# Indian Grain Storage Management and Research Institute

(under Ministry of Consumer Affairs, Food & Public Distribution),
Meerut Road, Hapur (UP) - 245101

## Suo Moto Discloures/RTI Manuals

Under Section (4) (1) (b) of the RTI Act

**(Updated as on 25.04.2025)**

The Right to Information Act, 2005 under its Section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

**Introduction:**

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(I)(b) of this Act, the **Indian Grain Storage Management and Research Institute, Hapur** has brought out this handbook for information and guidance of the stakeholders and the general public.

The purpose of this Handbook is to inform the general public about the **Indian Grain Storage Management and Research Institute, Hapur's** organisational set-up, its functions and duties, records and documents available in the **Indian Grain Storage Management and Research Institute, Hapur**, etc. This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programmes being implemented by the **Indian Grain Storage Management and Research Institute, Hapur**.

The website of the **Indian Grain Storage Management and Research Institute, Hapur** (https://igmri.dfpd.gov.in/igmri/), of which this Handbook is a part, provides information about the policies and programmes of the **Indian Grain Storage Management and Research Institute, Hapur** to the general public. In addition, information about the activities of the institute is made available through its Annual Reports. This document for the year 2024-25 is available to the general public as part of this website. In accordance with the Department of Personnel & Training Notification No. 34012/8(S)/2005-Estt.(B) dated 16th September 2005, the procedure and fee structure for getting information not available in this handbook will be as under:

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made, either in person or by post, to the CPIO concerned accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers' cheque or Postal order payable to the **Indian Grain Storage Management and Research Institute, Hapur**. Payments in person will have to be deposited with the Cashier in the **Indian Grain Storage Management and Research Institute, Hapur**.

(b) For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or postal order payable to the **Indian Grain Storage Management and Research Institute, Hapur** at the following rates:
   a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
   b. Actual charge or cost price of a copy in larger size paper;

c. Actual cost or price for samples or models; and
d. For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing information under sub-section (5) of section 7, of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the **Indian Grain Storage Management and Research Institute, Hapur** at the following rates:

a. For information provided in diskette or floppy, at the rate Rs. 50/- (fifty) per diskette or floppy; and
b. For information provided in printed form at the price fixed for such publication or Rs. 2 (two) per page of photocopy for extracts from the publication.

As such the mandatory disclosures pertaining to **Indian Grain Storage Management and Research Institute, Hapur** are as presented here:

| Sr.No. | Details of Disclosure | Organization information |
|---|---|---|
| 1 | **Organization and Function** | |
| 1.1 | **Particulars of its Organization, Functions and Duties [Section 4(1)(b)(i)]** | |
| 1.1.1 | Name and address of the Organization | **Indian Grain Storage Management and Research Institute** (under Ministry of Consumer Affairs, Food & Public Distribution),<br>Meerut Road, Hapur (UP) – 245101<br><br>About **Indian Grain Storage Management and Research Institute, Hapur,** the details are given here: (https://igmri.dfpd.gov.in/igmri/)<br><br>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. |
| 1.1.2 | Head of the organization | Sh. Veerendra AC, Assistant Director (S&R) |

| | | **Indian Grain Storage Management and Research Institute, Hapur** |
|---|---|---|
| 1.1.3 | Vision, Mission and Key Objectives | **Vision, Mission and Key Objectives/Commitment** of **Indian Grain Storage Management and Research Institute, Hapur** is given here: https://igmri.dfpd.gov.in/igmri/about-us/mission-vision; https://igmri.dfpd.gov.in/igmri/;<br><br>**Vision:**<br>Ensuring food security through suggesting/devising methods of safe storage of foodgrains and adequate availability of skilled manpower for the same.<br><br>**Mission:**<br>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.<br><br>**Key Objectives/Commitment:**<br>• To impart Institutional training on quality control, pest control, scientific storage practices, preservation and inspection of foodgrains.<br>• To recommend code of practices for scientific storage of foodgrains.<br>• To assess quality of foodgrains stored by the Government / Agencies at various levels to make recommendations for improved storage practices.<br>• To create awareness about safe storage of foodgrains |
| 1.1.4 | Function and duties | Functions & Duties of **Indian Grain Storage Management and Research Institute, Hapur** are detailed below :<br><br>(i) To undertake, aid, promote and coordinate research on its own and in collaboration with other agencies, both national and international;<br>(ii) To undertake and assist in organizing training and educational programmes, seminars and workshops;<br>(iii) To establish wings for:<br>a. education, training and orientation;<br>b. research, including action research;<br>c. consultancy; and<br>d. publication and other such activities as may be necessary for achieving the objectives of the society.<br>(iv) To analyse specific problems encountered in the planning and implementation of labour and allied programmes and to suggest remedial measures;<br>(v) To prepare, print and publish papers, periodicals and books;<br>(vi) To establish and maintain library and information services;<br>(vii) To collaborate with other institutions and agencies in India and abroad which have similar objectives; and<br>(viii) To offer fellowships, prizes and stipends. |
| 1.1.5 | Organisational Chart/Structure | It is available at: https://igmri.dfpd.gov.in/igmri/about-us/organisation-chart; |
| 1.1.6 | Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt. | **N.A.** |

| | | |
|---|---|---|
| 1.2 | **Power and duties of its officers and employees [Section 4(1) (b)(ii)]** | |
| 1.2.1 | Powers and duties of officers (administrative, financial and judicial) | The power & duties of officers (administrative, financial and judicial) and other employees of **Indian Grain Storage Management and Research Institute, Hapur** are detailed below:<br><br>**A. Director (Presently vacant):**<br>1. To perform duties of Controlling and Drawing and Disbursing Officer in respect of IGMRI and to look after the general administrative duties.<br>2. To carry out the final check on analysis of foodgrain samples, brought to IGMRI labs.<br>3. To plan and monitor the Training and R&D activities in the IGMRI set-up.<br><br>**B. Assistant Director (S&R):**<br>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.<br>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.<br>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.<br><br>**C. Technical Officer (S&R):**<br>1. Achievement of Physical targets/preparation of MPR and other periodical reports, Appraisal/ about AAP and R&D.<br>2. Analysis of foodgrain samples for physical and chemical parameters in Laboratory.<br>3. Preparation of material for annual reports and outcome Budget.<br>4. Monitoring RTC references/purchase proposals of IGMRI.<br>5. Any other work assigned by senior officers.<br>6. Collection of foodgrain samples.<br><br>**D. Fumigation Assistants and Laboratory Assistants:**<br>1. To maintain laboratory and stores related laboratories.<br>2. To assist in collection, coding of samples, analysis & compilation of data.<br>3. To assist in R&D activities.<br>4. Any other duty assigned from time to time. |
| 1.2.2 | Power and duties of other employees | |
| 1.2.3 | Rules/ orders under which powers and duty are derived and exercised | **N.A.** |
| 1.2.4 | Work allocation | As per the requirement |
| 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 matter concerning to each and every section is routed through the Sectional Heads to the concerned officials. Decisions are taken at appropriate levels on various issues as per the extant instructions/procedure in vogue.<br><br>Level of final disposal and channel of submission for different types of cases handled in the **Indian Grain Storage Management and Research** |

**Institute, Hapur** is given below:

| S. 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. | Hecto litre Weight, Moisture Content determination, 100 0kernel weight, diameter of kernel and hard index in wheat. | AD (S&R) | Lab Assistant/ Fumigation Assistant/ TO (S&R) |
| 3. | Lab. Assistants/ Technical Officers prepare 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 of rice. | 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. | 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) |
| 10. | Financial matters | IFD | By Ministry |
| 11. | Admistrative matters | Joint Secretory (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 | AD (S&R) | TO (S&R) |

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| | | | and communications sent to trainees selected / candidates not selected. | | |
| | | 3. | Devising time schedules inviting guest speakers, maintaining records and monitoring of training programme. | AD (S&R) | TO (S&R) |
| 1.3.2 | Final Decision-making Authority | Director of the institute | | | |
| 1.3.3 | Related provisions, acts, rules etc. | The manual followed by the institute is Manual of Office Procedure. All the works preformed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time.<br>1. Co-ordination of different R&D projects by Director / Officer In charge, IGMRI.<br>2. Co-ordination of training Division of IGMRI by Director / Officer In charge, IGMRI.<br>3. Regular inspection of maintenance of records of Pesticides Residue and Mycotoxins Analysis Laboratory as per NABL by Director / Officer In charge, IGMRI.<br>4. Frequent inspection of Diary / Despatch register and Accounts related records of Admin section by Superintendent followed by cross-verification by the DDO.<br><br>1. Uniform Specifications: https://igmri.dfpd.gov.in/igmri/about-us/uniform-specifications; | | | |
| 1.3.4 | Time Limit for taking a decision, if any | The **Indian Grain Storage Management and Research Institute, Hapur** makes decision in regard to routine matters in a time bound manner. | | | |
| 1.3.5 | Channel of Supervision and Accountability | **(1)** Channel of supervision is as per the Organization Structure of **Indian Grain Storage Management and Research Institute, Hapur.**<br>(2) Every employee is accountable towards the duties assigned by the authorities from time to time. | | | |
| 1.4 | **Norms for discharge of functions [Section 4(1)(b)(iv)]** | | | | |
| 1.4.1 | Nature of functions/ services offered | **Long Term Training Courses (LTTC) and Short Term Training Courses (STTC);** https://igmri.dfpd.gov.in/igmri/trainings/courses;<br><br>The Indian Grain Storage Management and Research Institute (IGMRI), Hapur, at present, organizes Long Term Training Courses (LTTC) and Short Term Training Courses (STTC). Long Term Training Courses (LTTC) are conducted for four (28 days) and Short Term Training Courses (STTC) are of two (15 days) and one (05 days) duration. The training programmes are being organized for the officers/personnel's from various organizations viz. FCI, CWC, SWCs, Civil Supplies Corporations etc, and persons engaged in pest control operations. Various awareness programs for State Government Officers and farmers sponsored by Warehousing Development and Regulatory Authority (WDRA) are also conducted at IGMRI.<br><br>**Research & Development** (https://igmri.dfpd.gov.in/igmri/rnd-activities/rnd)<br><br>A. Scientific Storage | | | |

