**OPERATIONAL SYSTEM FOR DISPOSAL OF RTI MATTERS IN IGMRI**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO.** | **TYPES OF CASES** | **LEVEL OF**  **FINAL**  **DISPOSAL** | **CHANNEL OF**  **SUBMISSION** |
| 1. | Preparation of various periodical reports for submission to concerned section of the Ministry | Ministry | TO/Director (I/C) |
| 2. | Quarterly appraisal | Ministry | DD/DC |
| 3. | Annual Appraisal | Ministry | Director |
| 4. | Proposal of purchase of furniture/fixtures and office equipments etc. | HOD in the Ministry | AD/DC |
| 5. | Audit Inspection reports/ Audit observation memos | Director | Supdt./AD |
| 6. | Annual Budget | DC (S&R) | AD/Sr.AO(SGC)/DD |
| 7. | Monthly/Quarterly progress report | DC (S&R) | TO/AD/DD |
| 8. | Matters relating to Hindi | Director | TO/AD |
| 9. | Matter relating to Training, Research &Development in the field of grain storage and inspection through IGMRI and its field stations. | DC (S&R) | TO/AD |
| 10. | All matters relating to LTTC & STTC in IGMRI, Hapur and its field stations | DC (S&R) | TO/AD |
| 11. | Miscellaneous matters relating to Tour and participation of IGMRI officers in various seminars, workshops, conference etc. | DC (S&R) | AD |
| 12. | Miscellaneous Administrative matters | JS/ DC (S&R) | SO/DD(S)/DC |
| 13. | Purchase of materials, supplies, stores, Laboratory Chemicals and Equipments for IGMRI | HOD in the Ministry | TO/AD |
| 14. | Construction proposals under Minor works in IGMRI Hapur and its field stations | HOD in the Ministry | Supdt./AD |
| 15. | Budgetary matter relating to IGMRIs | HOD in the Ministry | Supdt./AD |
| 16. | Providing information under RTI Act | Director | Supdt./AD |
| 17. | Dealing court cases | Director | Supdt./AD |

**INDIAN GRAIN STORAGE MANAGEMENT AND RESEARCH INSTITUTE**

**MANUAL – 1**

**Organisation, Function and Duties of IGMRI.**

**Introduction;**

As a result of the green revolution, independent India witnessed fourfold increase in its food-grain production which led to self-sufficiency to its increasing population and achieved the position of second highest producer of food-grain in the World. After meeting its food requirements, India is having a sizable quantity of food-grains for export to other countries.In order to develop facilities for applied research and apex level training in the field of storage and preservation of foodgrains, a Grain Storage Research and Training Centre (GSRTC) was established at Hapur in 1958 with the aim to train the personnel engaged in handling and maintenance of foodgrain in the godowns, Silos and at farm-houses.The Centre was later expanded into Indian Grain Storage Institute (IGSI) with two field stations at Ludhiana and Bapatla (later shifted to Hyderabad) with the financial assistance from UNDP in 1968. The IGSI was renamed as Indian Grain Storage Management and Research Institute (IGMRI) in 1996.The IGMRI, located at Hapur functions under the supervision and administrative control of the Storage and Research Division of the Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution of Government of India. Attached to the Institute are two field stations situated at Ludhiana (Punjab), & Hyderabad (Telangana). These field stations were primarily established for conducting intensive studies on the problems of handling and storage of wheat, rice, millets, pulses and oil-seeds in different agro-climatic zones of the country, predominantly suited to these commodities.

**Our Mission**

Creation of skilled manpower on scientific storage of foodgrains to preserve its quality and minimize losses.Safe and scientific storage of foodgrain procured by the Government.

**Our Vision**

Ensuring food security for the Nation through suggesting/devising methods of safe storage of foodgrains and adequate availability of skilled manpower for the same.

**Our Commitment**

* To impart Institutional training on quality control, pest control, scientific storage practices, preservation and inspection of foodgrains.
* To recommend code of practices for scientific storage of foodgrains.
* To assess quality of foodgrains stored by the Government / Agencies at various levels to make recommendations for improved storage practices.
* To create awareness about safe storage of foodgrains

