

## **Mandatory Disclosure under Section 4(1)(b) of the RTI Act, 2005**

### **I. The particulars of its organization, functions and duties.**

The Commonwealth Institute of Biological Control (CIBC), Indian Station, was established at Bangalore with Canadian aid in 1957 under the Colombo Plan. This heralded systematic biological control research in our country. The Entomologists-in-Charge of this station were Dr. V. P. Rao (1957 – 1973), Dr. T. Sankaran (1973 – 1985) and Dr. M. J. Chacko (1985 – 1987). In 1987, the CIBC Indian Station was handed over to the Indian Council of Agricultural Research (ICAR) to be re-christened the Project Directorate of Biological Control (PDBC) with Dr. S. P. Singh as Project Director. The Directorate at Bangalore carried out basic research on the biosystematics of important groups of insect bioagents. The reference collection maintained at PDBC was catalogued in the form of a technical bulletin on and also available in a retrievable, electronic format. Besides, work on strain development, molecular characterization, mass production technologies, semiochemicals, biopesticides work for insect and disease management was intensified. During XI plan, PDBC was upgraded as National Bureau of Agriculturally Important Insects (NBAII) to act as a nodal agency for collection, characterization, documentation, conservation, exchange and utilization of agriculturally important insect resources (including mites and spiders) for sustainable agriculture. In the XII Five Year Plan, the Bureau is now re-named as National Bureau of Agricultural Insect Resources (NBAIR) and the bureau's activities are divided in three divisions.

#### **(1) Division of Germplasm Collection and Characterisation**

- Augmentation of collections and maintenance of a national repository.
- Biosystematic studies on insects, spiders and mites using traditional and molecular approaches and DNA barcoding.
- Generation of checklists, catalogues, illustrated field identification guides and digitization of collections, networking of institutions and individuals working on biosystematics and identification services.
- Classical biological control, biosecurity, threat perception with action-plan for alien pests.

**(2) Division of Genomic Resource**

- Whole genome sequencing of some important insects and entomopathogenic nematodes.
- Gene and allele mining for the selection of genes of specific interest and their utilization.
- RNAi technology for IPM.
- Genome sequence repository for useful genes.
- Endosymbionts and determination of their functional role.
- Use of bioinformatics tools and development of genomic databases.

**(3) Division of Germplasm, Conservation and Utilisation**

- Utilization of agriculturally important arthropods for the management of insect pests.
- Development of protocols and designs for the establishment of state of art mass production units for beneficial.
- Introduction of beneficial quarantine and post-release monitoring.
- Effect of climate change.
- Role of pollinators in crop productivity.
- Role of semio-chemicals for insect pest management.
- Studies on virus-vector dynamics.

**II. The powers and duties of its officers and employees.**

**Director**

**Power:**

ICAR - NBAIR is a unit of Indian Council of Agricultural Research (ICAR). Director of the Institute exercises the powers for functioning as delegated by the Governing Body or any authority of ICAR.

Administrative	1. All Powers of Head of Department as per Rules. 2. All Powers of Directors of ICAR Research Institute as per ICAR Delegation of Powers.
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	3. All Powers of Directors of National Institutes of ICAR
Financial	- Do -
Other	- Do -

## Duties

1. To plan/organize training programmes in the area of Agricultural Research Management.
2. To coordinate the work of different Divisions/ Sections/ Units.
3. To plan/coordinate research programmes and undertake case studies in the area of Research Management.

## Duties of Heads of Divisions

1. To guide, lead, and contribute in training/research/consultancy in the areas of
  - i) Agricultural Research Systems, Project Management and Agricultural Policies.
  - ii) Information and Communication Management.
  - iii) Human Resource Development.
2. To facilitate in bringing about inter-institutional linkages and collaboration.
3. To carry out duties as may be assigned from time to time by the Director of the Academy or any authority delegated power in this regard.

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

The Institute has thirty three committees constituted by the Director for smooth functioning of the Office. The Chairman and Members of these committees regularly meet and review the progress of the work in consultation with Director, Heads of Divisions, Administrative Officer and Finance & Accounts Officer. The proceedings of these meetings are being circulated and action taken is reviewed in the next meeting. The research programmes of the Institute are being regularly monitored by Project Monitoring and Evaluation Committee. Half-yearly targets of various scientists are being systematically scrutinized. The ICAR constitutes Research Advisory

Committee (RAC). This committee, headed by an eminent agricultural Scientist, reviews the research achievements every year. The report of the committee is being submitted to Council for ratification. Institute also holds its Institute Research Council (IRC) meeting every year, in which all the scientists present their research work and are reviewed along with future action plan.