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| | | B. Pest Control<br><br>**Scientific Storage:**<br>1. Testing of Insecticide treated bags against stored gram insect pests in actual field conditions from Bhapra Bio Solutions Pvt. Ltd. ( Contd.)<br>2. Rice age testing and chemical changes with age viz total carbohydrate content & protein content.<br>3. Study on testing of" Smart Jute Bags" for packaging of foodgrains by Lohia Corp. in collaboration with FCI.<br><br>**Pest Control: 2020-21**<br>1. Study on "Bioefficacy of different botanical extract against Callosobruchus chinensis on green gram" in Laboratory condition.<br><br>Foodgrain Quality Monitoring (https://igmri.dfpd.gov.in/igmri/rnd-activities/foodgrain-quality-monitoring)<br><br>A. Physical Quality Monitoring<br>B. Chemical Quality Monitoring<br>C. Pesticides Residue<br>D. Mycotoxin Contamination<br><br>**A. Physical Quality Monitoring**: Foodgrain are monitored / inspected for the physical quality parameters as per FSSAI specifications and Uniform Specifications issued by Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India time to time at movement and storage of Foodgrains.<br>• At the time of Procurement (in Mandies, Procurement centers etc.)<br>• During Storage<br>i. Farmers level storage<br>ii. Traders level storage<br>iii. Govt. storage agencies<br><br>**B. Chemical Quality Monitoring**: are investigated in the foodgrains in different types of storage such as Bulk (SILOs), Bags etc. The foodgrain samples are drawn time to time from different storage agencies such as government storage agencies, private storage agencies (traders) etc. and analyzed for the chemical quality assurance.<br><br>Apart the chemical quality parameters the samples of foodgrain are also monitored for the biochemical as well as nutritional value changes in proportionate to storage period and type of storage environment.<br>The same chemical quality parameters are followed in case of R&D studies.<br><br>**C. Pesticides Residue**: Foodgrain stored at various levels (Govt./ Commercial/Private/Farmers) are being treated with variety of pesticides to get rid of the pests (insects, rodents, microorganisms, etc.). In this context / condition the pesticides residues may retain on / in the foodgrains, foodgrain containers etc. To monitor such residual issues in foodgrains this Institute is being engaged in analyzing and monitoring foodgrain samples from various storage levels to ensure the safety of the consumers. |

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| | | **D. Mycotoxin contamination**: Foodgrain stored in Govt./Private/ Farmers are naturally prone to the development of microorganism (fungi, bacteria, actinomycetes, etc.) due to some natural weather aberrations in the storage environment and metabolites of these microorganisms develops toxic substances in foodgrains which may be hazardous to human beings as well as domestic animals etc. In the interest of consumers health these mycotoxin contaminants are monitored by analyzing them from foodgrains in the Institute. |
| 1.4.2 | Norms/ Standards for functions/service delivery | Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/ approvals are implemented. |
| 1.4.3 | Process by which these services can be accessed | |
| 1.4.4 | Time-limit for achieving the Targets | Targets are achieved on yearly basis. |
| 1.4.5 | Process of Redress of Grievances | Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. |
| 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. | The manual followed by the institute is Manual of Office Procedure. All the works preformed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time.<br>1.Co-ordination of different R&D projects by Director / Officer In charge, IGMRI.<br>2. Co-ordination of training Division of IGMRI by Director / Officer In charge, IGMRI.<br>3. Regular inspection of maintenance of records of Pesticides Residue and Mycotoxins Analysis Laboratory as per NABL by Director / Officer In charge, IGMRI.<br>4. Frequent inspection of Diary / Despatch register and Accounts related records of Admin section by Superintendent followed by cross-verification by the DDO.<br><br>2. Uniform Specifications: https://igmri.dfpd.gov.in/igmri/about-us/uniform-specifications; |
| 1.5.2 | List of Rules, regulation, instructions manuals and records. | |
| 1.5.3 | Acts/ Rules manuals etc. | |
| 1.6 | **Categories of Documents held by the authority under its control [Section 4(1)(b) (vi)]** | |
| 1.6.1 | Categories of Documents | In addition to documents detailed under 1.5.1 to 1.5.3 above, following additional documents are available for reference in respective offices and as well as on the institute website: https://igmri.dfpd.gov.in/igmri/;<br><br>The names of some important documents/reports are given as under which may be seen on the Institute's website. |

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|---|---|---|
| | | 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.<br>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.<br>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.<br><br>a) Annual Report: |

FINAL PROJECT REPORT OF TARGETED ACTIVITIES UNDE

LUDHIANA FOR THE YEAR 2024-25

The present advances in science and technology in the country h where we can store food grains for prolonged period with minimum losse storage are still observed due to various factors. Million tonnes of grain of rupees every year are either damaged or lost for want of knowledge o of food grains, Keeping this fact into consideration the Ministry of Cons Distribution, Department of Food & Public Distribution, have taken up r training, monitoring and research & development activities at Indian Gra Research Institute (IGMRI) established since 1958, located at Hapur (H station at Hyderabad and Ludhiana. The main objective of these inst knowledge of scientific preservation of food grains and pest control research and development. Therefore, being one of the field stations of IG project activities were allotted and undertaken at IGMRI, Field Statio 2024-2025.

1. Long term and Short term training courses. (LTTC and STTC)
2. Analysis of food grain Samples for Physical Quality parameters.
3. Monitoring of the Food grain Samples for mycotoxin contaminati
4. Monitoring of Food grain Samples for Pesticide residues.

1. Project No.: 1/PCS/2024-25

Objective: To impart knowledge on "Scientific Method of Storage and In

This institute conducts various training programmes on regul various organisations like Food Corporation of India (FCI), Centra (CWC), State Warehousing Corporations (SWC) and State Food, Civil S Department of Northern States and even for private candidates wh knowledge about safe storage of food grains. The training courses are de and requirements of the persons working in the field of post-harvest oper storage and distribution) and sponsoring organisations. Accordingly, tw Term Training Course (LTTC) and Short Term Training Courses (STTC

The Long Term Training Course is of four weeks duration and S are of one week duration on "Scientific Method of Storage and Inspecti courses, the trainees are trained on post harvest technology of food grains practical demonstrations are being conducted in the laboratory of the Ins Eminent guest lecturers are also invited to share their expertise in the sub participants. Field visits/Study tours to other Organisations/Universities also conducted during these courses. Participants are trained with an e ample knowledge about the subject during the courses, and performanc oral/power point presentations and through the exams & viva-voice at th

b) Training Calendar: https://igmri.dfpd.gov.in/igmri/trainings/calendar;
c) CitizenCharter:

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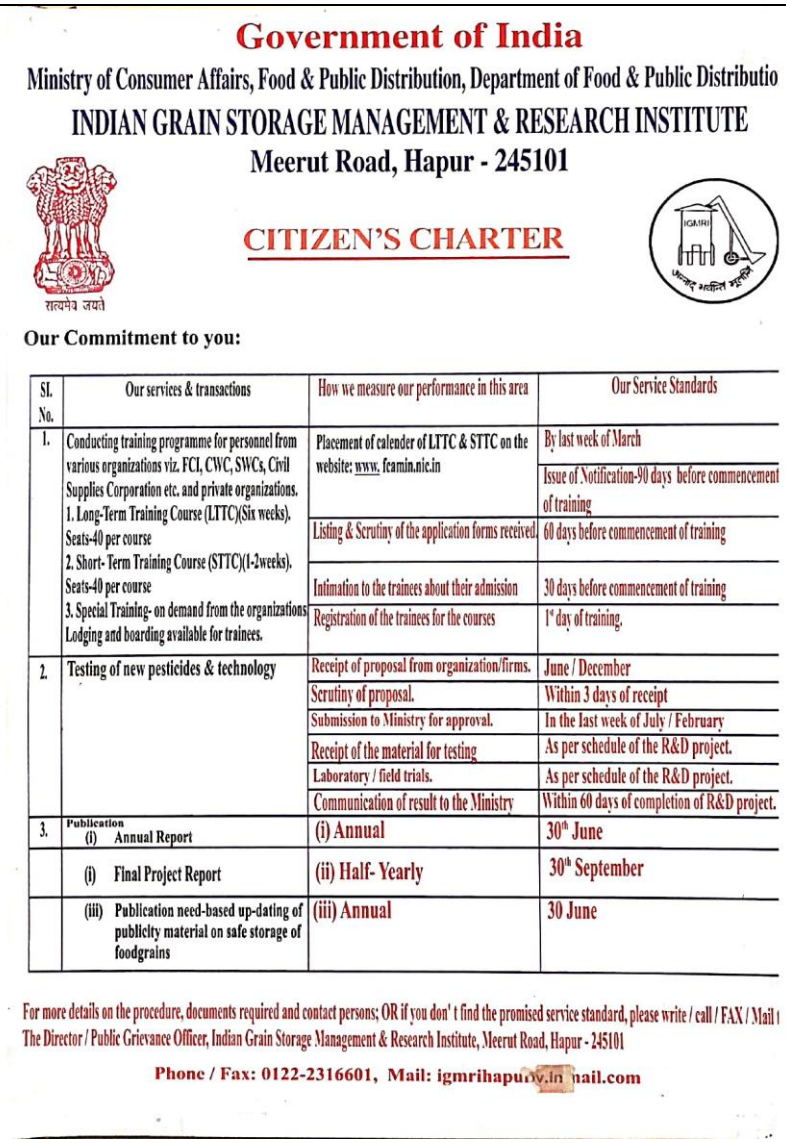