**MANUAL – 2**

**Powers and Duties of the Officers and Employees**

1. **Director(Presently vacant):**
2. To perform duties of Controlling and Drawing and Disbursing Officer in respect of IGMRI and to look after the general administrative duties.
3. To carry out the final check on analysis of foodgrain samples, brought to IGMRI labs.
4. To plan and monitor the Training and R&D activities in the IGMRI set-up.
5. **AssistantDirector (S&R)**
6. To perform duties of controlling/drawing and disbursing Officer in respect of IGMRI and to look after the general administrative duties as assigned from time to time.
7. To carry out the final check of analysis of foodgrain samples, formulation of uniform specifications of quality of foodgrains for their procurement under the MSP operations.
8. To assist the Director in performing the above duties effectively and efficiently as also to work as Head of the Office in the absence of Director.
9. **Technical Officer (S&R)**
10. Achievement ofPhysical targets/preparation of MPR and other periodical reports, Appraisal/ about AAPandR&D.
11. Analysis of foodgrain samples for physical and chemical parametersin

Laboratory.

1. Preparation of material for annual reports and outcomeBudget.
2. MonitoringRTCreferences/purchaseproposalsofIGMRI.
3. Anyotherworkassignedbyseniorofficers.
4. **Fumigation Assistants and Laboratory Assistants**
   1. To maintain laboratory and stores related laboratories.
   2. To assistin collection,codingofsamples, analysis and compilation of data.
   3. To assist in R&D activities.
   4. Any other duty assigned from time totime.

**MANUAL – 3**

Level of finaldisposal and channelof submissionfor different types of caseshandled in the INDIAN GRAIN STORAGE MANAGEMENT AND RESEARCH INSTITUTE (IGMRI)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Type of cases | Level of final  disposal | Channels of  submission |
| A. | Laboratory Related Activities | | |
|  | IGMRI receives different types of foodgrain (wheat, Rice, Paddy and Pulses) samples from different sourcesforphysicalandChemicalanalysiswhichare firstgivenserialnumbersinsampleentryregister. | AD(S&R) | Lab Assistant/Fumigation Assistant/  TO(S&R) |
|  | HectolitreWeight,MoistureContentdetermination,1000kernelweight,diameterofkernelandhardindexinwheat. | AD(S&R) | Lab Assistant/Fumigation Assistant/  TO(S&R) |
|  | Lab. Assistants/ Technical Officers preparesamples for analysis by separatingforeignmatterswithsievesandsamplesplatesarehanded overtoTechnicalOfficer(S&R)forphysical analysis. | AD(S&R) | Lab Assistant/Fumigation Assistant/  TO(S&R) |
|  | Segregation of (Refractions) of foodgrain samples | TO(S&R) | Lab Assistant/Fumigation Assistant |
|  | Weighment of Refractions | TO(S&R) | Lab Assistant/Fumigation Assistant |
|  | Incaseofrice,analysisofdehuskgrainandwhitenesstest  Length-breadthratioofbrownriceforclassificationof paddy/ricevarietiesandmillingofpaddytoascertainthe quality ofrice. | AD(S&R) | Lab Assistant/Fumigation Assistant/  TO(S&R) |
|  | Analyzedsamples are thenplaced before the nextsenior  level for scrutiny and preparation of analysis report | AD(S&R) | TO(S&R) |
|  | Chemical analysis (Protein, Uric Acid, Alcoholacidity  FFA, Falling number, wet gluten and dry gluten) offoodgrains | AD(5&R) | Lab Assistant/Fumigation Assistant/  TO(S&R) |
|  | Determination ofcooking and organoleptic qualityofwheat and rice. | AD(S&R) | Lab Assistant/Fumigation Assistant/  TO(S&R) |
|  | Analyzedsamples are thenplaced before the nextseniorlevel for scrutiny andpreparationof analysisreportandreports sentto concernedDivision. | AD(S&R) | TO(S&R) |
| B. | Training Activities | | |
|  | Applications for admission in the LTTC are received, recorded and list prepared | AD(S&R) | TO(S&R) |
|  | Applications are examined and communications sent to trainees selected / candidates not selected. | AD(S&R) | TO(S&R) |
|  | Devising time schedules inviting guest speakers, maintaining records and monitoring of training programme. | AD(S&R) | TO(S&R) |

