Indian Grain Storage Management and Research Institute

(under Ministry of Consumer Affairs, Food & Public Distribution),
PAU Campus, Ludhiana (Punjab)- 141004

Suo Moto Discloures/RTI Manuals

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

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, Ludhiana** 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, Ludhiana's** organisational set-up, its functions and duties, records and documents available in the **Indian Grain Storage Management and Research Institute, Ludhiana** 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, Ludhiana**.

The website of the **Indian Grain Storage Management and Research Institute, Ludhiana** (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, Ludhiana** 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, Ludhiana**. Payments in person will have to be deposited with the Cashier in the **Indian Grain Storage Management and Research Institute, Ludhiana**.

(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, Ludhiana** 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, Ludhiana** 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, Ludhiana** are as presented here:

S. 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), PAU Campus, Ludhiana (Punjab) – 141004
1.1.2	Head of the organization	Dr. Pramod Kumar Singh, Deputy Director (S&R) **Indian Grain Storage Management and Research Institute, Ludhiana**
1.1.3	Vision, Mission and Key Objectives	**Vision, Mission and Key Objectives/Commitment** of **Indian Grain Storage Management and Research Institute, Ludhiana** is given here: https://igmri.dfpd.gov.in/igmri/about-us/mission-vision; https://igmri.dfpd.gov.in/igmri/; **Vision:** Ensuring food security through suggesting/devising methods of safe storage of foodgrains and adequate availability of skilled manpower for the same. **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. **Key Objectives/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
1.1.4	Function and duties	Functions & Duties of **Indian Grain Storage Management and Research Institute, Ludhiana** are detailed below: (i) To undertake, aid, promote and coordinate research on its own and in collaboration with other agencies, both national and international; (ii) To undertake and assist in organizing training and educational programmes, seminars and workshops; (iii) To establish wings for: a. education, training and orientation; b. research, including action research; c. consultancy; and d. publication and other such activities as may be necessary for achieving the objectives of the society. (iv) To analyse specific problems encountered in the planning and implementation of labour and allied programmes and to suggest remedial measures; (v) To prepare, print and publish papers, periodicals and books; (vi) To establish and maintain library and information services; (vii) To collaborate with other institutions and agencies in India and abroad which have similar objectives; and (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.	Ministry's letter no. A-32113/2/2013-SRA (323541) Dated 25.10.2023 No.A-32113/2/2013-SRA (323541) Government of India Ministry of Consumer Affairs, Food and Public Distribution Department of Food and Public Distribution (E-III/SRA) Krishi Bhawan, New Delhi Dated the 25th October, 2023 **Order No. 39/2023-E.III/SRA** The President is pleased to promote the following Assistant Director (S&R) as Deputy Director (S&R) in Level-11 of pay matrix on regular basis in the Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Storage & Research Division w.e.f. 19.10.2023 i.e. the date of approval by the Appointing Authority and are posted as follows: Sl. No. | Name of the Officer | From | To 1. | Shri Gopal Prasad | QCC, Guwahati (Additional Charge of QCC, Patna) | IGMRI, Hapur with Additional Charge of QCC Lucknow 2. | Shri Brij Mohan Singh | CGAL, Ghaziabad | QCC, Kolkata with Additional Charge of QCC Guwahati 3. | Shri Raj Kishor Shahi | IGMRI, Hapur (Additional Charge of its Field Stations at Ludhiana and Hyderabad) | IGMRI Hyderabad with Additional Charge QCC, Bengaluru 4. | Shri Pramod Kumar Singh | QCC, Lucknow (Additional Charge of QCC, Kolkata and Bengaluru) | IGMRI, Ludhiana with Additional Charge of CGAL 2. The pay of the above-mentioned officers will be fixed from their date of joining in the grade of Deputy Director (S&R), if otherwise applicable. 3. The concerned officers may be relieved from the present post so that they can join the post on promotion as Deputy Director (S&R). 4. The charge relinquishment/charge assumption report may be sent to this Department immediately. 25/X/2023. (Sangeet Kumar) Under Secretary to the Government of India Tel: 011-23097038 **Distribution:** 1. The officers concerned.

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, Ludhiana** are allocated respectively.
1.2.2	Power and duties of other employees	**A. Officer In charge/Deputy Director (S&R):** 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. Assistant Director (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 RTC references/purchase proposals of IGMRI. 5. Any other work assigned by senior officers. 6. Collection of foodgrain samples. **D. Assistant:** 1. All administrative matter including Budget, Bills, Salary, Campus Maintenance etc.
1.2.3	Rules/ orders under which powers and duty are derived and exercised	Ministry's letter no. A-32113/2/2013-SRA (323541) Dated 25.10.2023.
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 1. TO (S&R) to AD (S&R) to DD (S&R) 2. Admin to DD (S&R)

1.3.2	Final Decision-making Authority	**Officer In charge/Deputy Director (S&R) 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.
1.3.4	Time Limit for taking a decision, if any	The **Indian Grain Storage Management and Research Institute, Ludhiana** 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, Ludhiana.** 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	**1. Long Term Training Courses (LTTC) and Short-Term Training Courses (STTC);** https://igmri.dfpd.gov.in/igmri/trainings/courses; **2.Research & Development** (https://igmri.dfpd.gov.in/igmri/rnd-activities/rnd) 3.**Foodgrain Quality Monitoring** (https://igmri.dfpd.gov.in/igmri/rnd-activities/foodgrain-quality-monitoring)
1.4.2	Norms/ Standards for functions/service delivery	Normal procedure as per norms laid by the Government/Department/ Deputy Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and division asking for permission for financial sanction under various schemes, etc. are submitted to the Deputy Director for administrative approval and decisions/sanctions/ approvals are implemented.
1.4.3	Process by which these services can be accessed	https://igmri.dfpd.gov.in/igmri/trainings/courses;
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 on time bound manner. Procedure for grievance redressal: Any grievance raised by any person (General public/Staff) have to be addressed to the Deputy Director (S&R) in a written manner and submitted in the office of IGMRI Ludhiana. The received grievances will be allocated to the concerned officer for proper redressal and disposal on timely manner.
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.	