Government of India

Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distributio

INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE

Meerut Road, Hapur - 245101

CITIZEN'S CHARTER

Our Commitment to you:

| Sl. No. | Our services & transactions | How we measure our performance in this area | Our Service Standards |
|---|---|---|---|
| 1. | Conducting training programme for personnel from various organizations viz. FCI, CWC, SWCs, Civil Supplies Corporation etc. and private organizations. 1. Long-Term Training Course (LTTC)(Six weeks). Seats-40 per course 2. Short- Term Training Course (STTC)(1-2weeks). Seats-40 per course 3. Special Training- on demand from the organizations. Lodging and boarding available for trainees. | Placement of calender of LTTC & STTC on the website: www. fcamin.nic.in | By last week of March |
| | | | Issue of Notification-90 days before commencement of training |
| | | Listing & Scrutiny of the application forms received. | 60 days before commencement of training |
| | | Intimation to the trainees about their admission | 30 days before commencement of training |
| | | Registration of the trainees for the courses | 1st day of training. |
| 2. | Testing of new pesticides & technology | Receipt of proposal from organization/firms. | June / December |
| | | Scrutiny of proposal. | Within 3 days of receipt |
| | | Submission to Ministry for approval. | In the last week of July / February |
| | | Receipt of the material for testing | As per schedule of the R&D project. |
| | | Laboratory / field trials. | As per schedule of the R&D project. |
| | | Communication of result to the Ministry | Within 60 days of completion of R&D project. |
| 3. | Publication (i) Annual Report | (i) Annual | 30th June |
| | (i) Final Project Report | (ii) Half- Yearly | 30th September |
| | (iii) Publication need-based up-dating of publicity material on safe storage of foodgrains | (iii) Annual | 30 June |

For more details on the procedure, documents required and contact persons; OR if you don't find the promised service standard, please write / call / FAX / Mail t
The Director / Public Grievance Officer, Indian Grain Storage Management & Research Institute, Meerut Road, Hapur - 245101

Phone / Fax: 0122-2316601, Mail: igmrihapur.in mail.com

d) Circulars: https://igmri.dfpd.gov.in/igmri/trainings/all-circulars;
e) Targeted Activities: https://igmri.dfpd.gov.in/igmri/trainings/targeted-activities;
f) Announcements: https://igmri.dfpd.gov.in/igmri/whats-new;
</td></tr>
<tr><td>1.6.2</td><td>Custodian of Documents/ Categories</td><td>Custodians of these documents/categories are the Registrar and respective HoDs/Section Incharges</td></tr>
<tr><td>1.7</td><td colspan="2">Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</td></tr>
<tr><td>1.7.1</td><td>Name of Boards, Council, Committee etc.</td><td>N.A.</td></tr>
<tr><td>1.7.2</td><td>Composition</td><td>N.A.</td></tr>
<tr><td>1.7.3</td><td>Dates from which constituted</td><td>N.A.</td></tr>
<tr><td>1.7.4</td><td>Term/ Tenure</td><td>N.A.</td></tr>
<tr><td>1.7.5</td><td>Powers and functions</td><td>N.A.</td></tr>
<tr><td>1.7.6</td><td>Whether their meetings are open to the public?</td><td>The meetings are open only for members.</td></tr>
<tr><td>1.7.7</td><td>Whether the minutes of the meetings are open to the</td><td>N.A.</td></tr>
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| | | |
|---|---|---|
| | public? | |
| 1.7.8 | Place where the minutes if open to the public are available? | N.A. |
| 1.8 | **Directory of officers and employees [Section 4(1) (b) (ix)]** | |
| 1.8.1 | Name and designation | It is available at: https://igmri.dfpd.gov.in/igmri/telephone-e-mail-directory; **The details of all employees as per the format:** |
| 1.8.2 | Telephone, fax and email ID | |

| S.No. | Name | Designation | Phone/Mobile No. | e-mail Id |
|---|---|---|---|---|
| 1. | Sh. Veerendra AC | Assistant Director (S&R) | 0122-2316601 | igmri-up@gov.in |
| 2. | Sh. Yogeeswarudu Boya | Assistant Director (S&R) | 0122-2316618 | y.boya@gov.in |
| 3. | Shri Sunahari Lal | Superintendent | 0122-2316618 | sunaharilal.yadav@gov.in |
| 4. | Shri Rakesh Kumar Barala | Technical Officer (S&R) | 0122-2316618 | rk.barala@gov.in |
| 5. | Shri Subhash Dhindhwal | Technical Officer (S&R) | 0122-2316618 | s.dhindwal@gov.in |
| 6. | Dr. Divya Sharma | Technical Officer (S&R) | 0122-2316618 | divya.sharma81@gov.in |
| 7. | Smt. Anju Kumari | Technical Officer (S&R) | 0122-2316618 | anju.shah91@gov.in |
| 8. | Ms. Anupama Kumari | Technical Officer (S&R) | 0122-2316618 | kumari.anupama@gov.in |
| 9. | Shri Faeem Ahmad | Library and Info. Assistant | 0122-2316618 | faeem.lib@gov.in |
| 10 | Shri Sanjeev Kumar Pant | Assistant | 0122-2316618 | sanjeev.pant@gov.in |
| 11 | Shri Jafar Ali | Junior Stenographer | 0122-2316618 | jafar.ali@gov.in |
| 12 | Shri Anil Kumar | UDC | 0122-2316618 | anilkumar.11@gov.in |
| 13 | Shri Amilal Yadav | UDC | 0122-2316618 | amilal.yadav@gov.in |

| | | | | | |
|---|---|---|---|---|---|
| 14 | Shri Sunil Kumar Sharma | Laboratory Assistant | 0122-2316618 | sunil.sharma72@gov.in |
| 15 | Shri Deepak Kumar | Generator Operator | 0122-2316618 | deepak.kr96@gov.in |
| 16 | Ms. Riya Singh | LDC | 0122-2316618 | riya.singh@gov.in |
| 17 | Shri Deepanjali | MTS | - | deepanjali-2024@gov.in |
| 18 | Shri Jagbir | MTS | - | Jagbir.72@gov.in |
| 19 | Shri Dinesh Chandra Nagar | MTS | - | d.nagar@gov.in |
| 20 | Shri Dheeraj Gond | MTS | - | dheeraj.gond@gov.in |
| 21 | Shri Shivam Sharma | MTS | - | Shivam-2024@gov.in |
| 22 | Shri Bikash Nanada | MTS | - | bikash.nanda@gov.in |
| 23 | Shri. Sujeet Kumar Maurya | MTS | - | - |
| 24 | Shri. Shashi Bhushan Tiwari | MTS | - | - |
| 25 | Sh. Ajeet Yadav | MTS | - | ajeet.Yadav95@gov.n |

1.9 **Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]**

1.9.1 List of employees with Gross monthly remuneration

**The details of all employees** with Gross monthly remuneration

| S.No. | Name | Designation | Basic Pay |
|---|---|---|---|
| 1 | Shri Veerendra AC | Asst. Director (S&R) | 57800 |
| 2 | Shri Yogeeswarudu Boya | Asst. Director (S&R) | 57800 |
| 3 | Shri Sunahari Lal | Superintendent | 55200 |
| 4 | Shri Rakesh Kumar Barala | Technical Officer (S&R) | 43600 |
| 5 | Shri Subhash Dhindhwal | Technical Officer (S&R) | 43600 |
| 6 | Dr. Divya Sharma | Technical Officer (S&R) | 43600 |
| 7 | Smt. Anju Kumari | Technical Officer (S&R) | 43600 |

