

Section 4(1)(b)(ix) of the Right to Information (RTI) Act, 2005

A directory of its officers and employees

For ICAR-CRIJAF, this proactive disclosure maps out the complete human resource deployment across its administrative, scientific, technical, and support cadres stationed at the main campus in Barrackpore and its respective regional research stations.

1. Scope & Structural Classification of the Directory

In compliance with the organizational rules of the Indian Council of Agricultural Research (ICAR), the institutional directory updates and segments personnel based on their functional cadres:

- **Scientific Cadre:** Including the Director, Heads of Divisions, Principal Scientists, Senior Scientists, and Scientists managing primary applied and basic research programs.
- **Technical Cadre:** Chief Technical Officers (CTOs), Senior Technical Officers (STOs), Technical Officers (TOs), and Technical Assistants looking after experimental farms, labs, and research dissemination.
- **Administrative Cadre:** Senior Administrative Officers (SAO), Sr. Finance & Accounts Officers (SF&AO), Assistant Administrative Officers (AAOs), Assistants, and Secretarial staff.
- **Skilled Support Staff (SSS):** Operational and farm management support personnel.

2. Directory Matrix (Headquarters & Substations)

The official contacts are routinely channeled through the centralized institutional exchange, structured as follows:

Cadre / Section	Designation / Office Room	Primary Official Email	Intercom / Phone Link
Director's Cell	Director, ICAR-CRIJAF	Dircell_crijaf@yahoo.com	+91-33-25356124
Head of Office	Senior Administrative Officer (SAO)	Hoa-crijaf@icar.org.in	+91-33-25358052
Administration Section (Establishment)	Assistant Administrative Officer	Crijaf.adm@gmail.com	+91-33-25356121
Audit & Accounts Section	Sr. Finance & Accounts Officer (SF&AO)	fao.crijaf@gmail.com	+91-33-25356121
PME Cell	Officer-in-Charge, PME Cell	pmecrijaf@gmail.com	+91-33-25356121
Purchase & Store	Asst. Administrative Officer	aao_ps@rediffmail.com	+91-33-25356121

Regional Stations & KVKs Covered Under Directory:

The centralized directory similarly maintains standard communication matrices for its outstations:

1. **Ramie Research Station (RRS)** – Sorbhog, Assam.
2. **Sisal Research Station (SRS)** – Bamra, Odisha.
3. **Sunnhemp Research Station (SUERS)** – Pratapgarh, Uttar Pradesh.
4. **Krishi Vigyan Kendras (KVKs)** – Burdwan & 24 Parganas (North).

3. Digital Availability & Continuous Updating

- **Real-time Web Directory:** Because personnel dynamics fluctuate due to superannuation, inter-institutional transfers, and new recruitment cycles through the Agricultural Scientists Recruitment Board (ASRB), the exhaustive, name-wise directory is hosted as a dynamic module on the **[ICAR-CRIJAF Web Portal <http://crijaf.res.in>]**.
- **Centralized Portals:** General staff data, active profiles, and organizational alignments are linked directly to the centralized **eHRMS and Samarth portal**.

RTI Access Note: While individual institutional email addresses and office telephone are matters of public record under this sub-clause, personal mobile numbers and residential addresses of employees are treated as private third-party information and are generally withheld from open public domains under Section 8(1)(j) of the RTI Act, 2005, to ensure safety and individual privacy.