

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

### The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

As a constituent unit of the Indian Council of Agricultural Research (ICAR), **ICAR-CRIJAF** operates strictly under a multi-layered regulatory architecture. It utilizes both ICAR-specific governing statutes and the omnibus establishment and financial rulebooks issued by the Government of India (GoI).

The standardized RTI Proactive Disclosure under this specific sub-clause maps out the core statutory records, rulebooks, and manuals used by institutional personnel to execute their official duties:

#### 1. Core Institutional Framework & Statutes

These structural rules govern the constitutional framework of the Council and its research stations:

- **Rules and Bye-Laws of the ICAR:** The foundational legal framework dictating the management, structural hierarchy, and academic-administrative governance of all ICAR institutes.
- **Delegation of Powers in ICAR:** Specifically **Schedule-III** (Delegation of Powers to the Directors of Research Institutes), which defines the financial, administrative, and statutory limits of the Institute Head.

#### 2. Personnel Management & Service Rules

For regulating human resources, appointments, promotions, and the overall code of conduct across Scientific, Technical, Administrative, and Skilled Support Staff (SSS) cadres:

- **ICAR Service Rules:** Tailored service guidelines governing specific institutional cadres, supplemented by the *Manual on Establishment and Administration for ICAR Officers*.
- **Central Civil Services (CCS) Conduct Rules, 1964:** Dictating the expected code of conduct, ethical guidelines, and compliance benchmarks for all civilian public servants.
- **CCS (CCA) Rules, 1965:** Civil Services Classification, Control, and Appeal Rules governing departmental discipline and inquiry mechanics.
- **Fundamental Rules and Supplementary Rules (FR & SR):** The foundational rules governing pay fixation, combinations of appointments, increments, and general service conditions.
- **Central Civil Services (Leave) Rules, 1972:** Regulating the entitlement, processing, and absolute record maintenance for all types of institutional leaves.

- **LTC & TA Guidelines:** Standard instructions derived from GoI mandates for Travel Allowance (TA) and Leave Travel Concession (LTC) declarations.

### 3. Financial Management, Procurement, and Auditing

To ensure fiscal transparency and regulatory prudence across institutional research grants, farm operations, and infrastructure creation:

- **General Financial Rules (GFR):** The definitive framework governing financial management, public public-private interactions, contracts, and budgetary limits.
- **Procurement Manuals / GeM Guidelines:** The *Manual for Procurement of Goods, Works, and Consultancy Services* along with continuous standard operating procedures (SOPs) issued for purchasing items via the **Government e-Marketplace (GeM)**.
- **ICAR Audit Manual:** Prescribing the inner mechanics of concurrent pre-audit, post-audit systems, and compliance reporting required by internal inspection teams and the CAG.

### 4. Technical, Research, and Extension Work

Rules governing scientific execution, technology valuation, and data management:

- **Guidelines for Intellectual Property Management and Technology Transfer:** The standardized ICAR blueprint governing the evaluation, commercialization, and patenting of farm-scientific innovations.
- **Project Management & Evaluation (PME) Manual:** Guidelines for formatting, archiving, and validating research programs managed via the institutional PME cells.

### 5. Office Administration & Public Grievance

Rules defining day-to-day file movements and transparent interactions with the public ecosystem:

- **Central Secretariat Manual of Office Procedure (CSMOP):** The statutory guide governing file movements, recording notes, drafting correspondences, and organizing institutional files.
- **RTI Act, 2005 Rules and Regulations:** Timelines and fee frameworks governing the statutory disclosure of public data.

### Availability Matrix of Statutory Records

| Category of Record               | Format / Accessibility     | Maintained / Custodian Unit                |
|----------------------------------|----------------------------|--------------------------------------------|
| ICAR Rules, Circulars & Bye-laws | Available in public domain | Administration Section / Director's Cell   |
| GFR & CCS Service Rules          | Available in public domain | Cash & Accounts Section / Establishment    |
| GeM Procurements & Tenders       | Available in public domain | Purchase Section / Store Section           |
| Research Project Files           | Physical files             | Project Monitoring & Evaluation (PME) Cell |

**Structural Caveat:** Any executive instruction, notification, or office memorandum (OM) issued from time to time by the Department of Agricultural Research and Education (DARE/ICAR), the Department of Personnel and Training (DoPT), or the Ministry of Finance automatically stands adopted to serve as an operational benchmark for discharging its everyday functions.