| | | | | | |
|---|---|---|---|---|---|
| | | 8 | Ms. Anupama Kumari | Technical Officer (S&R) | 37600 |
| | | 9 | Shri Faeem Ahmad | Library and Info. Assistant | 42300 |
| | | 10 | Shri Sanjeev Kumar Pant | Assistant | 47600 |
| | | 11 | Shri Jafar Ali | Junior Stenographer | 27100 |
| | | 12 | Shri Anil Kumar | UDC | 26300 |
| | | 13 | Shri Amilal Yadav | UDC | 26300 |
| | | 14 | Shri Sunil Kumar Sharma | Laboratory Assistant | 62200 |
| | | 15 | Shri Deepak Kumar | Generator Operator | 21700 |
| | | 16 | Ms. Riya Singh | LDC | 20500 |
| | | 17 | Shri Deepanjali | MTS | 23800 |
| | | 18 | Shri Jagbir | MTS | 31500 |
| | | 19 | Shri Dinesh Chandra Nagar | MTS | 21500 |
| | | 20 | Shri Dheeraj Gond | MTS | 19700 |
| | | 21 | Shri Shivam Sharma | MTS | 18500 |
| | | 22 | Shri Bikash Nanada | MTS | 18000 |
| | | 23 | Sh. Sujeet Kumar Maurya | MTS | 18000 |
| | | 24 | Sh. Shashi Bhushan Tiwari | MTS | 18000 |
| | | 25 | Sh. Ajeet Yadav | MTS | 23800 |

| | | |
|---|---|---|
| 1.9.2 | System of compensation as provided in its regulations | Employees of **Indian Grain Storage Management and Research Institute, Hapur** are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, etc. |
| 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 (APIO) & Appellate Authority | 1. First Appellate Authority<br>Sh. Vishwajeet Haldar, FAA and Joint Commissioner (S & R); dcsr.fpd@nic.in; 011-23389625<br><br>2. Central Public Information Officer<br>Sh. Veerendra A.C., CPIO and Assistant Director/ Ic. (S & R); veera.ac@gov.in; 0122-2316618<br><br>3. Nodal Officer<br>Ms. Anupama Kumari, Technical Officer (S & R); kumari.anupama@gov.in; 0122-2316601<br><br>Address:<br>**Indian Grain Storage Management and Research Institute, Meerut Road, Hapur (UP)** |
| 1.10.2 | Address, telephone numbers & email ID of each designated official. | |
| 1.11 | **No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)** | |
| 1.11.1 | No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty | NIL |

| | | |
|---|---|---|
| | proceedings | NIL |
| 1.11.2 | (ii) Finalized for Minor penalty or major penalty proceedings | |
| 1.12 | **Programmes to advance understanding of RTI (Section 26)** | |
| 1.12.1 | Educational programmes | No such programme conducted. |
| 1.12.2 | Efforts to encourage public authority to participate in these programmes | **Indian Grain Storage Management and Research Institute, Hapur** issues circulars/ emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees. |
| 1.12.3 | Training of CPIO/APIO | **No such record.** |
| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned | **Indian Grain Storage Management and Research Institute, Hapur** updates & publishes Guidelines on RTI on regular intervals and it is last updated in the website (https://igmri.dfpd.gov.in/igmri/) on 25.04.2025. |
| 1.13 | **Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]** | |
| 1.13.1 | Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013] | **Indian Grain Storage Management and Research Institute, Hapur** is subordinate office which is working under Ministry of Consumer Affairs, Food & Public Distribution, as such no external transfers are made. However, internal transfers are made depending on Ministry level. |
| 2 | **Budget and Programme** | |
| 2.1 | **Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]** | |
| 2.1.1 | Total Budget for the public authority | Fund Allocation for the Year 2024-25: |
| 2.1.2 | Budget for each agency and plan & programmes | The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department. |

| | | |
|---|---|---|
| 2.1.3 | Proposed expenditures | |

भारत सरकार Government of India

उपभोक्ता मामले, खाद्य और सार्वजनिक वितरण मंत्रालयMinistry of Consumer Affairs, Food & Public Distribution,

खाद्य और सार्वजनिक वितरण विभाग,Department of Food & Public Distribution,

भारतीय अनाज संचयन प्रबंधन एवं अनुसंधान संस्थान,

**Indian Grain Storage Management & Research Institute**

मेरठ रोड, हापुड़ (उ०प्र०)/ Meerut Road, Hapur–245101

No. G-27030/1/Budget/2024-25/

Date: 01.04.2025

**Expenditure for the month of March 2025.**

| Head of Account | RE 2024-25 | Exp. ~~uotp~~ upto pervious Month (Feb. 2025) | Exp. Incurred in the current Month (March,2025) | Excess Exp.Progrssive Exp. upto 31.03.2025 |
|---|---|---|---|---|
| Salaries | 1,20,00,000 | 1,13,56,328 | 1,75,304 | 1,15,31,632 |
| Wages | 7,50,000 | 7,09,369 | 40,502 | 7,49,871 |
| Rewards | 1,60,000 | 1,49,373 | 0 | 1,49,373 |
| Medical Treatment | 11,10,000 | 10,10,759 | 7,575 | 10,18,334 |
| Allowances | 73,20,000 | 73,18,131 | 0 | 73,18,131 |
| LTC | 4,72,000 | 67,598 | 2,601 | 70,199 |
| Training Expenses | 0 | 0 | 0 | 0 |
| DTE | 23,00,000 | 14,98,208 | 5,08,316 | 20,06,524 |
| Office Expenses | 25,00,000 | 22,61,435 | 1,22,733 | 23,84,168 |
| Rent Rates & Taxes | 23,00,000 | 20,23,915 | 0 | 20,23,915 |
| Supplies & Material | 4,00,000 | 3,96,670 | 0 | 3,96,670 |
| Advt. & Pub. | 10,000 | 0 | 0 | 0 |
| Minor Civil & Electric Works | 32,91,000 | 31,62,340 | 0 | 31,62,340 |
| Professional Services | 1,00,000 | 54,490 | 11,700 | 66,190 |
| Repairs & Maintenance | 8,00,000 | 5,35,546 | 0 | 5,35,546 |
| SAP | 50,000 | 41,199 | 8,062 | 49,261 |
| Digital Equipment (IT) | 50,000 | 43,692 | 0 | 43,692 |
| Professional Services (IT) | 10,000 | 0 | 0 | 0 |
| Other Revenue Exp. (IT) | 0 | 0 | 0 | 0 |
| Machinery & Equipment | 8,00,000 | 2,45,900 | 0 | 2,45,900 |
| Furniture & Fixture | 2,00,000 | 1,99,105 | 0 | 1,99,105 |
| **Total** | **3,46,23,000** | **3,10,74,358** | **8,76,793** | **3,19,51,151** |

(Veerendra A C) 1/4/2025.

Assistant Director (S&R)

To,

1. The Senior Account Officer, Ministry of C.A Food & PD, Dept. of PD, Krishi Bhawan, New Delhi
2. The Assistant Account Officer (PC Section) Pay and Account Office, Ministry of C.A Food & PD, Dept. of PD, Jeevan deep Building, New Delhi.

| | | |
|---|---|---|
| 2.1.4 | Revised budget for each agency, if any | |

भारत सरकार Government of India
उपभोक्ता मामले, खाद्य और सार्वजनिक वितरण मंत्रालयMinistry of Consumer Affairs, Food & Public Distribution,
खाद्य और सार्वजनिक वितरण विभाग,Department of Food & Public Distribution,
भारतीय अनाज संचयन प्रबंधन एवं अनुसंधान संस्थान,
**Indian Grain Storage Management & Research Institute**
मेरठ रोड, हापुड़ (उ०प्र०)/ Meerut Road, Hapur–245101

No. G-27030/1/Budget/2024-25/ Date: 01.04.2025

**Expenditure for the month of March 2025.**

| Head of Account | RE 2024-25 | Exp. ~~uotp~~ upto pervious Month (Feb. 2025) | Exp. Incurred in the current Month (March,2025) | Excess Exp.Progrssive Exp. upto 31.03.2025 |
|---|---|---|---|---|
| Salaries | 1,20,00,000 | 1,13,56,328 | 1,75,304 | 1,15,31,632 |
| Wages | 7,50,000 | 7,09,369 | 40,502 | 7,49,871 |
| Rewards | 1,60,000 | 1,49,373 | 0 | 1,49,373 |
| Medical Treatment | 11,10,000 | 10,10,759 | 7,575 | 10,18,334 |
| Allowances | 73,20,000 | 73,18,131 | 0 | 73,18,131 |
| LTC | 4,72,000 | 67,598 | 2,601 | 70,199 |
| Training Expenses | 0 | 0 | 0 | 0 |
| DTE | 23,00,000 | 14,98,208 | 5,08,316 | 20,06,524 |
| Office Expenses | 25,00,000 | 22,61,435 | 1,22,733 | 23,84,168 |
| Rent Rates & Taxes | 23,00,000 | 20,23,915 | 0 | 20,23,915 |
| Supplies & Material | 4,00,000 | 3,96,670 | 0 | 3,96,670 |
| Advt. & Pub. | 10,000 | 0 | 0 | 0 |
| Minor Civil & Electric Works | 32,91,000 | 31,62,340 | 0 | 31,62,340 |
| Professional Services | 1,00,000 | 54,490 | 11,700 | 66,190 |
| Repairs & Maintenance | 8,00,000 | 5,35,546 | 0 | 5,35,546 |
| SAP | 50,000 | 41,199 | 8,062 | 49,261 |
| Digital Equipment (IT) | 50,000 | 43,692 | 0 | 43,692 |
| Professional Services (IT) | 10,000 | 0 | 0 | 0 |
| Other Revenue Exp. (IT) | 0 | 0 | 0 | 0 |
| Machinery & Equipment | 8,00,000 | 2,45,900 | 0 | 2,45,900 |
| Furniture & Fixture | 2,00,000 | 1,99,105 | 0 | 1,99,105 |
| **Total** | **3,46,23,000** | **3,10,74,358** | **8,76,793** | **3,19,51,151** |