1.5.2	List of Rules, regulation, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	

S. No.	Manual/ Handbook	Custodian	Electronic format	Printed format	Free of cost	Cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1.	Rules/Office procedure	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
2.	LTTC Training manual VOL -I & II	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
3.	STTC Training Manual	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
4.	Quality Control Manual of S&R Division	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	27/06/2024	Physical copy in the office. Electronic copy through e-mail.
5.	Recruitment Rules	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	16/01/2014	Storage & Research | Official Website of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India
6.	House Allotment Rules	Sh. Surjit Singh, Assistant	Yes	Yes	Yes	As per RTI Act,2005	Yes	Yes	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
7.	Annual project report	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	No	NA	As per RTI Act,2005	Yes	No	31/03/2025	Physical copy in the office. Electronic copy through e-mail.
8.	Citizen's Charter	Sh. Surjit Singh, Assistant (Admin)	Yes	No	NA	As per RTI Act,2005	Yes	No	01/04/2025	Physical copy in the office. Electronic copy through e-mail.

1.6	**Categories of Documents held by the authority under its control [Section 4(1)(b) (vi)]**
1.6.1	Categories of Documents

1.Administrative
2.Accounts/ Finance
3.Technical &
4.Training

S. No.	Manual/ Handbook	Custodian	Electronic format	Printed format	Free of cost	Cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1.	Rules/Office procedure	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
2.	LTTC Training manual VOL -I & II	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
3.	STTC Training Manual	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
4.	Quality Control Manual of S&R Division	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	27/06/2024	Physical copy in the office. Electronic copy through e-mail.
5.	Recruitment Rules	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	16/01/2014	Storage & Research | Official Website of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India
6.	House Allotment Rules	Sh. Surjit Singh, Assistant	Yes	Yes	Yes	As per RTI Act,2005	Yes	Yes	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
7.	Annual project report	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	No	NA	As per RTI Act,2005	Yes	No	31/03/2025	Physical copy in the office. Electronic copy through e-mail.
8.	Citizen's Charter	Sh. Surjit Singh, Assistant (Admin)	Yes	No	NA	As per RTI Act,2005	Yes	No	01/04/2025	Physical copy in the office. Electronic copy through e-mail.

1.6.2	Custodian of Documents/ Categories	Custodian of these documents/categories are the respective Section Incharges.
1.7	**Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]**	

1.7.1	Name of Boards, Council, Committee etc.	Local purchase committee
1.7.2	Composition	Technical Officer (S&R), Storekeeper, Junior Clerk
1.7.3	Dates from which constituted	Committee letter number 1-2/office order/admin/LDH/2023-24/15(A) Dated 02.06.2023
1.7.4	Term/ Tenure	03 Years
1.7.5	Powers and functions	As above 1.7.3
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.
1.7.7	Whether the minutes of the meetings are open to the public?	Remark-NO
1.7.8	Place where the minutes if open to the public are available?	Through Public Information Medium as per RTI Act-2005.
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;
1.8.2	Telephone, fax and email ID	**The details of all employees as per the format:**

S. No.	Name	Designation	Phone/ Mobile No.	e-mail Id
1	Dr. Pramod Kumar Singh	Deputy Director (S&R)	9868023398	pramodkumar.singh@nic.in
2.	Sh. Pradeep	Assistant Director (S&R)	9449977380	pradeep.gowda@gov.in
3.	Sh. Shobhit Siwach	Technical Officer (S&R)	7017999854	shobhit.siwach@gov.in
4.	Sh. Dinesh Jakhar	Technical Officer (S&R)	9990724843	jakhar.dinesh@gov.in
5.	Sh. Surjit Singh	Assistant	7986636432	surjit.chema77@gov.in
6.	Sh. Hira Giri	LDC	9915117216	hira.giri@gov.in
7.	Sh. Vijay	MTS	9996066114	Vijay-2024@gov.in
8.	Sh. Deepak Kumar	MTS	6005337899	---

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	Gross Pay
1	Dr. Pramod Kumar Singh	Deputy Director (S&R)	142955/-
2	Sh. Pradeep	Assistant Director (S&R)	95170/-
3	Sh. Shobhit Siwach	Technical Officer (S&R)	68590/-
4	Sh. Dinesh Jakhar	Technical Officer (S&R)	61070/-
5	Sh. Surjit Singh	Assistant	83640/-
6	Sh. Hira Giri	LDC	69815/-
7	Sh. Vijay	MTS	35870/-
8	Sh. Deepak Kumar	MTS	31799/-

1.9.2	System of compensation as provided in its regulations	Employees of **Indian Grain Storage Management and Research Institute, Ludhiana** 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 Sh. Vishwajeet Haldar, FAA and Joint Commissioner (S & R); dcsr.fpd@nic.in; 011-23389625 2. Central Public Information Officer Dr. Pramod Kumar Singh., CPIO and Deputy Director (S&R)/ OIC; pramodkumar.singh@nic.in; 0161-2403326 3. Nodal Officer Dr. Pramod Kumar Singh., CPIO and Deputy Director (S&R)/ OIC; pramodkumar.singh@nic.in; 0161-2403326 Address: **Indian Grain Storage Management and Research Institute** (under Ministry of Consumer Affairs, Food & Public Distribution), PAU Campus, Ludhiana (Punjab) – 141004
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 proceedings	NIL

1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	NIL
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, Ludhiana** 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. Apart from this CPIO of the institute conducts frequent awareness sessions on CIC and RTI.
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, Ludhiana** updates & publishes Guidelines on RTI on regular intervals and it is updated in the website (https://igmri.dfpd.gov.in/igmri/right-information/manuals)
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, Ludhiana** is subordinate office of Indian Grain Storage Management and Research Institute, Hapur 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. **https://dfpd.gov.in/**
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 2025-26: Rs. 1,66,45,000/-
2.1.2	Budget for each agency and plan & programmes	

Object Head	Budget allotment for the year 2025-26
Salary	2700
Wages	1200
Rewards	45
Medical Treatment	160
Allowances	2900
Leave Travel Concession	175
Training Expenses	10
Domestic Travel Expenses	1200
Office Expenses	2000
Supplies & Material	350
Advertising & Publicity	10
Minor Civil & Elect Works	300
Professional Services	50
Repair & Maintenance	225
2408.02.004.01.96.13-Swachhta Action Plan	