#### **IV. The norms set by it for the discharge of its function.**

The norms are set by the ICAR Headquarters, New Delhi. The various functions carried out by the Institute are detailed in the mission, mandate, and objectives the Institute as outlined in the Section 1 above on the particulars of the Organization.

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

ICAR-NBAIR is under the administrative control of Indian Council of Agricultural Research (ICAR), New Delhi which is an autonomous scientific society registered under the Societies Registration Act. ICAR follows Government of India rules mutates mutandis, besides Agricultural Research Scientists and Technical Service Rules specially designed for Scientists and Technical Personnel in ICAR. The Institute is governed by the rules and regulations and instructions as followed by ICAR, and is indicated in the manuals and records of ICAR, New Delhi.

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

- Documents relating to service matters (Service Books, Personal File etc.).
- Documents relating to general administration.
- Documents relating to vigilance/disciplinary/legal cases.
- Documents relating to recruitment, assessments and promotions of staffs.
- Documents relating to purchases, stores and issue.
- Documents relating to payments.
- Documents relating to construction and maintenance works (Civil, Electrical & Mechanical).
- Documents relating to sponsored and consultancy projects.
- EFC
- Vision 2030

- Annual Reports etc.
- Project Files maintained in the PME Cell

**VII. 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.**

**Formulation of policy**

<b>Sl. No.</b>	<b>Subject/Topic</b>	<b>Arrangements for seeking public participation</b>
01	Matters of Research Policy	Members of Research Advisory Committee are chosen from the respective fields
02	Matters of overall interest of public	Members of Institute Management Committee are chosen from the respective fields.

**Implementation of policy**

<b>Sl. No.</b>	<b>Subject/Topic</b>	<b>Arrangements for seeking public participation</b>
01	Sexual Harassment of working women at workplace	One of the Lady Members of the Committee is chosen from NGOs devoted to women causes

**VIII. 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.**

- Institute Management Committee

- Research & Advisory Committee

**IX. A Directory of its officers and employees.**

Sl. No.	Designation	E-mail ID	Contact No.	Fax
01	Director	<a href="mailto:directornbair@gmail.com">directornbair@gmail.com</a>	080 – 23414220	080 – 23411961
02	Head, Division of Germplasm Collection and Characterisation	<a href="mailto:sunjoshi.pdbc@gmail.com">sunjoshi.pdbc@gmail.com</a>	080 – 23511982 (Extn. 331)	080 – 23411961
03	Head, Division of Genomic Resources	<a href="mailto:jalalisk1910@yahoo.co.in">jalalisk1910@yahoo.co.in</a>	080 – 23511982 (Extn. 337)	080 – 23411961
04	Head, Germplasm, Conservation and Utilisation	<a href="mailto:nbakthavatsalam@yahoo.com">nbakthavatsalam@yahoo.com</a>	080 – 23511982 (Extn. 323)	080 – 23411961
05	Administrative Officer	<a href="mailto:aonbair11@gmail.com">aonbair11@gmail.com</a>	080 – 23511983	080 – 23411961
06	Finance & Accounts Officer	<a href="mailto:faonbair@gmail.com">faonbair@gmail.com</a>	080 – 23513983	080 – 23411961
07	I/C, Guest House	<a href="mailto:psreeramakumar@yahoo.co.in">psreeramakumar@yahoo.co.in</a>	080 – 23511982 (Extn. 383)	080 – 23411961

- X. The monthly remunerations received by each of its officers and employees, including the system of compensation as provided in its regulations.**

The officers and the employees of ICAR - NBAIR are being paid monthly remuneration in their respective scale of pay as mentioned below and the allowances as applicable:

**Pay scales of posts at ICAR - NBAIR, Bangalore**

Name of the Post	Pay Band + Grade Pay (Pre-revised)	Level in the Pay Matrix (Revised)
<b>SCIENTIFIC</b>		
Director	PB-4 Rs.37400-67000 +10000	-
HOD	PB-4 Rs.37400-67000 +10000	-
Principal Scientist	PB-4 Rs.37400-67000 +10000	-
Senior Scientist	PB-3 Rs.15600-39100 + 8000	-
Scientist	PB-3 Rs.15600-39100 + 6000	-
<b>TECHNICAL</b>		
Chief Technical Officer	PB-3 Rs.15600-39100 + Rs.7600	Level 12
Assistant Chief Technical Officer	PB-3 Rs.15600-39100 + Rs.6600	Level 11
Senior Technical Officer	PB-3 Rs.15600-39100 + Rs.5400	Level 10
Technical Officer	PB-2 Rs.9300-34800 + Rs.4600	Level 7
Senior Technical Assistant	PB-2 Rs.9300-34800 + Rs.4200	Level 6
Technical Assistant	PB-1 Rs.5200-20200+ Rs.2800	Level 5
<b>ADMINISTRATIVE</b>		
Administrative Officer	PB-3 Rs.15600-39100 + Rs.5400	Level 10
Finance & Accounts	PB-3 Rs.15600-39100 + Rs.5400	Level 10

Officer		
Assistant Administrative Officer	PB-2 Rs.9300-34800 + Rs.4600	Level 7
Private Secretary	PB-2 Rs.9300-34800 + Rs.4600	Level 7
Personal Assistant	PB-2 Rs.9300-34800 + Rs.4200	Level 6
Assistant	PB-2 Rs.9300-34800 + Rs.4200	Level 6
Junior Stenographer	PB-1 Rs.5200-20200+ Rs.2400	Level 4
Upper Division Clerk	PB-1 Rs.5200-20200+ Rs.2400	Level 4
Lower Division Clerk	PB-1 Rs.5200-20200 + Rs.1900	Level 2
Skilled Support Staff	PB-1 Rs.5200-20200 + Rs.1800	Level 1

- XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**
- XII. The manner of execution of subsidy programs, including the amount allocated and the details of beneficiaries of such programs.**
- XIII. Particulars of recipients of concessions, permits or authorizations granted by it.**
- XIV. Details in respect of the information, available to or held by it, reduced in an electronic form.**
- Annual Reports
  - Newsletters
  - Vision 2030
  - Vision 2050
  - Success Stories
  - e-Learning for Farmers
  - ICAR Publications
  - Delhi Declarations
  - Occasional Papers



- Others Publications
- Research Reports
- Tenders
- Employment Notice
- MGMG Documents

**XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room**

Office Hours: Monday to Saturday 10:00 AM - 05:00 PM (except Second Saturday)

**XVI. The name, designation and other particulars of the Public Information Officer**

Name: Shri Alok Kumar  
 Designation: Administrative Officer, ICAR-NBAIR, H. A. Farm Post, Bellary Road, Hebbal. Bengaluru – 560024  
 E-mail: [alok.kumar@icar.gov.in](mailto:alok.kumar@icar.gov.in)  
[aonbaii11@gmail.com](mailto:aonbaii11@gmail.com)  
 Contact: 080 - 23511983  
 Fax: 080 - 23411961

**XVII. Such other information as may be prescribed.**

Link for online RTI application <https://rtionline.gov.in/>

**Appellate Authority of ICAR – NBAIR, Bangalore**

Name: Dr. Chandish R. Ballal  
 Designation: Director, ICAR-NBAIR, H. A. Farm Post, Bellary Road, Hebbal. Bengaluru – 560024  
 E-mail: [directornbaii@gmail.com](mailto:directornbaii@gmail.com)  
 Contact: 080 - 23414220  
 Fax: 080 - 23411961

### **Nodal Officer, RTI of ICAR – NBAIR, Bangalore**

Name: Dr. M. Nagesh  
Designation: Principal Scientist, ICAR-NBAIR Yelahanka Campus, Next to Purva Venezia Apartment, Major Unnikrishnan Road Yelahanka New Town, Bangalore - 560064  
E-mail: [nageshm.nbaii@gmail.com](mailto:nageshm.nbaii@gmail.com)  
[nagesh55@yahoo.com](mailto:nagesh55@yahoo.com)  
Contact: 080 - 29720564  
Fax: 080 - 23411961

### **Vigilance Officer of ICAR – NBAIR, Bangalore**

Name: Dr. M. Nagesh  
Designation: Principal Scientist, ICAR-NBAIR Yelahanka Campus, Next to Purva Venezia Apartment, Major Unnikrishnan Road Yelahanka New Town, Bangalore - 560064  
E-mail: [nageshm.nbaii@gmail.com](mailto:nageshm.nbaii@gmail.com)  
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