)</th> <th colspan="2">F.Y. 2019-20 (Rs. in lakh)</th> </tr> <tr> <th>Allocati on</th> <th>Exp.</th> <th>Allocati on</th> <th>Exp.</th> <th>Allocat ion</th> <th>Exp.</th> </tr> </thead> <tbody> <tr> <td>01-Salary</td> <td>92.90</td> <td>92.80</td> <td>99.50</td> <td>99.42</td> <td>115.50</td> <td>112.82</td> </tr> <tr> <td>02-Wages</td> <td>0.35</td> <td>0.26</td> <td>0.30</td> <td>0.22</td> <td>0.30</td> <td>0.28</td> </tr> <tr> <td>03-OTA</td> <td>0.05</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>06-Medical</td> <td>1.00</td> <td>0.29</td> <td>0.50</td> <td>0.14</td> <td>1.00</td> <td>0.44</td> </tr> <tr> <td>11-DTE</td> <td>7.70</td> <td>7.70</td> <td>11.09</td> <td>11.08</td> <td>10.50</td> <td>10.44</td> </tr> <tr> <td>13-OE</td> <td>10.30</td> <td>10.30</td> <td>18.03</td> <td>16.32</td> <td>9.50</td> <td>8.43</td> </tr> <tr> <td>14-RR&T</td> <td>13.00</td> <td>12.96</td> <td>13.00</td> <td>12.96</td> <td>13.14</td> <td>12.96</td> </tr> <tr> <td>16-Publicat ion</td> <td>0.30</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.50</td> <td>0.00</td> </tr> <tr> <td>27-</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	Major Head 3509	F.Y. 2017-18 (Rs. in lakh)		F.Y. 2018-19 (Rs. in lakh)		F.Y. 2019-20 (Rs. in lakh)		Allocati on	Exp.	Allocati on	Exp.	Allocat ion	Exp.	01-Salary	92.90	92.80	99.50	99.42	115.50	112.82	02-Wages	0.35	0.26	0.30	0.22	0.30	0.28	03-OTA	0.05	0.00	0.00	0.00	0.00	0.00	06-Medical	1.00	0.29	0.50	0.14	1.00	0.44	11-DTE	7.70	7.70	11.09	11.08	10.50	10.44	13-OE	10.30	10.30	18.03	16.32	9.50	8.43	14-RR&T	13.00	12.96	13.00	12.96	13.14	12.96	16-Publicat ion	0.30	0.00	0.00	0.00	0.50	0.00	27-	0.00	0.00	0.00	0.00	0.00	0.00	Fully met
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		Minor Work														
		30-OCS	1.50	1.31	0.15	0.15	0.00	0.00								
		359613-SAP	0.00	0.00	1.00	0.25	1.00	0.60								
		Total	127.10	125.62	143.57	140.54	151.44	145.96								
2.2	Foreign and domestic tours	2.2.1 Budget Foreign tours : NIL Domestic Tours: Expenditure during <u>2017-18</u>, <u>2018-19</u> & <u>2019-20</u> Are given below: <div style="text-align: right;">(Rs. in lakh)</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">F.Y. 2017-18</td> <td style="width: 33%;">F.Y. 2018-19</td> <td style="width: 33%;">F.Y. 2019-20</td> </tr> <tr> <td style="text-align: center;">7.70</td> <td style="text-align: center;">11.08</td> <td style="text-align: center;">10.44</td> </tr> </table>								F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20	7.70	11.08	10.44	
F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20														
7.70	11.08	10.44														
		2.2.3 Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, NIL b) Details of the bids awarded compromising the names of the suppliers of goods/ services being procured, Not Applicable c) The works contracts concluded – in any such combination of the above and Not Applicable d) The rate. Rates and the total amount at which such procurement or works contract is to be executed. NIL														
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	2.3.1 Name of the programme of activity 2.3.2 Objective of the programme 2.3.3 Procedure to avail benefits 2.3.4 Duration of the programme/scheme 2.3.5 Physical and financial targets of the programme 2.3.6 Nature/ scale of subsidy/ amount allotted 2.3.7 Eligibility criteria for grant of subsidy 2.3.8 Details of beneficiaries of subsidy programme (number, profile etc)					* Execution of subsidy programme rests with the DAC & FW, Govt. of India and the respective State Department of Agriculture. * The DRD, Patna is not directly involved in allocation and release of funds.		Fully met							
2.4	Discretionary and non-discretionary grants [F.No.1/6/2011-IR dt. 15.04.2013]	2.4.1 Discretionary and non- discretionary grants/ allocations to State Govt./ NGOs/ other institutions NIL 2.4.2 Annual accounts of all legal entities who are provided grants by public authorities Not Applicable							Fully met							
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (Xiii)]	2.5.1 Concessions, permits or authorizations granted by public authority NIL 2.5.2 For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/grant and / or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of concessions/ permits of authorizations					Not Applicable		Fully met							
2.6	CAG & PAC	2.6.1 CAG & PAC paras and the action taken reports (ATRs) after these							Fully met							