(Veerendra A C) 1/4/2025
Assistant Director (S&R)

To,
1. The Senior Account Officer, Ministry of C.A Food & PD, Dept. of PD, Krishi Bhawan, New Delhi
2. The Assistant Account Officer (PC Section) Pay and Account Office, Ministry of C.A Food & PD, Dept. of PD, Jeevan deep Building, New Delhi.

| | | |
|---|---|---|
| 2.1.5 | Report on disbursements made and place where the related reports are available | Report on disbursement are made available in Annual Report of 2024-25 (https://igmri.dfpd.gov.in/igmri/) and the same is uploaded on its website. |
| 2.1.6 | Information related to procurements- (a) Notice/ tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at | Notice/tender are not issued (https://igmri.dfpd.gov.in/igmri/tenders). However, all the purchases are made through GEM portal with the approval of the competent authority. |

| | | |
|---|---|---|
| | which such procurement or works contract is to be executed. | |
| 2.2 | **Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)** | |
| 2.2.1 | Budget | There is no separate Budget for Foreign and domestic tours. It is met out of General Budget as detailed under 2.1.1 above. |
| 2.2.2 | Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a) Places visited. (b) The period of visit. (c) The number of members in the official delegation. (d) Expenditure on the visit. | **N.A.** |
| 2.3 | **Manner of execution of subsidy programme [Section 4(i)(b)(xii)]** | |
| 2.3.1 | Name of the programme of activity | Not Applicable as **Indian Grain Storage Management and Research Institute, Hapur** does not offer Subsidy Programme. |
| 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.) | |
| 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 | Not Applicable as **Indian Grain Storage Management and Research Institute, Hapur** does not allocate any Discretionary and non-discretionary grants/ State Govt./ NGOs/other institutions |
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities | |
| 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 | Participants of all the training programmes except paid programmes are being provided free lodging/boarding and their fare is also reimbursed.<br>No course fee is charged for this course from Government employees and students of SC/ST category. However, course fee /lodging/boarding are charged from private candidate. |
| 2.5.2 | For each concession, 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 as **Indian Grain Storage Management and Research Institute, Hapur** does not permit any Concessions. |
| 2.6 | **CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]** | |
| 2.6.1 | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. | CAG Audit for the financial year 2023-24 is completed and Separate Audit Report is received from CAG office. Annual Report along with separate Audit Report for the financial year 2023-24 is uploaded on web portal. **It is Audit Reports:** |

| | | | | | |
|---|---|---|---|---|---|
| 2019-20 | NA | 244.42 | 244.42 | 216.68 | Nil |
| 2020-21 | NA | 281.12 | 281.12 | 240.92 | Nil |
| 2021-22 | NA | 325.08 | 325.08 | 284.52 | Nil |
| 2022-23 | NA | 412.70 | 412.70 | 349.20 | Nil |
| 2023-24 | NA | 390.79 | 390.79 | 287.33 | Nil |

**(iv) General set-up and activities:**

IGMRI is an Indian storage, research and training in Hapur. It provides the grain analysis for training.

**(v) Internal check and supervision:** Internal Audit of Institute has been conducted from 06.09.2021 to 17.09.2021 for the year 01.04.2016 to 31.03.2021.

**(C)** Persistent Irregularity: Nil

**(D)** Records not produced: Nil

**(E)** Email id : igmri-up@gov.in

**PART-II**
*(Audit Findings)*

**PART-II-(A)**
**(Significant Audit Findings)**
**NIL**

**PART-II-(B)**
**(Other incidental Audit Findings)**

**Reference Number: OBS-1697484**

**Para 1: वार्षिक कार्ययोजना के अनुसार कार्यों का क्रियान्वयन न होने से धन का उपभोग न होना और lapsed हो जाना I**

सामान्य वित्तीय नियमावली 2017 के नियम 70 (iii) के अनुसार मुख्य लेखांकन प्राधिकारी अपने मंत्रालय या विभाग के वित्तीय प्रबंधन के लिए जिम्मेदार होगा तथा कार्य निष्पादन के मानकों का पालन करते हुए उस मंत्रालय या विभाग के उल्लिखित प्रायोजित उद्देश्यों को प्राप्त करने में मंत्रालय या विभाग के संसाधनों के प्रभावी, कुशल, किफायती और पारदर्शी उपयोग के लिए जिम्मेदार होगा I जबकि (v) के अनुसार वह यह पता लगाने के लिए कि उल्लिखित उद्देश्यों को प्राप्त किया गया है या नहीं, वह अपने मंत्रालय को सौंपे गए कार्यक्रमों और परियोजनाओं के कार्य निष्पादन की नियमित समीक्षा और निगरानी करेगा I नियम 232 (vi) के अनुसार के अनुसार मंत्रालयों या विभागों को लक्ष्यों की प्राप्ति पर

ध्यान केंद्रित करना चाहिए न कि केवल व्यय पर। एक ऐसा तंत्र तैयार किया जाना चाहिए जिससे वर्ष के अंत में बड़ी धनराशि जारी किये जाने से बचा जा सके और उस तन्त्र को स्कीम डिजाइन में ही सम्मिलित किया जाना चाहिए।

केंद्र सरकार द्वारा प्रत्येक वर्ष वार्षिक कार्य योजना के अनुसार विभिन्न क्रिया कलापों हेतु भारतीय अनाज संचयन प्रबंधन एवं अनुसन्धान संस्थान, हापुड को अनुदान/बजट उपलब्ध कराया जाता है।

संस्थान के लेखा-अभिलेखों की लेखापरीक्षा में पाया गया कि भारतीय अनाज संचयन प्रबंधन एवं अनुसन्धान संस्थान, हापुड को वर्ष 2018-19 से 2023-24 तक की अवधि में विभिन्न कार्यक्रमों के लिए वार्षिक कार्ययोजना के अनुसार बजट आवंटित किया गया था, किन्तु उक्त वर्ष में विभागीय निष्क्रियता के कारण विभिन्न कार्यक्रमों एवं क्रिया कलापों हेतु अवमुक्त बजट का उपयोग नहीं किया गया था, जिसके कारण रूपये 293.92 लाख का धनराशि lapsed हो गया। धनराशि का विवरण निम्न प्रकार से है।

धनराशि लाख रूपये में

| Year | Opening Balance | Budget Allocation | Total | Expenditure | Closing Balance |
|---|---|---|---|---|---|
| 2018-19 | NA | 215.61 | 215.61 | 197.15 | 18.46 |
| 2019-20 | NA | 244.42 | 244.42 | 216.68 | 27.74 |
| 2020-21 | NA | 281.12 | 281.12 | 240.92 | 40.20 |
| 2021-22 | NA | 325.08 | 325.08 | 284.52 | 40.56 |
| 2022-23 | NA | 412.70 | 412.70 | 349.2 | 63.50 |
| 2023-24 | NA | 390.79 | 390.79 | 287.33 | 103.46 |
| **TOTAL** | | | | | **293.92** |

लेक्षपरीक्षा द्वारा इंगित किये जाने पर इकाई ने उत्तर दिया कि, कालातीत लेखाशीर्ष में unutilized धनराशि दर्शाई गई है वह वेतन भत्तें, चिकित्सा व्यय माईनर वर्क इत्यादि से सम्बंधित है। वेतन से बचत पदों का न भरा जाना कारण है जो कि SSC से होती है। चिकित्सा व्यय अंतिम समय तक रखना पड़ता है जिसकी कभी भी आवश्यकता पड़ सकती है, CPWD से सम्बंधित बचत CPWD द्वारा समय पर उपयोग न होने के कारण है तथा अन्य बचत वितीय वितीय स्वीकृति मच्पकप से प्राप्त करनी पड़ती है। भविष्य में इसका अनुपालन हेतु ध्यान रखा जायेगा। इकाई का जवाब ऑडिट आपत्तियों की स्वतः ही पुष्टि करता है। अतः प्रकरण उच्चधिकारियों के संज्ञान में लाया जाता है।

**Reference Number: OBS-1697504**

**Para 2: सिक्योरिटी डिपाजिट के विरुद्ध 3% वार्षिक ब्याज का विद्युत विभाग द्वारा समायोजन न किया जाना रु 0.67 लाख I**

विद्युत आपूर्ति रेगुलेशन 1984 के अनुच्छेद 16(1)के अनुसार सिक्योरिटी डिपाजिट के सापेक्ष 3% की दर से ब्याज के समायोजन का विद्युत बिल में किये जाने का प्रावधान है।

भारतीय अनाज संचयन प्रबंधन एवं अनुसन्धान संस्थान, हापुड के बिजली बिल के संवीक्षा में पाया गया कि इकाई द्वारा दिनांक 26.06.2009 को पश्चिमांचल विद्युत वितरण लिमिटेड, हापुड से एक विद्युत कनेक्शन लिया गया है जिसके लिए रु 152332 सिक्योरिटी डिपाजिट के रूप में जमा किया गया था।

वर्ष 2009 से वर्ष 2023-24 (मार्च 24) तक की गणना के अनुसार उपरोक्त सिक्योरिटी डिपाजिट रु 152332 पर 3% वार्षिक ब्याज की दर से 177 माह का ब्याज रु 67407 का समायोजन विद्युत बिल में किया जाना चाहिए था, जो बिजली विभाग द्वारा नहीं किया जा रहा है।

लेक्षपरीक्षा द्वारा इंगित किये जाने पर इकाई द्वारा बताया गया कि, सिक्योरिटी डिपाजिट के विरुद्ध 3% वार्षिक ब्याज का समायोजन आगामी विद्युत बिलों में कराने हेतु सम्बंधित विद्युत विभाग से आग्रह किया जायेगा। विभाग का उत्तर ऑडिट आपत्तियों की स्वतः ही पुष्टि करता है।

अतः प्रकरण उच्चाधिकारियों के संज्ञान में लाया जाता है।

**Reference Number: OBS-1697745**

**Para 3: Expenditure beyond ceiling**

As per Office Memorandum No. 23(2) /E.Coord/2018 dated 07.03.2018 issued by the Ministry of Finance read with Rule 62(3) of GFR-2017, rush of expenditure in the year end must be strictly avoided. The last quarter expenditure must be limited to actual procurement of goods and services and reimbursement of expenditure already occurred.

