

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 IGMRI	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

A. Director(Presently vacant):

1. To perform duties of Controlling and Drawing and Disbursing Officer in respect of IGMRI and to look after the general administrative duties.
2. To carry out the final check on analysis of foodgrain samples, brought to IGMRI labs.
3. To plan and monitor the Training and R&D activities in the IGMRI set-up.

B. AssistantDirector (S&R)

1. 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.
2. 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.
3. 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.

C. Technical Officer (S&R)

1. Achievement of Physical targets/preparation of MPR and other periodical reports, Appraisal/ about AAP and R&D.
2. Analysis of foodgrain samples for physical and chemical parameters in Laboratory.
3. Preparation of material for annual reports and outcome Budget.
4. Monitoring RT C references/purchase proposals of IGMRI.
5. Any other work assigned by senior officers.

D. Fumigation Assistants and Laboratory Assistants

- a. To maintain laboratory and stores related laboratories.
- b. To assist in collection, coding of samples, analysis and compilation of data.
- c. To assist in R&D activities.
- d. Any other duty assigned from time to time.

MANUAL – 3

Level of final disposal and channel of submission for different types of cases handled 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			
1.	IGMRI receives different types of foodgrain (wheat, Rice, Paddy and Pulses) samples from different sources for physical and Chemical analysis which are first given serial numbers in sample entry register.	AD(S&R)	Lab Assistant/Fumigation Assistant/ TO(S&R)
2.	Hectolitre Weight, Moisture Content determination, 1000 kernel weight, diameter of kernel and hard index in wheat.	AD(S&R)	Lab Assistant/Fumigation Assistant/ TO(S&R)
3.	Lab. Assistants/ Technical Officers prepares samples for analysis by separating foreign matters with sieves and samples plates are handed over to Technical Officer (S&R) for physical analysis.	AD(S&R)	Lab Assistant/Fumigation Assistant/ TO(S&R)
4.	Segregation of (Refractions) of foodgrain samples	TO(S&R)	Lab Assistant/Fumigation Assistant
5.	Weighment of Refractions	TO(S&R)	Lab Assistant/Fumigation Assistant
6.	In case of rice, analysis of dehusk grain and whiteness test Length-breadth ratio of brown rice for classification of paddy/rice varieties and milling of paddy to ascertain the quality office.	AD(S&R)	Lab Assistant/Fumigation Assistant/ TO(S&R)
7.	Analyzed samples are then placed before the next senior level for scrutiny and preparation of analysis report	AD(S&R)	TO(S&R)
8.	Chemical analysis (Protein, Uric Acid, Alcohol acidity FFA, Falling number, wet gluten and dry gluten) of foodgrains	AD(S&R)	Lab Assistant/Fumigation Assistant/ TO(S&R)
9.	Determination of cooking and organoleptic quality of wheat and rice.	AD(S&R)	Lab Assistant/Fumigation Assistant/ TO(S&R)
10.	Analyzed samples are then placed before the next senior level for scrutiny and preparation of analysis report and reports sent to concerned Division.	AD(S&R)	TO(S&R)
B. Training Activities			
1.	Applications for admission in the LTTC are received, recorded and list prepared	AD(S&R)	TO(S&R)
2.	Applications are examined and communications sent to trainees selected / candidates not selected.	AD(S&R)	TO(S&R)
3.	Devising time schedules inviting guest speakers, maintaining records and monitoring of training programme.	AD(S&R)	TO(S&R)

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NORMS/TIMELIMITS

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

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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.

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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.

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Public Dealing

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

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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 form any Boards, Councils, Committees and other bodies.

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Directory of Officers / Officials of IGMRI, Hapur

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

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LIST OF EMPLOYEE ALONG WITH PAY AS ON 30th SEP 2017

Sl. No.	Title	Name / Designation of Employee	Basic Pay
1.	Shri	M.Z. Khan Assistant Director (S&R)	76200
2.	Shri	B.M. Singh Technical Officer (S&R)	68000
3.	Shri	ShambhuBaddiyavar Technical Officer (S&R)	37600
4.	Shri	Pradeep Technical Officer (S&R)	37600
5.	Shri	Shivakumara K. T. Technical Officer (S&R)	37600
6.	Shri	Shiv Kumar Prajapati Fumigation Assistant	64100
7.	Shri	Sunil Kumar Sharma Laboratory Assistant	50500
8.	Shri	A.K.Bhatnagar Statistical Assistant	74300
9.	Shri	Jagdish Prasad Assistant	55200
10.	Shri	SunahariLal Assistant	43600
11.	Shri	PamposhKilam Photographer	56900
12.	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 of Indian Grain Storage Management and Research Institute (IGMRI)

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

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Subsidy

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

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Concessions / permits etc.

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

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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.

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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.

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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

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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 (Please 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.....