	paras [F . No. 1/62011-IR dt. 15.4.2013	have been laid on the table of both houses of the parliament. NIL	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section4(1)(b)(vi i)] [F. No. 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public 3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens NIL	Fully met
		3.1.2 Arrangement for consultations with or representation by	Fully met
		a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Fully met NIL
		3.1.3 Public- private partnerships (PPP) Details of Special Purpose Vehicle (SPV), if any NIL	Fully met
		3.1.4 Detailed project reports (DPRs) Not applicable	Fully met
		3.1.5 Concession agreements. Not applicable	Fully met
		3.1.6 Operation and maintenance manuals Not applicable	Fully met
		3.1.7 Other documents generated as part of the implementation of the PPP Not applicable	Fully met
		3.1.8 Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government Not applicable	Fully met
		3.1.9 Information relating to outputs and outcomes Not applicable	Fully met
		3.1.10 The process of the selection of the private sector party (concessionaire etc) Not applicable	Fully met
3.1.11 All payment made under the PPP project Not applicable	Fully met		
3.2	Are the details of policies/ decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulation important policies or announcing decisions which affect public to make the process more interactive; 3.2.1 Policy decisions/legislations taken in the previous one year Not applicable	Fully met
		3.2.2 Outline the Public consultation Process Not applicable	Fully met
		3.2.3 Outline the arrangement for consultation before formulation of Policy Not applicable	Fully met
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	3.3.1 Use of the most effective means of communication Internet (website) http://drdpat.bih.nic.in	Fully met
3.4	Form of accessibility of information manual/ handbook [Section4(1)(b)]	The following documents are held by this Directorate which are available on our web site (https://drd.dacnet.nic.in): (i) Rice in India – A Status Paper. (ii) Rice Productivity Analysis in India.	Fully met

		<ul style="list-style-type: none"> (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) Weekly Weather Watch Report. (xiv) Notified Rice Varieties in India during 1996-2010. (xv) State-wise Area, Production and Productivity of Rice during 2007-10. (xvi) Hybrid varieties of rice in India. (xvii) Notified rice varieties in India during 1996-2012. (xviii) State-wise Area, Production and Productivity of Rice during 11th Plan. (xix) Hybrid Rice Released/ Notified in India upto 2013. (xx) Rice in India – A Status Paper during 2014 	
3.5	Whether information manual/ handbook available free of cost or not [Section4(1)(b)]	<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) Weekly Weather Watch Report. (xiv) Notified Rice Varieties in India during 1996-2010. (xv) State-wise Area, Production and Productivity of Rice during 2007-10. (xvi) Hybrid varieties of rice in India. (xvii) Notified rice varieties in India during 1996-2012. (xviii) State-wise Area, Production and Productivity of Rice during 11th Plan. (xix) Hybrid Rice Released/ Notified in India upto 2013. (xx) Rice in India – A Status Paper during 2014 	Fully met