Ministry of Finance's instructions restrict last quarter expenditure to 33% ceiling and last month (March) expenditure to 15% ceiling.

Scrutiny revealed that Kendra has expended in the last quarter and March of the F.Y. 2018-19, 200-21 and 2022-23 as detailed below-

| Year | Total expenditure | Expenditure in march (%) | Expenditure in last quarter (%) |
|---|---|---|---|
| 2020-21 | 24091322 | ---------- | (38.99%) 9394946 |
| 2022-23 | 34919941 | (27.28%) 9529106 | (36.09%)12603259 |

On being pointed out in the audit, the unit accepted the audit observation and replied that, compliance with the prescribed exipenditure limit will be ensured in future. Hence the matter is brought to the notice of higher authority the department.

**Reference Number: OBS-1698256**

**Para 4: स्वीकृत पद के सापेक्ष तैनात अधिकारियों/कर्मचारियों की 47% कमी के सम्बन्ध में |**

भारतीय अनाज संचयन प्रबंधन एवं अनुसन्धान संस्थान, हापुड द्वारा उपलब्ध कराई गई स्वीकृत पद के सापेक्ष तैनात अधिकारियों/कर्मचारियों की सूची एवं अभिलेखों से यह ज्ञात हुआ कि कार्यालय में अधिकारियों/कर्मचारियों की अत्यंत कमी है । वर्तमान में अधिकारियों/कर्मचारियों की तैनाती का विवरण निम्नवत है -

| क्र. सं. | पद नाम | स्वीकृत पदों की सं. | कार्यरत अधिकारियों/कर्मचारियों की सं. | कमी | आधिक्य |
|---|---|---|---|---|---|
| 1 | निदेशक | 01 | 0 | 01 | |
| 2 | उप निदेशक | 02 | 01 | 01 | |
| 3 | प्रशासनिक अधिकारी | 01 | 0 | 01 | |
| 4 | सहायक निदेशक | 02 | 02 | 0 | |
| 5 | तकनीकी अधिकारी | 06 | 06 | 0 | |
| 6 | अधीक्षक | 01 | 01 | 0 | |
| 7 | पुस्तकालय एवं सूचना सहायक | 01 | 01 | 0 | |

| | | | | | |
|---|---|---|---|---|---|
| 8 | सांख्यिकीय सहायक | 01 | 0 | 01 | |
| 9 | सहायक | 03 | 01 | 02 | |
| 10 | स्टेनोग्राफर ग्रेड-I | 02 | 00 | 02 | |
| 11 | स्टेनोग्राफर ग्रेड-II | 01 | 01 | 0 | |
| 12 | स्टोर कीपर | 01 | 0 | 01 | |
| 13 | वरिष्ठ लिपिक | 02 | 02 | 0 | |
| 14 | फोटोग्राफर | 01 | 0 | 01 | |
| 15 | प्रधूमन सहायक | 03 | 0 | 03 | |
| 16 | प्रयोगशाला सहायक | | 01* | | |
| 17 | अवर श्रेणी लिपिक | 03 | 01 | 02 | |
| 18 | जनरेटर आपरेटर | 01 | 01 | 0 | |
| 19 | एम टी एस | 11 | 06 | 05 | |
| योग | | 43 | 24 (23+1*) | 20 | |

*1 प्रयोगशाला सहायक attached from the Ministry.

लेखापरीक्षा द्वारा इंगित किये जाने पर विभाग द्वारा बताया गया कि, रिक्त पदों को भरने हेतु मंत्रालय स्तर पर करवाई की जाती है तथा कुछ मांग पत्र कर्मचारी चयन आयोग को भेजे गए हैं । अतः पदों को भरने हेतु आवश्यक करवाई की जाएगी । इकाई का उत्तर संतोषजनक नहीं है क्योंकि लेखापरीक्षा की तिथि तक इस दिशा में विभाग द्वारा कोई ठोस कदम नहीं उठाया गया ।

अतः प्रकरण उच्चाधिकारियों के संज्ञान में लाया जाता है ।

**Reference Number: OBS-1698649**

**Para 5: Useless expenditure in incomplete work**

वित्तीय वर्ष 2023 -24 के मरम्मत कार्य और कंट्रोल रजिस्टर एवं अन्य अभिलेखों की जाँच में पाया गया कि इकाई द्वारा CPWD Meerut द्वारा विभिन्न प्रकार के मरम्मत एवं रखरखाव का कार्य कराया गया जिसमें यूनिट द्वारा एस्टीमेट कास्ट एवं यूटिलाइजेशन उपलब्ध कराया गया परन्तु टेंडर कास्ट एवं मेज़रमेंट का कहीं उल्लेख नहीं है जबकि इकाई द्वारा authorization of fund , estimate cost के बराबर क्रय एजेंसी को दे दी गयी जो वित्तीय वर्ष के सम्मासि पर स्वतः fund laps हो जाता है और उसी वित्तीय वर्ष में एजेंसी का भी एग्रीमेंट समाप्त हो जाता है जिससे अपूर्ण कार्यो की स्थिति जैसी की तैसी बनी रहती है तथा आगे की प्रक्रिया नये वित्तीय वर्ष में नये कॉन्ट्रैक्ट के साथ शुरू होती है | इस तरह इकाई द्वारा जो कार्य कराये गये पूर्ण नहीं हुआ , उस पर किया गया कुल व्यय रुपया 3162638/- निरर्थक रहा तथा विना व्यय के रुपया 5924791/-इकाई द्वारा surrender कर दिया गया | विवरण निम्न्लिखित है :-

| Sl. No | Name of work | Estimated cost(Rs) | Tender Cost(Rs) | Vr. No. &date | Name of agency | Amount authorized for payment | Amount utilized | Fund surrender |
|---|---|---|---|---|---|---|---|---|
| 1 | Annual repairs &maintenance of residencial &non residencial building | 3240866 | 929067 | 924-931 dt. 13-10-23 | cpwd | 3240866 | 396143 | 2844723 |
| 2 | Water proofing of roofs | 2376100 | 1014656 | 932-939 dt 13-10-23 | cpwd | 2376100 | 954685 | 1421415 |
| 3 | Reboring the submersible pump | 545762 | 311919 | 1032-1038 dt 3- | cpwd | 545762 | 0 | 545762 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | 11-23 | | | | |
| 4 | Construction of guard room | 402849 | 234578 | 1004-1010 dt, 27-10-23 | cpwd | 402849 | 234578 | 168271 |
| 5 | Annual repairs & maintenance of electrical installation | 1733514 | 978927 | 654-661 dt 26-7-23 | cpwd | 1733514 | 978927 | 754587 |
| 6 | Replacement of old cables & making of foundation for existing electrical panels | 788338 | 598305 | 721-727, dt 23-8-23 | cpwd | 788338 | 598305 | 190033 |
| | Total | | | | | 9087429 | 3162638 | 5924791 |

लेखा परीक्षा में पूछे जाने पर इकाई ने उत्तर में बताया कि वित्तीय स्वकृति होने के पश्चात् लेटर ऑफ़ अथॉरिटी वेतन लेखा कार्यालय द्वारा CPWD के वेतन लेखा कार्यलय के पक्ष में जरी किया जाता है किन्तु किसी प्रकार का अग्रिम या डिपाजिट धन नहीं दिया जाता है | LOA प्राप्त होने पर cpwd अन्य विभागीय प्रक्रिया में लगभग 6 माह का समय लेता है जैसे E . टेंडरिंग Etc . एस प्रकार लम्बी प्रक्रिया के कारण CPWD निर्धारित LOA का fund वर्ष के अंत तक उपयोग नहीं कर पाता है तथा LOA की वैधता वर्ष के अंत तक 31 मार्च को समाप्त हो जाता है |

अतः भविष्य में LOA जरी करने की प्रक्रिया जल्दी करने का प्रयास किया जायेगा तथा CPWD से Authorized धन का उपयोग पूर्ण करने का आग्रह किया जायेगा |

अतः अपूर्ण कार्य पर रुपया 3162638.00 के व्यय का प्रकरण प्रकाश में लाया जाता है |

**PART-III**

***(Follow up on findings outstanding of previous Inspection Reports)***

**PART-IV (Best Practice)**

**PART-V (Acknowledgement)**

Disclaimer

The inspection report has been prepared on the basis of information furnished and made available by The Director, Indian Grain Storage Management and Research Institute, Hapur. The Office of the Principal Director of Audit (Central) Lucknow, Branch- Prayagraj, disclaim any responsibility for any misinformation/non-information on the part of The Director, Indian Grain Storage Management and Research Institute, Hapur.