**MANUAL- 4**

**NORMS/TIMELIMITS**

|  |  |  |
| --- | --- | --- |
| **INDIAN GRAIN STORAGE MANAGEMENT AND RESEARCH INSTITUTE (IGMRI)** | | |
| **SI.**  **No.** | **Type of Cases** | **Time limit for disposal of**  **cases(per person per sample)** |
| **A.** | Laboratory Related Activities | |
|  | Physical Analysis of Wheat, Paddy and Pulses  Samples | 60-90 minutes |
|  | Physical Analysis of Rice Samples | 120-150minutes |
|  | Uric Acid Content in Wheat (Chemical  Analysis) | 2 days and 6 hours for onerepresentativesampleoutoffive. |
|  | Wet Gluten (Protein) Content in Wheat  (Chemical Analysis) | 3 hours |
|  | Dry Gluten (Protein) Content in Wheat  (Chemical Analysis) | 6 hours |
|  | Falling Number | 60minutes |
|  | Preparation of Monthly Progress Report and Quarterly Progress ReportofIGMRI | 03day |
|  | Preparation ofAnnual Report of IGMRI | 30days |
| B. | Training Activities | |
|  | Applications for admission in the LTTC are received, recorded and list prepared | 05 days |
|  | Applications are examined and communications sent to trainees selected / candidates not selected. | 15 days |
|  | Devising time schedules inviting guest speakers, maintaining records and monitoring of training programme. | 45 days ( including 4 weeks of the LTTC ) |

**MANUAL – 5**

**The Rules, Regulations, Instructions, Manuals and Records held by IGMRI**

1. All Rules & Regulations, Circulars & Office Memorandums issued by the Government of India time to time.
2. Co-ordination of different R&D projects by Director / Officer In charge, IGMRI.
3. Co-ordination of training Division of IGMRI by Director / Officer In charge, IGMRI.
4. Regular inspection of maintenance of records of Pesticides Residue and Mycotoxins Analysis Laboratory as per NABL by Director / Officer In charge, IGMRI.
5. Frequent inspection of Diary / Despatch register and Accounts related records of Admin section by Superintendent followed by cross-verification by the DDO.

**MANUAL – 6**

**Categories of Documents**

1. **Permanent Records;** likely to be maintained for ever, like documents related to acquisition / allotment of land, construction / drawings of buildings, lease agreements and Annual Reports.
2. **Maintainable Records;** required to maintain for comparatively longer period, like Pay Bill Register , Service Books of employees, Dead Stock register, File Register, Training Register, Final Project Reports etc.
3. **Disposable Records;** which may be disposed after 1-5 years, like Casual Labour Register, Sample Analysis Records, Office copies of Bills after audit etc.

**MANUAL – 7**

**Public Dealing**

IGMRI does not have any public dealing except the training programmes organised.

**MANUAL – 8**

**Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted in respect of Indian Grain Storage Management and Research Institute (IGMRI)**

IGMRI does not formany Boards, Councils, Committees and other bodies.

**MANUAL – 9**

**Directory of Officers / Officials of IGMRI, Hapur**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name / Designation** | **Office Address** | **Telephone** | **e-mail** |
|  | Sh. M.Z. Khan  Assistant Director (S&R) | IGMRI, Meerut Road, Hapur – 245101 | 0122-2316601 | igmri-up@gov.in |
|  | Sh. B.M. Singh  Technical Officer (S&R) | --do-- | 0122-2316618 | igmri-up@gov.in |
|  | Sh. ShambhuBaddiyavar  Technical Officer (S&R) | --do-- | 0122-2316618 | igmri-up@gov.in |
|  | Sh. Pradeep  Technical Officer (S&R) | --do-- | 0122-2316618 | pradeep.gowda@gov.in |
|  | Sh. Shivakumara K. T.  Technical Officer (S&R) | --do-- | 0122-2316618 | igmri-up@gov.in |
|  | Sh. Shiv Kumar Prajapati  Fumigation Assistant | --do-- | 0122-2316618 | igmri-up@gov.in |
|  | Sh. Sunil Kumar Sharma  Laboratory Assistant | --do-- | 0122-2316618 | igmri-up@gov.in |
|  | Sh. A.K. Bhatnagar  Statistical Assistant | --do-- | 0122-2316618 | igmri-up@gov.in |
|  | Sh. Jagdish Prasad  Assistant | --do-- | 0122-2316618 | igmri-up@gov.in |
|  | Sh. SunahariLal  Assistant | --do-- | 0122-2316618 | igmri-up@gov.in |
|  | Sh. PamposhKilam  Photographer | --do-- | 0122-2316618 | igmri-up@gov.in |
|  | Sh. Sanjeev Kumar Pant  Senior Clerk | --do-- | 0122-2316618 | igmri-up@gov.in |