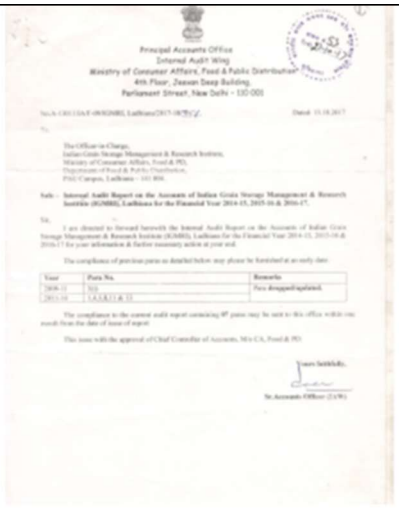
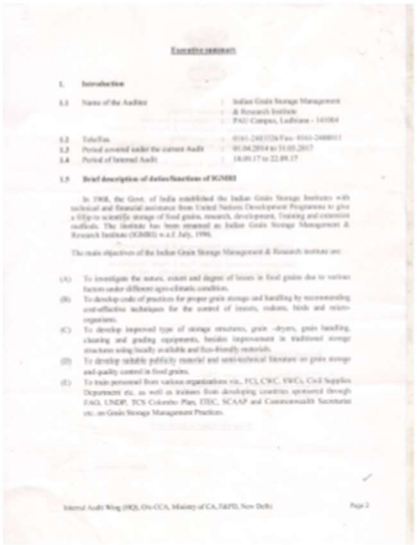
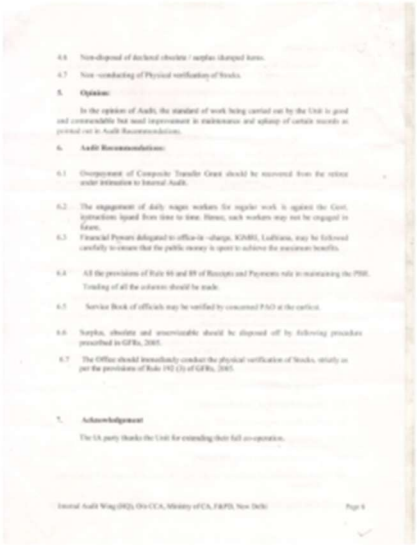
		Office Expenses: 50 **2408.02.004.01.99-Information Technology** Digital Equipment **(IT)**: 50 Professional Service: 15 Other Revenue Expenses: 5 **4408.02.800.03.01.52**: 0 Building and Structures: 5000 Machinery Equipment: 100 Furniture and Fixtures: 100 Grand Total: **16645** (All figures in Thousand)
2.1.3	Proposed expenditures	As above 2.1.3
2.1.4	Revised budget for each agency, if any	Yet to be received.
2.1.5	Report on disbursements made and place where the related reports are available	**Statement showing the expenditure incurred up to the month of March, 2025 Indian Grain Storage Management & Research Institute, F.S., PAU Campus, Ludhiana.** **(Ministry of Consumer Affairs, Food & Public Distribution, Dept. of Food & Public Distribution)**

Object Head	Revised Budget allotment for the year 2024-25	MEP/QEP	Expenditure incurred during the month	Progressive Expenditure upto March, 2025	% of Expenditure w.r.t. BE
Salary	4500	3703.625	---	3703.625	82.30%
Wages	554	180.509	203.771	384.280	69.36%
Rewards	45	40.872	----	40.872	90.83%
Medical Treatment	160	82.318	72.875	155.193	97%
Allowances	3130	3002.269	----	3002.269	94.41%
Leave Travel Concession	125	122.367	----	122.367	61.18%
Training Expenses	0	----	----	----	0%
Domestic Travel Expenses	1050	789.009	237.054	1026.063	97.72%
Office Expenses	1126	712.026	249.019	961.045	85.35%
Supplies & Material	200	60.943	22.445	83.388	41.69%
Advertising & Publicity	10	----	9.960	9.960	99.6%
Minor Civil & Elect Works	33000	32216.094	----	32216.094	97.62%
Professional Services	100	2.000	4.000	6.000	6%
Repair & Maintenance	100	----	----	----	0%
2408.02.004.01.96.13-Swachhta Action Plan					
Office Expenses	40	4.895	----	4.895	9.79%
2408.02.004.01.99-Information Technology					
Digital Equipment **(IT)**	111	114.008	----	114.008	%
Professional Service	10	----	----	----	0%
Other Revenue Expenses	10				

4408.02.800.03.01.52	--	----	----	----	
Machinery Equipment	2100	----	1468.251	1468.251	69.91%
Furniture and Fixtures	1000	----	986.882	986.882	98.68%
Grand Total	**47471**	**41030.935**	**3254.257**	**44285.157**	**93.28%**

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 which such procurement or works contract is to be executed.	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.
2.2	**Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)**	
2.2.1	Budget	Rs. 12,00,000/-
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.	1. Dr. Pramod Kumar Singh, Deputy Director (S&R)-Uttar Pradesh State- Quality assessment of foodgrains for DCP/non-DCP scheme. (15.04.2025-20.04.2025) 2.Sh. Pradeep, Assistant Director (S&R)-Rajasthan State-Quality assessment of foodgrains for DCP/non-DCP scheme. (26.05.2025-29.05.2025)
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, Ludhiana** 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, Ludhiana** 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	No course fee is charged for the training courses from Government agencies sponsored candidates 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	As above 2.5.1
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.	**Annexed at end of this report.**

		  
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 & Facilitation Counter (IFC) to provide	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. Day & Time allotted for visitors: From 09.30AM to 05.00PM 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 & Appellate Authority

	publications frequently sought by RTI applicants	Dr. Pramod Kumar Singh., CPIO and Deputy Director (S&R)/OIC; pramodkumar.singh@nic.in; 0161-2403326 Nodal Officer Dr. Pramod Kumar Singh., CPIO and Deputy Director (S&R)/OIC; pramodkumar.singh@nic.in; 0161-2403326 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	https://igmri.dfpd.gov.in/igmri/
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	Detail is given under 3.2.1 above
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	

