

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

A statement of the categories of documents that are held by it or under its control

1. Categorization of Documents and Custodians

The documents held by the institute are broadly non-classified operational files, structural registries, and electronic logs, managed by their respective section heads:

Sl.	Category of Documents	Description of Records / Files Held	Primary Custodian
1	Administrative & Personnel Records	Service Books, Personal Files, Annual Performance Appraisal Reports (APARs), Seniority Lists, Recruitment/Promotion files, Sanction Strength registries, Pension and Leave records, and CGHS/Medical claim files.	Senior Administrative Officer (SAO)
2	Financial & Accounting Records	Annual Budget Allocations, Demands for Grants, Cash Books, Contingent Bills, Pay Bills, Expenditure Ledgers, Tax Deduction Registers (TDS), NPS/GPF contribution ledgers, Audit notes, and Utilization Certificates (UCs).	Sr. Finance & Accounts Officer (SF&AO)
3	Scientific & Research Records	Research Project Files, Institute Research Council (IRC) minutes, RAC (Research Advisory Committee) and QRT (Quinquennial Review Team) reports, Consultancy project files, and Technology Transfer/Commercialization agreements.	Officer-in-Charge, Project Monitoring & Evaluation (PME) Cell

Sl.	Category of Documents	Description of Records / Files Held	Primary Custodian
4	Procurement & Inventory Records	Government e-Marketplace (GeM) procurement logs, Central Public Procurement Portal (CPPP) tender files, Local Purchase Committee (LPC) proceedings, Asset Registers, Consumable & Non-consumable stock ledgers, and Condemnation files.	Asst. Administrative Officer (Store & Purchase)
5	Institutional & Extension Records	Tribal Sub-Plan (TSP) / Scheduled Caste Sub-Plan (SCSP) implementation files, NEH documents, Mera Gaon Mera Gaurav (MGMG) reports, Krishi Vigyan Kendra (KVK) performance summaries, and training certificates.	Nodal Officers/Heads/In-charges of respective schemes
6	Legal & Statutory Records	Central Administrative Tribunal (CAT) / High Court case files, written statements, legal opinions, RTI Application/Appeal registers, and proactive disclosure logs.	Senior Administrative Officer (SAO)

2. Classification and Access Protocol

- **Nature of Documents:** The vast majority of administrative, financial, procurement, and technical documents held under the control of ICAR-CRIJAF are **unclassified** and accessible under the provisions of the RTI Act, 2005.
- **Third-Party / Confidential Data:** Certain limited records, such as raw APAR gradings, ongoing vigilance/disciplinary case papers, or proprietary industrial research prior to patenting, are treated as confidential/restricted and are processed strictly in accordance with Sections 8 and 9 of the RTI Act.
- **Record Retention Policy:** The lifecycle, weeding out, and permanent retention of these physical and electronic files are governed by the **Record Retention Schedule** prescribed

by the Department of Personnel and Training (DoPT), GoI, and adapted via the *ICAR Manual on Establishment and Administration*.

3. Digitized / Electronic Document Repositories

In alignment with e-Governance mandates, a significant category of records is held digitally through centralized software modules:

- **E-Office Records:** Digital file movements, office notes, and electronic correspondence registers.
- **eHRMS/Samarth Portal Modules:** Institutional human resource data, organizational structures, and digitized salary/service profiles.

Public Access: Members of the public can inspect allowed categories of documents or obtain certified copies by submitting a formal application to the Central Public Information Officer (CPIO), ICAR-CRIJAF, along with the statutorily prescribed fees.