4.1	Language in which Information Manual/ Handbook Available [F.No. 1/6/2011-IR dt. 15.04.2013]	4-1.1 English Yes	Fully met
		4.1.2 Vernacular/ Local Language Pamphlets related to SRI in Hindi	Fully met
4.2	When was the information Manual/ Handbook last updated? [F.No. 1/6/2011-IR dt. 15.04.2013]	4.2.1 Last date of Annual updation 06.03. 2019	Fully met
4.3	Information available in electronic form [Section4(1)(b)(xiv)]	4.3.1 Details of information available in electronic form Information as on serial No. 3.5	Fully met
		4.3.2 Name/ title of the document/ record/ other information Information as on serial No. 3.5	Fully met
		4.3.3 Location where available The details are available on website i.e. http://drdpat.bih.nic.in	Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section4(1)(b)(xv)]	4.4.1 Name & location of the faculty Directorate of Rice Development, 5 th Floor , G- Wing, Karpoori Thakur Sadan, Ashiana- Digha Road, Patna-800025 (Bihar)	Fully met
		4.4.2 Details of information made available This Directorate Website : http://drdpat.bih.nic.in	Fully met
		4.4.3 Working hours of the facility 9.30 A.M. to 6.00 P.M. (in working days)	Fully met
		4.4.4 Contact person & contact details (Phone , Fax email) Dr.Atul Kumar Singh, Assistant Director (CPIO) Dr. Arvind Kumar, Senior Technical Assistant (CAPIO) Phone – 0612-2565720/0612-2565843/ E-mail- drdpatna@nic.in	Fully met
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	4.5.1 Grievance redressal mechanism Within30 days of receipts of complaints	Fully met
		4.5.2 Details of applications received under RTI and information provided. RTI applications received under RTI transfer under Section 6(3) in this Directorate from the Ministry or received to CPIO directly. The information has been provided to the applicants directly under intimation to the Ministry in time. In 2019-20 Application received = 38 Replied = 38	Fully met
		4.5.3 List of completed scheme / projects/ Programmes National workshop on “Rice Research and Development : Doubling of Farmers Income” at National Rice Research Institute, Cuttack (Odisha) held on 28.02.2020	Fully met
		4.5.4 List of schemes/ projects/ programme underway NIL	Fully met

		4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract Not Applicable	Fully met
		4.5.6 Annual Report Not Applicable	Fully met
		4.5.7 Frequently Asked Question (FAQs) FAQs related to Rice cultivation is placed on this Directorate's website	Fully met
		4.5.8 Any other information such as a) Citizen's Charter b) Result Framework Document (RFD), (c) Six monthly reports on the , (d)Performance against the benchmarks set in the Citizen's Charter.	Fully met
			Fully met
4.6	Receipt & Disposal of RTI applications & appeals F. No. 1/6/2011-IR dt. 15.4.2013	Uploaded on website	Fully met
		4.6.1 Details of applications received and disposed Uploaded on Website	Fully met
		4.6.2 Details of appeals received and orders issued NIL	Fully met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	4.7.1 Details of questions asked and replies given Parliament questions received from the Ministry. The draft reply of the questions were sent to the Ministry as and when received.	Fully met
5	Such other information as may be prescribed[F. No. 1/2/2016-IR dt. 17.8.2016, F. No. 1/6/2011-IR dt. 15.4.2013	5.1.1 Name & details of – (a) Current CPIOs & FAAs CPIO Dr. Atul Kumar Singh Assistant Director CAPIO Dr. Arvind Kumar STA FAA Dr. Virendra Singh Director (b) Earlier CPIO & FAAs From CPIO Dr. Man Singh Joint Director CAPIO Dr. Arvind Kumar STA FAA Dr. Virendra Singh Director	Fully met
		5.1.2 Details of third party audit of voluntary disclosure – (a) Details of Audit carried out, (b) Report of the audit carried out	Not met
		5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD – (a) Date of appointment, (b) Name & Designation of the officers This matter pertains at the level of the Ministry	Fully met
		5.1.4 Consultancy committee of key stake holders of advice on suo-motu disclosure – (a) Dates from which constituted, (b) Name & Designation of the officers No, because only 12 posts are filled up against the 19 sanctioned post in this Directorate.	Fully met

		5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI – (a) Dates from which constituted (b) Name & Designation of the Officers	Fully met
6	Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain information	6.1.1 1 Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain information All information related to this Directorate are available on this official website.	Fully met
		6.2 Guidelines for Indian Government Websites (GIGW) is followed (Released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ.	Fully met
		6.2.1 Whether STQC certification obtained and its validity No	Not met
		6.2.2 Does the website show the certificate on the website ? No	Not met