**Office of Principal Director of Audit (Central) Lucknow,**

**15-A, Dayanand Marg, Satyanishtha Bhawan, Prayagraj**

**Inspection Report on the audit of office of the Indian Grain Storage Management and Research Institute, Hapur**

Audit Inspection Report on accounts of the office of the Indian Grain Storage Management and Research Institute, Hapur for the period from 04/2018 to 03/2024.

**Part-1**

**(A)** General

**(i)** Introductory

The accounts of the office of the Indian Grain Storage Management and Research Institute, Hapur for the period from 04/2018 to 03/2024 were test checked by an audit party consisting of Shri Lakshman Prasad, A.A.O., Shri Shyam Lal, Sr. Auditor under the supervision of Shri Rajpat, Sr. A.O. of the office of Principal Director of Audit (Central) Lucknow, Branch office, Prayagraj from 14.11.2024 to 21.11.2024 for the period from 04/2018 to 03/2024.

**(ii)** The under-mentioned officers have held the charge of their respective posts in the office during the period from 04/2018 to 03/2024.

| Name of Post | Name of the Officer | From | To |
|---|---|---|---|
| Asstt. Director | Shri A. N. Pandey | 01.04.2018 | 14.12.2018 |
| Asstt. Director | Smt. Neelam Kalra | 15.12.2018 | 05.11.2021 |
| Asstt. Director | Shri R. K. Shahi | 06.11.2021 | 31.10.2023 |
| Asstt. Director | Shri Gopal Prasad | 01.11.2023 | Till date |

**(iv) Financial position:**

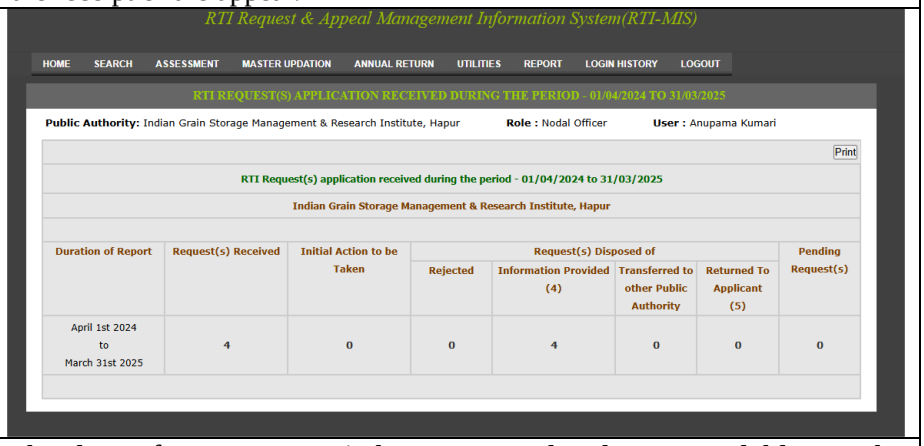
(Fig. in lakh)

| Year | Opening Bal. | Budget Allotment | Total | Expenditure | Closing Bal. |
|---|---|---|---|---|---|
| 2018-19 | NA | 215.61 | 215.61 | 197.15 | Nil |

| | | |
|---|---|---|
| 3. | **Publicity Band Public Interface** | |
| 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 [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013] | |
| 3.1.1 | Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | Various appropriate forums/tripartite committees' meetings/discussions with stakeholders are used to evolve consensus on relevant issues whenever called for. |
| 3.1.2 | Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & | The Institute needs support, cooperation and suggestions of citizens of the country. Thus, the institute encourages public participation and guidance through members representing them in Council and Board.<br>Day & Time allotted for visitors: From 09.30AM to 05.00PM<br>Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Name and designation of the Public Information Officer (PIO), Assistant Public Information (s), Nodal Officer & |

| | | |
|---|---|---|
| | Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants | Appellate Authority<br><br>Sh. Veerendra A.C., CPIO and Assistant Director/ Ic. (S & R); veera.ac@gov.in; 0122-2316618;<br>Ms. Anupama Kumari, Nodal Officer and Technical Officer (S & R); kumari.anupama@gov.in; 0122-2316601<br>Sh. Vishwajeet Haldar, FAA and Joint Commissioner (S & R); dcsr.fpd@nic.in; 011-23389625 |
| 3.1.3 | Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any | Not Applicable |
| 3.1.4 | Public- private partnerships (PPP)- Detailed project reports (DPRs) | |
| 3.1.5 | Public- private partnerships (PPP)- Concession agreements | |
| 3.1.6 | Public- private partnerships (PPP)- Operation and maintenance manuals | |
| 3.1.7 | Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP | |
| 3.1.8 | Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government | |
| 3.1.9 | Public- private partnerships (PPP) -Information relating to outputs and outcomes | |
| 3.1.10 | Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.) | |
| 3.1.11 | Public- private partnerships (PPP) - All payment made under the PPP project | |
| 3.2 | **Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]** | |
| 3.2.1 | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year | Detail is given under 3.1.1 above |
| 3.2.2 | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the | |

| | | |
|---|---|---|
| | process more interactive - Outline the Public consultation process | |
| 3.2.3 | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy | |
| **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) | Information manual/handbook available in Electronic format – Yes https://igmri.dfpd.gov.in/igmri/ |
| **3.4** | **Form of accessibility of information manual/ handbook [Section 4(1)(b)]** | |
| 3.4.1 | Information manual/handbook available in Electronic format | Yes, it is available in the website of **Indian Grain Storage Management and Research Institute, Hapur**: (https://igmri.dfpd.gov.in/igmri/) |
| 3.4.2 | Information manual/handbook available in Printed format | Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO/APIO |
| **3.5** | **Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]** | |
| 3.5.1 | List of materials available Free of cost | Detail is given under 3.1.1 above. These documents are available free of cost from the website. |
| 3.5.2 | List of materials available at a reasonable cost of the medium | The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005. |
| **4** | **E-Governance** | |
| **4.1** | **Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]** | |
| 4.1.1 | Hindi | **N.A.** |
| 4.1.2 | English | Yes, it is uploaded in the website (https://igmri.dfpd.gov.in/igmri/) |
| 4.1.3 | Vernacular/ Local Language | Since the Vernacular/ Local Language of **Indian Grain Storage Management and Research Institute, Hapur** is Hindi, so it is given at 4.1.1. above |
| **4.2** | **When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]** | |
| 4.2.1 | Last date of Annual updation | 31.03.2025 |
| **4.3** | **Information available in electronic form [Section 4(1)(b)(xiv)]** | |
| 4.3.1 | Details of information available in electronic form | Detail of Information is made available under 3.1.1 above. The information can be accessed at the organization's website: https://igmri.dfpd.gov.in/igmri/; |
| 4.3.2 | Name/ title of the document/record/ other information | |
| 4.3.3 | Location where available | |
| **4.4** | **Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]** | |
| 4.4.1 | Name & location of the facility | There is RTI Cell at the **Indian Grain Storage Management and Research Institute, Hapur**. Information pertaining to activities dealt by the institute is provided to the users who demand the information. Office Address: **Indian Grain Storage Management and Research Institute, Hapur**. The |

| | | |
|---|---|---|
| | | information is also uploaded on the website of the institute, i.e., https://igmri.dfpd.gov.in/igmri/ for general reference. |
| 4.4.2 | Details of information made available | As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website, they can send email to CPIO at email id: veera.ac@gov.in seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer. |
| 4.4.3 | Working hours of the facility | 09:00 AM to 5:30 PM from Monday to Friday (except Public Holidays) |
| 4.4.4 | Contact person & contact details (Phone, fax email) | Sh. Veerendra A.C., CPIO and Assistant Director/ Ic. (S & R); veera.ac@gov.in; 0122-2316618 |
| **4.5** | **Such other information as may be prescribed under Section 4(i) (b)(xvii)** | |
| 4.5.1 | Grievance Redressal Mechanism | Grievances are redressed amicably. All aggrieved trainees, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. |
| 4.5.1(i) | Details of applications received under RTI and information provided |  |
| 4.5.2 | List of completed schemes/ projects/ Programmes | The list of programmes/schemes completed are available in the Annual Report. |
| 4.5.3 | List of schemes/ projects/ programme underway | **N.A.** |
| 4.5.4 | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | **Indian Grain Storage Management and Research Institute, Hapur** is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals. |
| 4.5.5 | Annual Report | It is available at: Available at institute website and library |

*RTI Request & Appeal Management Information System(RTI-MIS)*

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

RTI REQUEST(S) APPLICATION RECEIVED DURING THE PERIOD - 01/04/2024 TO 31/03/2025

**Public Authority:** Indian Grain Storage Management & Research Institute, Hapur **Role :** Nodal Officer **User :** Anupama Kumari