**MANUAL – 10**

**LIST OF EMPLOYEE ALONG WITH PAY AS ON30thSEP 2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Title** | **Name / Designation of Employee** | **Basic Pay** |
|  | **Shri** | **M.Z. Khan**  Assistant Director (S&R) | 76200 |
|  | **Shri** | **B.M. Singh**  Technical Officer (S&R) | 68000 |
|  | **Shri** | **ShambhuBaddiyavar**  Technical Officer (S&R) | 37600 |
|  | **Shri** | **Pradeep**  Technical Officer (S&R) | 37600 |
|  | **Shri** | **Shivakumara K. T.**  Technical Officer (S&R) | 37600 |
|  | **Shri** | **Shiv Kumar Prajapati**  Fumigation Assistant | 64100 |
|  | **Shri** | **Sunil Kumar Sharma**  Laboratory Assistant | 50500 |
|  | **Shri** | **A.K.Bhatnagar**  Statistical Assistant | 74300 |
|  | **Shri** | **Jagdish Prasad**  Assistant | 55200 |
|  | **Shri** | **SunahariLal**  Assistant | 43600 |
|  | **Shri** | **PamposhKilam**  Photographer | 56900 |
|  | **Shri** | **Sanjeev Kumar Pant**  Senior Clerk | 37000 |

**MANUAL – 11**

**Budget allocation to each of its agencies, indicating the particulars of all plan, proposed expenditure and report on disbursement made in respect ofIndian Grain Storage Management and Research Institute (IGMRI)**

IGMRI does not have / deal with the plan part of the budget allocation.

**MANUAL – 12**

**Subsidy**

IGMRI does not deal with subsidy provided by Department of Food and Public Distribution.

**MANUAL – 13**

**Concessions / permits etc.**

IGMRI does not grant any permits, concessions and authorizations of any kind to the public.

**MANUAL – 14**

**Details in respect of the information, available to or held by Indian Grain Storage Management and Research Institute (IGMRI) reduced in an electronic form.**

Electronic form of information in respect of IGMRI is available in the website of Department of Food and Public Distribution under Storage & Research Division as also in the IGMRI’s website. The information pertaining to Finance / Budget / Accounts are preserved in E-form by the Pay & Accounts Office, Ministry of Consumer Affairs, Food and Public Distribution.

**MANUAL – 15**

**The particulars of facilities available to citizens in respect of Indian Grain Storage Management and Research Institute (IGMRI) for obtaining information including the working hours of a library or reading room, if maintained for public use.**

The information in respect of IGMRI may be had by any Citizen of India under the Right to Information Act, 2005 by the following the procedure prescribed therein, by sending an application and producing requisite fee (No fee for the people living under BPL).IGMRI has separate library facilities. Information in respect of IGMRI is available in this library having reading room facilities. However, the library is equipped with mostly the books on technical subjects such as Grain storage, Entomology, Agricultural Engineering, Microbiology or Food Technology and is therefore, not meant for general public. However, anybody interested in such type of material (like Research Scholar) may utilize the Library / Reading Room facilities by taking permission in written form from the Director. No fee is levied for such facility.

**MANUAL – 16**

**The Names, Designation and other particulars of the Central Public Information Officers in respect of Indian Grain Storage Management and Research Institute (IGMRI)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name / Designation** | **Office Address** | **Telephone** | **e-mail** |
| 1. | **Sh. M.Z. Khan**  Assistant Director (S&R)& P.I.O. | IGMRI, Meerut Road, Hapur - 245101 | 0122-2316601 | igmri-up@gov.in |

|  |  |  |  |
| --- | --- | --- | --- |
| **Appeal under Section 19 of the Right to Information Act, 2005** | | | |
| To | | | |
| First Appellate Authority  ……………..……………………….  ……………..………………………. | | | |
| **A. Contact details:** | | | |
| 1. Name of the Applicant |  | | |
| 2. Address |  | | |
| **B. Details about RTI request:** | | | |
| 1. Particulars of the SPIO against whose order appeal is preferred | | (a) Name |  |
| (b) Address |  |
| 2. Date of submission of application (Pease attach a copy) | |  | |
| 3. Brief facts leading to appeal | | (a) No response received within 30 days of submission of Form I | |
| (b) Aggrieved by the response received within the prescribed period (a copy of the order received be attached) | |
| Grounds for appeal ………………………………….  ……………………………………………………………………………………………………………… | |
| 4. Prayer or relief sought | |  | |
| 5. Last date for filing the appeal | |  | |
| 6. If appeal is being filed after 30 days, the reasons which prevented from filing appeal in time | | ……………………………………………………  …………………………………………………… | |
| 7. Copies of documents relied upon by the applicant | |  | |

Signature of the Applicant………………………………