

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

Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

1. Physical Facilities & Institutional Access

A. Central Public Information Office (CPIO) Cell

- **Purpose:** The institutional nodal point for handling physical and online public queries, formal RTI applications, and administrative tracking under the RTI Act.
- **Location:** Main Administrative Building, ICAR-CRIJAF, Nilganj, Barrackpore, Kolkata.
- **Facility Offered:** A dedicated facilitation corner where citizens can submit their physical applications, inspect permitted official records, and deposit the statutorily required RTI fees via cash against a proper receipt or through Demand Draft/IPO.

B. Institute Library & Informatics Centre

The institute maintains a highly specialized research library housing rich literature on jute, kenaf, mesta, sisal, flax, ramie, and allied agricultural sciences.

- **Public Eligibility:** Open to institutional staff, scientists, and visiting research scholars, post-graduate agricultural students, and external technical experts with valid institutional permission.
- **Working Hours:**
 - **Weekdays (Monday to Friday):** 09:00 AM to 5:00 PM
 - **Saturdays, Sundays & Closed Gazetted Holidays:** Closed.
- **Facility Offered:** Reading room space, access to references, and physical catalog indexing. (Global journal e-resources are accessible within the campus network utilizing the integrated **One Nation One Subscription (ONOS)** framework).

C. Technology Exhibition & Showcase

- **Purpose:** A dedicated visual learning facility to show physical crop models, seed varieties, retting technology visual aids, and specialized implements (like the *CRIJAF Multi-Row Seed Drill* or *CRIJAF Sona* applications).
- **Target Audience:** Open to groups of visiting farmers, rural development delegates and school/college students during exposure visits.

2. Extension & Advisory Facilities for the Public

A. Krishi Vigyan Kendras (KVKs)

ICAR-CRIJAF administers dedicated KVK units (such as in Burdwan and North 24 Parganas) that serve as local information dissemination centers:

- **Facilities:** Direct scientist-to-farmer counseling desks, soil-testing laboratories, plant clinic facilities, and training centers operating during standard office working hours.

B. Institutional Help Desks & Public Notice Boards

- **Physical Notice Boards:** Positioned transparently at the main administrative entrance gates, displaying active recruitment advertisements, central public procurement/GeM tender notices, and institutional training alerts.
- **Farmer Advisory Desks:** Operational during institutional campus working hours to route visiting cultivators to specific subject-matter scientists (Crop Production, Protection, or Improvement blocks).

3. Digital & Telecommunication Facilities

For citizens who cannot physically visit the Barrackpore campus, the institute operates several remote electronic dissemination pathways:

Sl. No.	Electronic Facility	Access Details / Platform Links	Target Information Delivered
1	Official Web Portal	http://crijaf.res.in/	24/7 access to downloadable annual reports, news circulars, technology licensing procedures, and proactive disclosures.
2	Online RTI Gateway	RTI Online Portal (rtionline.gov.in)	Direct electronic filing of first appeals and statutory applications routed straight to the institute's dashboard.
3	Mobile Advisories	SMS Alerts / Mobile Agro-apps	Multi-lingual weather alerts, crop protection advisories, and pest warnings broadcasted to registered farmers.
4	Central Repositories	KRISHI Portal (ICAR network)	Digital search repository for checking validated scientific papers, data charts, and institutional technology inventories.

4. General Institutional Working Hours

- **Office Schedule:** 09:00 AM to 05:30 PM (Monday to Friday).
- **Public Dealing/Visitor Interactivity:** Visitors, farmers, and external research trainees are generally encouraged to schedule their technical queries and document interactions between 10:00 AM and 04:00 PM on official working days to ensure the maximum on-desk availability of scientific experts and dealing administrative staff.