Print

RTI Request(s) application received during the period - 01/04/2024 to 31/03/2025

Indian Grain Storage Management & Research Institute, Hapur

| Duration of Report | Request(s) Received | Initial Action to be Taken | Request(s) Disposed of | | | | Pending Request(s) |
|---|---|---|---|---|---|---|---|
| | | | Rejected | Information Provided (4) | Transferred to other Public Authority | Returned To Applicant (5) | |
| April 1st 2024 to March 31st 2025 | 4 | 0 | 0 | 4 | 0 | 0 | 0 |

| | | |
|---|---|---|
| | | FINAL PROJECT REPORT OF TARGETED ACTIVITIES UNDERTA<br>LUDHIANA FOR THE YEAR 2024-25<br><br>The present advances in science and technology in the country have where we can store food grains for prolonged period with minimum losses. T storage are still observed due to various factors. Million tonnes of grain wort of rupees every year are either damaged or lost for want of knowledge of sci of food grains, Keeping this fact into consideration the Ministry of Consume Distribution, Department of Food & Public Distribution, have taken up num training, monitoring and research & development activities at Indian Grain S Research Institute (IGMRI) established since 1958, located at Hapur (Head station at Hyderabad and Ludhiana. The main objective of these institut knowledge of scientific preservation of food grains and pest control tech research and development. Therefore, being one of the field stations of IGMR project activities were allotted and undertaken at IGMRI, Field Station, L 2024-2025.<br><br>1. Long term and Short term training courses. (LTTC and STTC)<br>2. Analysis of food grain Samples for Physical Quality parameters.<br>3. Monitoring of the Food grain Samples for mycotoxin contamination.<br>4. Monitoring of Food grain Samples for Pesticide residues.<br><br>1. Project No.: 1/PCS/2024-25<br><br>Objective: To impart knowledge on "Scientific Method of Storage and Inspec<br><br>This institute conducts various training programmes on regular b various organisations like Food Corporation of India (FCI), Central W (CWC), State Warehousing Corporations (SWC) and State Food, Civil Supp Department of Northern States and even for private candidates who a knowledge about safe storage of food grains. The training courses are design and requirements of the persons working in the field of post-harvest operatio storage and distribution) and sponsoring organisations. Accordingly, two ty Term Training Course (LTTC) and Short Term Training Courses (STTC) ar<br><br>The Long Term Training Course is of four weeks duration and Shor are of one week duration on "Scientific Method of Storage and Inspection o courses, the trainees are trained on post harvest technology of food grains. Be practical demonstrations are being conducted in the laboratory of the Institut Eminent guest lecturers are also invited to share their expertise in the subject participants. Field visits/Study tours to other Organisations/Universities/Ins also conducted during these courses. Participants are trained with an effor ample knowledge about the subject during the courses, and performance is oral/power point presentations and through the exams & viva-voice at the en |
| 4.5.6 | Frequently Asked Question (FAQs) | Frequently Asked Question about the **Indian Grain Storage Management and Research Institute, Hapur** and its programmes/ Activities are available at: https://igmri.dfpd.gov.in/igmri/faq; In addition, FAQs about |

| | | |
|---|---|---|
| | | RTI are given in Annexure – I |
| 4.5.7 | 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 | A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute. |
| **4.6** | **Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]** | |
| 4.6.1 | Details of applications received and disposed | *RTI Request & Appeal Management Information System(RTI-MIS)*<br>HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT<br>RTI REQUEST(S) APPLICATION DISPOSED DURING THE PERIOD - 01/04/2024 TO 31/03/2025<br>**Public Authority:** Indian Grain Storage Management & Research Institute, Hapur **Role :** Nodal Officer **User :** Anupama Kumari<br>Print<br>RTI Request(s) application disposed during the period - 01/04/2024 to 31/03/2025<br>Indian Grain Storage Management & Research Institute, Hapur<br>Duration of Report: April 1st 2024 to March 31st 2025<br>Information provided for RTI Request: Total Request(s) Disposed of: 4; Within 30 days: 4; After 30 days: 0 |
| 4.6.2 | Details of appeals received and orders issued | *RTI Request & Appeal Management Information System(RTI-MIS)*<br>HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT<br>RTI REQUEST(S) APPLICATION RECEIVED DURING THE PERIOD - 01/04/2024 TO 31/03/2025<br>**Public Authority:** Indian Grain Storage Management & Research Institute, Hapur **Role :** Nodal Officer **User :** Anupama Kumari<br>Print<br>RTI Request(s) application received during the period - 01/04/2024 to 31/03/2025<br>Indian Grain Storage Management & Research Institute, Hapur<br>Duration of Report: April 1st 2024 to March 31st 2025; Request(s) Received: 4; Initial Action to be Taken: 0; Request(s) Disposed of: Rejected: 0; Information Provided (4): 4; Transferred to other Public Authority: 0; Returned To Applicant (5): 0; Pending Request(s): 0 |
| **4.7** | **Replies to questions asked in the Parliament [Section 4(1)(d)(2)]** | |
| 4.7.1 | Details of questions asked and replies given in the Parliament | **N.A.** |
| **5** | **Information as may be prescribed** | |
| **5.1** | **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, (b) Earlier CPIO & FAAsfrom 1.1.2015 | **Current CPIO & FAA:**<br>1. First Appellate Authority<br>Sh. Vishwajeet Haldar, FAA and Joint Commissioner (S & R); dcsr.fpd@nic.in; 011-23389625<br>2. Central Public Information Officer<br>Sh. Veerendra A.C., CPIO and Assistant Director/ Ic. (S & R); veera.ac@gov.in; 0122-2316618<br>**Earlier CPIO & FAA:** |

<table>
<tr><td></td><td></td><td>Earlier CPIOs and FAAs are given here:<br><br>
<table>
<tr><th>Sl. No.</th><th>From – to</th><th>Name</th><th>Designation under RTI</th></tr>
<tr><td>01.</td><td>01.02.2015-14.09.2015</td><td>Sh. Arun Kumar</td><td>CPIO</td></tr>
<tr><td>02.</td><td>15.09.2015-06.05.2016</td><td>Sh. Vishwajeet Halder</td><td>CPIO</td></tr>
<tr><td>03.</td><td>07.05.2016-31.03.2018</td><td>Sh. M.Z. Khan</td><td>CPIO</td></tr>
<tr><td>04</td><td>02.04.2018-14.12.2018</td><td>Sh. A.N. Pandey</td><td>CPIO</td></tr>
<tr><td>05</td><td>15.12.2018-05.11.2021</td><td>Mrs. Neelam Kalara</td><td>CPIO</td></tr>
<tr><td>06</td><td>06.11.2021-31.10.2023</td><td>Dr. R.K. Shahi</td><td>CPIO</td></tr>
<tr><td>07</td><td>01.11.2023-28.02.2025</td><td>Sh. Gopal Prasad</td><td>CPIO</td></tr>
<tr><td>08</td><td>2015 to 2017</td><td>Dr. Subhash Gupta</td><td>FAA</td></tr>
<tr><td>09</td><td>2018 to till date</td><td>Sh. Vishwajeet Halder</td><td>FAA</td></tr>
</table></td></tr>
<tr><td>5.1.2</td><td>Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out</td><td>Not applicable as Third Party Audit of Indian Grain Storage Management and Research Institute, Hapur is being carried out for the first time by NITTTR, Chandigarh for the year 2024-25.</td></tr>
<tr><td>5.1.3</td><td>Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers</td><td>Nodal Officer:<br>Ms. Anupama Kumari, Technical Officer (S & R);<br>kumari.anupama@gov.in; 0122-2316601</td></tr>
<tr><td>5.1.4</td><td>Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation ofthe officers</td><td>N.A.</td></tr>
<tr><td>5.1.5</td><td>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</td><td>N.A.</td></tr>
<tr><td>6</td><td colspan="2">Information Disclosed on own Initiative</td></tr>
<tr><td>6.1</td><td colspan="2">Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</td></tr>
<tr><td>6.1.1</td><td>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</td><td>Item / information, is disclosed in the website of Indian Grain Storage Management and Research Institute, Hapur which is updated on regular intervals (https://igmri.dfpd.gov.in/igmri/)</td></tr>
<tr><td>6.2</td><td colspan="2">Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and</td></tr>
</table>

| | | |
|---|---|---|
| | **included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances& Pensions** | |
| 6.2.1 | Whether STQC certification obtained and its validity | Not yet obtained |
| 6.2.2 | Does the website show the certificate on the Website? | Same as above |

# Indian Grain Storage Management and Research Institute

(under Ministry of Consumer Affairs, Food & Public Distribution),
Meerut Road, Hapur (UP) - 245101

**Annexure – I**

## Frequently Asked Question (FAQs)

**Q.1. What is Information?**
Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

**Q.2. What is a Public Authority?**
A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

**Q.3 What is a Public Information Officer?**
Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

**Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?**
A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

**Q.5. What is the Fee for the BPL applicant for Seeking Information?**

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

**Q.6. Is there any specific Format of Application?**
There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

**Q.7. Is it required to give any reason for seeking information?**
The information seeker is not required to give reasons for seeking information.

**Q.8. Is there any provision for exemption from Disclosure of Information?**
Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

**Q.9. Is there any assistance available to the Applicant for filing RTI application?**
If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

**Q.10. What is the Time Period for Supply of Information?**
In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

**Q.11. Is there any provision of Appeal under the RTI Act?**
If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

**Q.12. Is there any scope for second appeal under the RTI Act?**
If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

**Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?**
If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has

not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

**Q.14. What is Third Party Information?**

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

**Q.15. What is the Method of Seeking Information?**

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

**Q.16. Is there any organization(s) exempt from providing information under RTI Act?**

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.