3.4.2	Information manual/handbook available in Printed format

S. No.	Manual/ Handbook	Custodian	Electronic format	Printed format	Free of cost	Cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1.	Rules/Office procedure	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
2.	LTTC Training manual VOL -I & II	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
3.	STTC Training Manual	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
4.	Quality Control Manual of S&R Division	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	27/06/2024	Physical copy in the office. Electronic copy through e-mail.
5.	Recruitment Rules	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	16/01/2014	Storage & Research | Official Website of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India
6.	House Allotment Rules	Sh. Surjit Singh, Assistant	Yes	Yes	Yes	As per RTI Act,2005	Yes	Yes	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
7.	Annual project report	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	No	NA	As per RTI Act,2005	Yes	No	31/03/2025	Physical copy in the office. Electronic copy through e-mail.
8.	Citizen's Charter	Sh. Surjit Singh, Assistant (Admin)	Yes	No	NA	As per RTI Act,2005	Yes	No	01/04/2025	Physical copy in the office. Electronic copy through e-mail.

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
3.5.2	List of materials available at a reasonable cost of the medium

S. No.	Manual/ Handbook	Custodian	Electronic format	Printed format	Free of cost	Cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1.	Rules/Office procedure	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
2.	LTTC Training manual VOL -I & II	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
3.	STTC Training Manual	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
4.	Quality Control Manual of S&R Division	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	27/06/2024	Physical copy in the office. Electronic copy through e-mail.
5.	Recruitment Rules	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	16/01/2014	Storage & Research | Official Website of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India
6.	House Allotment Rules	Sh. Surjit Singh, Assistant	Yes	Yes	Yes	As per RTI Act,2005	Yes	Yes	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
7.	Annual project report	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	No	NA	As per RTI Act,2005	Yes	No	31/03/2025	Physical copy in the office. Electronic copy through e-mail.
8.	Citizen's Charter	Sh. Surjit Singh, Assistant (Admin)	Yes	No	NA	As per RTI Act,2005	Yes	No	01/04/2025	Physical copy in the office. Electronic copy through e-mail.

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
4.1.2	English

4.1.3	Vernacular/ Local Language

S. No.	Manual/ Handbook	Custodian	Electronic format	Printed format	Free of cost	Cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1.	Rules/Office procedure	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
2.	LTTC Training manual VOL -I & II	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
3.	STTC Training Manual	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
4.	Quality Control Manual of S&R Division	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	27/06/2024	Physical copy in the office. Electronic copy through e-mail.
5.	Recruitment Rules	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	16/01/2014	Storage & Research | Official Website of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India
6.	House Allotment Rules	Sh. Surjit Singh, Assistant	Yes	Yes	Yes	As per RTI Act,2005	Yes	Yes	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
7.	Annual project report	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	No	NA	As per RTI Act,2005	Yes	No	31/03/2025	Physical copy in the office. Electronic copy through e-mail.
8.	Citizen's Charter	Sh. Surjit Singh, Assistant (Admin)	Yes	No	NA	As per RTI Act,2005	Yes	No	01/04/2025	Physical copy in the office. Electronic copy through e-mail.

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

S. No.	Manual/ Handbook	Custodian	Electronic format	Printed format	Free of cost	Cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1.	Rules/Office procedure	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
2.	LTTC Training manual VOL -I & II	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
3.	STTC Training Manual	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
4.	Quality Control Manual of S&R Division	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	27/06/2024	Physical copy in the office. Electronic copy through e-mail.
5.	Recruitment Rules	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	16/01/2014	Storage & Research | Official Website of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India
6.	House Allotment Rules	Sh. Surjit Singh, Assistant	Yes	Yes	Yes	As per RTI Act,2005	Yes	Yes	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
7.	Annual project report	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	No	NA	As per RTI Act,2005	Yes	No	31/03/2025	Physical copy in the office. Electronic copy through e-mail.
8.	Citizen's Charter	Sh. Surjit Singh, Assistant (Admin)	Yes	No	NA	As per RTI Act,2005	Yes	No	01/04/2025	Physical copy in the office. Electronic copy through e-mail.

4.3	**Information available in electronic form [Section 4(1)(b)(xiv)]**
4.3.1	Details of information available in electronic form
4.3.2	Name/ title of the document/record/ other information

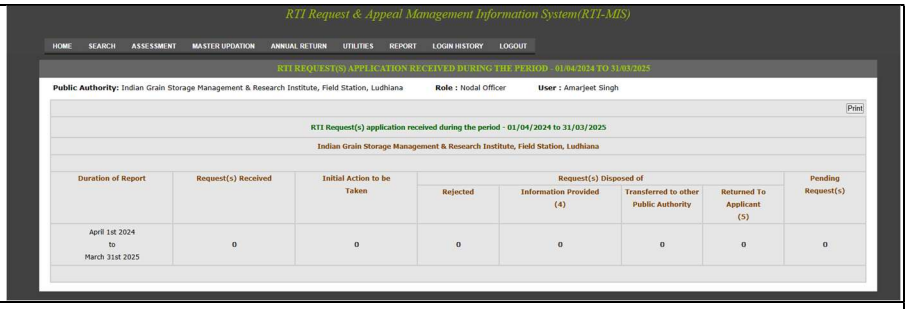
4.3.3	Location where available	

S. No.	Manual/ Handbook	Custodian	Electronic format	Printed format	Free of cost	Cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1.	Rules/Office procedure	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
2.	LTTC Training manual VOL -I & II	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
3.	STTC Training Manual	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
4.	Quality Control Manual of S&R Division	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	27/06/2024	Physical copy in the office. Electronic copy through e-mail.
5.	Recruitment Rules	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	16/01/2014	Storage & Research | Official Website of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India
6.	House Allotment Rules	Sh. Surjit Singh, Assistant	Yes	Yes	Yes	As per RTI Act,2005	Yes	Yes	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
7.	Annual project report	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	No	NA	As per RTI Act,2005	Yes	No	31/03/2025	Physical copy in the office. Electronic copy through e-mail.
8.	Citizen's Charter	Sh. Surjit Singh, Assistant (Admin)	Yes	No	NA	As per RTI Act,2005	Yes	No	01/04/2025	Physical copy in the office. Electronic copy through e-mail.

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, Ludhiana**. 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, PAU Campus, Ludhiana**.
4.4.2	Details of information made available	

S. No.	Manual/ Handbook	Custodian	Electronic format	Printed format	Free of cost	Cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1.	Rules/Office procedure	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
2.	LTTC Training manual VOL -I & II	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
3.	STTC Training Manual	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
4.	Quality Control Manual of S&R Division	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	27/06/2024	Physical copy in the office. Electronic copy through e-mail.
5.	Recruitment Rules	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	16/01/2014	Storage & Research | Official Website of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India
6.	House Allotment Rules	Sh. Surjit Singh, Assistant	Yes	Yes	Yes	As per RTI Act,2005	Yes	Yes	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
7.	Annual project report	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	No	NA	As per RTI Act,2005	Yes	No	31/03/2025	Physical copy in the office. Electronic copy through e-mail.
8.	Citizen's Charter	Sh. Surjit Singh, Assistant (Admin)	Yes	No	NA	As per RTI Act,2005	Yes	No	01/04/2025	Physical copy in the office. Electronic copy through e-mail.

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)	Dr. Pramod Kumar Singh., CPIO and Deputy Director (S&R)/OIC; pramodkumar.singh@nic.in; 0161-2403326
4.5	**Such other information as may be prescribed under Section 4(i) (b)(xvii)**	
4.5.1	Grievance Redressal Mechanism	Grievances are redressed on time bound manner Through RTI Portal, E-mail and by Post.

4.5.1(i)	Details of applications received under RTI and information provided	 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, Field Station, Ludhiana **Role :** Nodal Officer **User :** Amarjeet Singh Print RTI Request(s) application received during the period - 01/04/2024 to 31/03/2025 Indian Grain Storage Management & Research Institute, Field Station, Ludhiana Duration of Report: April 1st 2024 to March 31st 2025 Request(s) Received: 0 Initial Action to be Taken: 0 Request(s) Disposed of: Rejected: 0; Information Provided (4): 0; Transferred to other Public Authority: 0; Returned To Applicant (5): 0 Pending Request(s): 0
4.5.2	List of completed schemes/ projects/ Programmes	1. Hindi Fortnight Program. 2. Swachhata Diwas Program. 3. Vigilance Week Program.
4.5.3	List of schemes/ projects/ programme underway	Sensor based monitoring of food grains in storage depots (Smart warehousing) in collaboration with WFP.
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, Ludhiana** 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 **FINAL PROJECT REPORT OF TARGETED ACTIVITIES UNDERTAKEN AT IGMRI, FS, LUDHIANA FOR THE YEAR 2024-25** The present advances in science and technology in the country have brought us to a situation where we can store food grains for prolonged period with minimum losses. The post harvest losses at storage are still observed due to various factors. Million tonnes of grain worth several hundred crores of rupees every year are either damaged or lost for want of knowledge of scientific method of storage of food grains, Keeping this fact into consideration the Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, have taken up number of projects related to training, monitoring and research & development activities at Indian Grain Storage Management and Research Institute (IGMRI) established since 1958, located at Hapur (Head Quarters) and two field station at Hyderabad and Ludhiana. The main objective of these institutes is to disseminate the knowledge of scientific preservation of food grains and pest control technique through training, research and development. Therefore, being one of the field stations of IGMRI, the following targeted project activities were allotted and undertaken at IGMRI, Field Station, Ludhiana during the year 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 contamination. 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 Inspection of Food grains". This institute conducts various training programmes on regular basis, for the official of various organisations like Food Corporation of India (FCI), Central Warehousing Corporation (CWC), State Warehousing Corporations (SWC) and State Food, Civil Supplies & Consumer Affairs Department of Northern States and even for private candidates who are interested to acquire knowledge about safe storage of food grains. The training courses are designed considering the needs and requirements of the persons working in the field of post-harvest operations (such as procurement, storage and distribution) and sponsoring organisations. Accordingly, two type of courses viz. Long Term Training Course (LTTC) and Short Term Training Courses (STTC) are being organised. The Long Term Training Course is of four weeks duration and Short Term Training Courses are of one week duration on "Scientific Method of Storage and Inspection of Food Grains". In these courses, the trainees are trained on post harvest technology of food grains. Besides theoretical classes, practical demonstrations are being conducted in the laboratory of the Institute as well as in the fields. Eminent guest lecturers are also invited to share their expertise in the subject and experience with the participants. Field visits/Study tours to other Organisations/Universities/Institutions/Warehouses are also conducted during these courses. Participants are trained with an effort that they could acquire ample knowledge about the subject during the courses, and performance is being evaluated by their oral/power point presentations and through the exams & viva-voice at the end of course.
4.5.6	Frequently Asked Question (FAQs)	Frequently Asked Question about the **Indian Grain Storage Management and Research Institute, Ludhiana** and its programmes/ Activities are available at:

		https://igmri.dfpd.gov.in/igmri/faq; In addition, FAQs about RTI are given in Annexure – I. **Q1. On what aspects /topics training programmes are organized by IGMRI?** **Ans:** IGMRI, Hapur carries out mainly two types of training programmes, namely; I. Long -Term Training Course (LTTC) of 04 weeks duration on "Scientific Methods of Storage and Inspections of foodgrains". Two courses in a year by IGMRI, Hapur and Hyderabad and one course in a year by IGMRI, Ludhiana. In addition, special training courses of one week duration for officers and staff of various Govt agencies engaged in the field of grain storage and other post-harvest operations, are also organised at a IGMRI field stations at Ludhiana and Hyderabad. Private candidates, sponsored by various firms and companies engaged in pest-control operations may also join these training programmes. **Q2. Is there some essential qualification prescribed for the private candidates?** **Ans:** Educational Qualification for STTC/LTTC: Graduate in Biological Sciences -Agriculture, Botany, Zoology with chemistry as a subject. **Q3. What procedure is to be followed for seeking admission to any of the training programmes?** **Ans:** Eligible candidates have to apply for training programme by filling the application form available on the institute website mentioning all the details of educational qualifications. The Institute, after scrutiny of qualifications will allow candidates for training. For govt agencies, the organisations will nominate the candidates for training. **Q4. Are the participants of long-Term/Short-Term training courses required to appear at some pre- training/ post training test?** **Ans:** Yes, at the end of training there will be a written test/examination in order to announce successful candidates. **Q5. Does the Institute award any certificate to the successful candidates?** **Ans:** Yes, Successful candidates are awarded certificates after completion of training programme. **Q6. What is the exact location of the institute?** Ans: The institute is situated in Punjab Agricultural University campus, Near Helipad, Ferozepur Road, Ludhiana (Punjab)-141004. The institute can be traced on Google Map as well as iOS maps.

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) HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT RTI REQUEST(S) APPLICATION DISPOSED DURING THE PERIOD - 01/04/2024 TO 31/03/2025 **Public Authority:** Indian Grain Storage Management & Research Institute, Field Station, Ludhiana **Role :** Nodal Officer **User :** Amarjeet Singh Print RTI Request(s) application disposed during the period - 01/04/2024 to 31/03/2025 Indian Grain Storage Management & Research Institute, Field Station, Ludhiana Duration of Report: April 1st 2024 to March 31st 2025 Information provided for RTI Request: Total Request(s) Disposed of: 0; Within 30 days: 0; After 30 days: 0
4.6.2	Details of appeals received and orders issued	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, Field Station, Ludhiana **Role :** Nodal Officer **User :** Amarjeet Singh Print RTI Request(s) application received during the period - 01/04/2024 to 31/03/2025 Indian Grain Storage Management & Research Institute, Field Station, Ludhiana Duration of Report: April 1st 2024 to March 31st 2025; Request(s) Received: 0; Initial Action to be Taken: 0; Request(s) Disposed of: Rejected: 0; Information Provided (4): 0; 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	**<u>REPLY FORWARDED BY THIS OFFICE QUESTOON ASKED BY THE PARLIAMENT</u>** Q 1. The total number of casual workers appointed in various Central Government offices and in CPSU's from 2004 to 2007 each year separately? Reply. The year wise details as under.

S/No	Year	No. of Casual worker	Amount paid (Rs.)
1.	2004	03	36,981/-
2.	2005	03	44212/-
3.	2006	02	42,230/-
4.	2007	02	38,738/-

Q 2.

(a) Whether Government has appointed more employees on contractual basis than regular/permanent appointments since 2019 till date.

Reply. NIL

(b) If so, the reasons for decline in regular/permanent appointments in Central Government?

Reply. N.A.

(c) If, not, the number of contractual appointments and regular/permanent appointments in Central Government separately since 2019 till 1st November, 2024, Ministry /Department /PSU-wise and year wise?

Reply.

S/No	Year	Type of Employee
S/No	**Year**	**Contractual base**
1.	2019	NIL
2.	2020	NIL
3.	2021	NIL
4.	2022	NIL
5.	2023	NIL
6.	2024	NIL

Q 3.

(a) Whether the Government is filling regular posts through outsourcing in Ministries/Departments/Quasi – Government and Public Sector Undertakings?

Reply. NO

(b) If so, the details thereof along with the reasons therefor?

Reply. Not Applicable

(c) Whether there is a shortage of required candidates to fill up the vacancies on regular basis in Ministries/Departments/Semi-Government Officers and Public Sector Undertaking across the country?

Reply. Not Applicable

		(d) If not, the reasons for filling up the said posts through outsourcing to discontinue reservation policy? Reply. Not Applicable (e) Whether the Government filling up the said posts through outsourcing? Reply. NO (f) If not, whether the existing reservation policy is also applicable to employees Appointed in Government, Semi - Government offices and Public Sector Undertakings through outsourcing in the country? Reply. NO (g) If not, the reasons therefor and the steps taken to implement the reservation policy on made through outsourcing appointment? Reply. Not Applicable Q4. (a) How many seats are vacant in the agencies and institutions under the ministry? Reply. Group A- 01, Group B- 01 and Group C- 05 (b) How many recruitments have been done in the last 4 years? Reply. 01 (c) How many new posts have been created in the last 4 years? Reply. NIL
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 & FAAs from 1.1.2015	**(a) Current CPIO & FAA:** 1. First Appellate Authority Sh. Vishwajeet Haldar, FAA and Joint Commissioner (S & R); dcsr.fpd@nic.in; 011-23389625 2. Central Public Information Officer Dr. Pramod Kumar Singh., CPIO and Deputy Director (S&R)/OIC; pramodkumar.singh@nic.in; 0161-2403326 **(b) Earlier CPIO & FAA:** Earlier CPIOs and FAAs are given here:

S. No.	From – to	Name	Designation under RTI
01	24.02.2015-31.03.2019	Sh. Amarjeet Singh	CPIO
02	01.04.2019-31.07.2020	Sh. Pramod Kumar Singh	CPIO
03	01.08.2020-31.10.2023	Dr. R. K. Shahi	CPIO

<table>
<tr><td></td><td></td><td>
<table>
<tr><td>04</td><td>01.11.2023 to till date</td><td>Dr. Pramod Kumar Singh</td><td>CPIO</td></tr>
<tr><td>05</td><td>2015 to 2017</td><td>Dr. Subhash Gupta</td><td>FAA</td></tr>
<tr><td>06</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, Ludhiana is being carried out for the first time by IRMRI, WEST BENGAL 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:
Dr. Pramod Kumar Singh., CPIO and Deputy Director (S&R)/OIC; pramodkumar.singh@nic.in; 0161-2403326</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 of the officers</td><td>
भारत सरकार Government of India
उपभोक्ता मामले, खाद्य और सार्वजनिक वितरण मंत्रालय
Ministry of Consumer Affairs, Food and Public Distribution
खाद्य और सार्वजनिक वितरण विभाग Department of Food and Public Distribution
भारतीय अनाज भंडारण प्रबंधन एवं अनुसंधान संस्थान
INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE
उपकेंद्र, पीएयू कैम्पस, लुधियाना - 141 004, पंजाब. Field Station, PAU Campus, Ludhiana -141 004 (Punjab)
Ph. 0161-2403326, E-mail: oicigmri.ldh-fpd@gov.in
पत्रांक:-1-6/Audit Transparency/IGMRI/LDH/2025-26/587 दिनांक: 28.02.2025
<u>कार्यालय आदेश/ OFFICE ORDER</u>
आरटीआई अधिनियम 2005 की धारा 4(2) के तहत अनुपालन के संबंध में स्वतः प्रकटीकरण पर सलाह के लिए प्रमुख हितधारकों की परामर्शदात्री समिति/Consultancy Committee of Key Stake holders for Advice on Suo -Mot Disclosure with respect to Compliance under Section 4(2) off RTI Act 2005.
Pursuant to the approval of Competent Authority, Consultancy Committee of Key Stake holders for Advice on Suo-Mota Disclosure which is a part of transparency policy of the institution under section 4(2) of RTI Act 2005 is constituted as under:
1. डा. प्रमोद कुमार सिंह, उप निदेशक(भ. एवं अनु.) अध्यक्ष
2. श्री प्रदीप, सहायक निदेशक(भ. एवं अनु.) सदस्य
3. श्री शोभित सिवाच, तकनीकी अधिकारी (भ. एवं अनु.) सदस्य
4. श्री हिरा गिरी, एलडीसी सदस्य
उपरोक्त समिति अभिलेखों की पारदर्शिता की समीक्षा करने, पारदर्शिता लेखापरीक्षा की तैयारी करने तथा इस संबंध में सिफारिशें देने के लिए वर्ष में दो बार बैठक करेगी/The above Committee shall meet twice a year to review the transparency of records, prepare for the transparency audit and give recommendations in this regard.
(डॉ. प्रमोद कुमार सिंह)
उप निदेशक(भ. एवं अनु.)
प्रतिलिपि: All above Committee members for information.
</td></tr>
</table>

5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name& Designation of the Officers	भारत सरकार Government of India उपभोक्ता मामले, खाद्य और सार्वजनिक वितरण मंत्रालय Ministry of Consumer Affairs, Food and Public Distribution खाद्य और सार्वजनिक वितरण विभाग Department of Food and Public Distribution भारतीय अनाज भंडारण प्रबंधन एवं अनुसंधान संस्थान INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE उपकेंद्र, पीएयू कैम्पस, लुधियाना - 141 004, पंजाब. Field Station, PAU Campus, Ludhiana -141 004 (Punjab) Ph. 0161-2403326, E-mail: oicigmri.ldh-fpd@gov.in पत्रांक:-1-6/Audit Transparency/IGMRI/LDH/2025-26/587(a) दिनांक: 28.02.2025 **कार्यालय आदेश/ OFFICE ORDER** **पी.आई.ओ./एफ.ए.ए. की समिति का गठन/Constitution of Committee of PIOs/FAAs** केन्द्रीय सूचना आयोग (सीआईसी) के निर्देशों के अनुपालन में, अधिकार प्रारूप अधिनियम 2005 के तहत बार-बार मांगी जाने वाली सूचनाओं की पहचान करने के लिए आरटीआई में अनुभव रखने वाले पीआईओ/एफएए की निम्नलिखित समिति का गठन किया गया है/In compliance of directive of Central Information Commission(CIC),the following Committee of PIOs /FAAs with rich experience in RTI to Identify frequently sought information under Right to Information Act 2005 is here by constituted as under: 1. डा. प्रमोद कुमार सिंह, उप निदेशक(भ. एवं अनु.) अध्यक्ष 2. श्री प्रदीप, सहायक निदेशक(भ. एवं अनु.) सदस्य 3. श्री दिनेश जाखड़, तकनीकी अधिकारी (भ. एवं अनु.) सदस्य 4. श्री सुरजीत सिंह, सहायक सदस्य यह सक्षम प्राधिकारी के पूर्व अनुमोदन से जारी किया जाता है/This issues with the prior approval of the Competent Authority. (डॉ. प्रमोद कुमार सिंह) उप निदेशक(भ. एवं अनु.) प्रतिलिपि: All above Committee members for information.
6	**Information Disclosed on own Initiative**	
6.1	**Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information**	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of **Indian Grain Storage Management and Research Institute, Ludhiana** which is updated on regular intervals (https://igmri.dfpd.gov.in/igmri/)
6.2	**Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances& Pensions**	
6.2.1	Whether STQC certification obtained and its validity	Not Applicable
6.2.2	Does the website show the certificate on the Website?	Not Applicable

S. No.	Manual/ Handbook	Custodian	Electronic format	Printed format	Free of cost	Cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
1.	Rules/Office procedure	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
2.	LTTC Training manual VOI.-I & II	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
3.	STTC Training Manual	Sh. Shobhit Siwach Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	01/04/2025	Courses | INDIAN GRAIN STORAGE MANAGEMENT & RESEARCH INSTITUTE - IGMRI, Hapur(U.P), Government of India
4.	Quality Control Manual of S&R Division	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	27/06/2024	Physical copy in the office. Electronic copy through e-mail.
5.	Recruitment Rules	Sh. Surjit Singh, Assistant (Admin)	Yes	Yes	Yes	As per RTI Act,2005	Yes	No	16/01/2014	Storage & Research | Official Website of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India
6.	House Allotment Rules	Sh. Surjit Singh, Assistant	Yes	Yes	Yes	As per RTI Act,2005	Yes	Yes	As per Government rules.	Physical copy in the office. Electronic copy through e-mail.
7.	Annual project report	Sh. Dinesh Jakhar Technical Officer (S&R)	Yes	No	NA	As per RTI Act,2005	Yes	No	31/03/2025	Physical copy in the office. Electronic copy through e-mail.

Indian Grain Storage Management and Research Institute

(under Ministry of Consumer Affairs, Food & Public Distribution),
PAU Campus, Ludhiana (Punjab)- 141004

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.

Annexure

Principal Accounts Office
Internal Audit Wing
Ministry of Consumer Affairs, Food & Public Distribution
4th Floor, Jeevan Deep Building,
Parliament Street, New Delhi - 110 001

No.A-13011/IA/F-09/IGMRI, Ludhiana/2017-18/356. Dated: 13.10.2017

To,

The Officer-in-Charge,
Indian Grain Storage Management & Research Institute,
Ministry of Consumer Affairs, Food & PD,
Department of Food & Public Distribution,
PAU Campus, Ludhiana – 141 004.

Sub: - Internal Audit Report on the Accounts of Indian Grain Storage Management & Research Institute (IGMRI), Ludhiana for the Financial Year 2014-15, 2015-16 & 2016-17.

Sir,

I am directed to forward herewith the Internal Audit Report on the Accounts of Indian Grain Storage Management & Research Institute (IGMRI), Ludhiana for the Financial Year 2014-15, 2015-16 & 2016-17 for your information & further necessary action at your end.

The compliance of previous paras as detailed below may please be furnished at an early date.

Year	Para No.	Remarks
2009-11	3(i)	Para **dropped/updated.**
2011-14	1,4,5,8,11 & 13	

The compliance to the current audit report containing **07** paras may be sent to this office within one month from the date of issue of report

This issue with the approval of Chief Controller of Accounts, M/o CA, Food & PD.

Yours faithfully,

Sr.Accounts Officer (IAW)

Principal Accounts Office
Internal Audit Wing
Ministry of Consumer Affairs, Food & Public Distribution
4th Floor, Jeevan Deep Building,
Parliament Street, New Delhi - 110 001

No.A-13011/IA/F-09/IGMRI, Ludhiana/2017-18/356. Dated: 13.10.2017

To,

The Officer-in-Charge,
Indian Grain Storage Management & Research Institute,
Ministry of Consumer Affairs, Food & PD,
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PAU Campus, Ludhiana – 141 004.

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The compliance to the current audit report containing **07** paras may be sent to this office within one month from the date of issue of report

This issue with the approval of Chief Controller of Accounts, M/o CA, Food & PD.

Yours faithfully,

Sr.Accounts Officer (IAW)

Executive summary

1. Introduction

1.1	Name of the Auditee	:	Indian Grain Storage Management
		:	& Research Institute
		:	PAU Campus, Ludhiana - 141004
1.2	Tele/Fax	:	0161-2403326/Fax- 0161-2400011
1.3	Period covered under the current Audit	:	01.04.2014 to 31.03.2017
1.4	Period of Internal Audit	:	18.09.17 to 22.09.17

1.5 Brief description of duties/functions of IGMRI

In 1968, the Govt. of India established the Indian Grain Storage Institutes with technical and financial assistance from United Nations Development Programme to give a fillip to scientific storage of food grains, research, development, Training and extension methods. The institute has been renamed as Indian Grain Storage Management & Research Institute (IGMRI) w.e.f. July, 1996.

The main objectives of the Indian Grain Storage Management & Research institute are:

(A) To investigate the nature, extent and degree of losses in food grains due to various factors under different agro-climatic condition.

(B) To develop code of practices for proper grain storage and handling by recommending cost-effective techniques for the control of insects, rodents, birds and micro-organisms.

(C) To develop improved type of storage structures, grain –dryers, grain handling, cleaning and grading equipments, besides improvement in traditional storage structures using locally available and Eco-friendly materials.

(D) To develop suitable publicity material and semi-technical literature on grain storage and quality control in food grains.

(E) To train personnel from various organizations viz., FCI, CWC, SWCs, Civil Supplies Department etc. as well as trainees from developing countries sponsored through FAO, UNDP, TCS Colombo Plan, ITEC, SCAAP and Commonwealth Secretariat etc. on Grain Storage Management Practices.

4.6 Non-disposal of declared obsolete / surplus /dumped items.

4.7 Non –conducting of Physical verification of Stocks.

5. Opinion:

In the opinion of Audit, the standard of work being carried out by the Unit is good and commendable but need improvement in maintenance and upkeep of certain records as pointed out in Audit Recommendations.

6. Audit Recommendations:

6.1 Overpayment of Composite Transfer Grant should be recovered from the retiree under intimation to Internal Audit.

6.2 The engagement of daily wages workers for regular work is against the Govt. instructions issued from time to time. Hence, such workers may not be engaged in future.

6.3 Financial Powers delegated to office-in –charge, IGMRI, Ludhiana, may be followed carefully to ensure that the public money is spent to achieve the maximum benefits.

6.4 All the provisions of Rule 66 and 89 of Receipts and Payments rule in maintaining the PBR. Totaling of all the columns should be made.

6.5 Service Book of officials may be verified by concerned PAO at the earliest.

6.6 Surplus, obsolete and unserviceable should be disposed off by following procedure prescribed in GFRs, 2005.

6.7 The Office should immediately conduct the physical verification of Stocks, strictly as per the provisions of Rule 192 (3) of GFRs, 2005.

7. Acknowledgement

The IA party thanks the Unit for extending their full co-operation.

Part-I

Status of Outstanding Internal Audit Observations

S. No.	Para No.	Year of IR	Brief Objection	Remarks
1.	3(i)	2009-11	Review of Paid Vouchers.	In view of the explanation and on the spot verification of claims. The para **dropped.**
2.	1	**2011-14**	Non-disposal of unused/unserviceable vehicles.	Para taken afresh in current report hence, **dropped.**
3.	4	2011-14	Non-conducting of Physical Verification of Stocks.	Para taken afresh in current report hence, **dropped.**
4.	5	2011-14	Non disposal of obsolete, unserviceable and condemned goods.	Para **taken afresh** in current report hence, **dropped.**
5.	8	2011-14	Violation of the provisions of General Financial Rules (GFRs) in purchase procedure.	In view of the reply the para **dropped.**
6.	11	2011-14	Blockade of Government Money.	Compliance, since made, verified and **dropped.**
7.	13	2011-14	Under recovery of Rs. 38160/- towards License Fees.	Compliance, made, verified and **dropped.**