

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

Names, designations and other particulars of the Public Information Officers

At ICAR-CRIJAF, a robust three-tiered statutory framework is maintained in accordance with the mandates of the Indian Council of Agricultural Research (ICAR) and the Department of Personnel and Training (DoPT) to process, review, and adjudicate public requests for information.

The standardized proactive disclosure detailing the names, roles, and institutional contact matrix for this specific sub-clause is structured below:

1. Statutory RTI Governance Architecture

To ensure seamless information flow and legislative compliance, the institute designates officials across three primary functional categories:

- **First Appellate Authority (FAA):** The highest institutional authority under the RTI Act, responsible for hearing and disposing of appeals filed by applicants who are aggrieved by a decision, delay, or rejection from the CPIO.
- **Central Public Information Officer (CPIO):** The core nodal officer responsible for processing incoming physical and online RTI applications, coordinating with internal sections to gather information, and releasing the validated data to the applicant within the 30-day statutory timeline.
- **Designated Officers / Deemed PIOs under Section 5(4):** In accordance with Section 5(4) of the RTI Act, 2005, the CPIO seeks the assistance of specific sectional heads and division in-charges to discharge their duties. Any officer whose assistance is sought acts as a designated PIO for that specific matter and faces equal statutory liabilities for data accuracy and timelines under Section 5(5).

2. Designated RTI Authority Directory (ICAR-CRIJAF)

Statutory Role under RTI Act	Designated Institutional Position	Primary Official Correspondence Address	Dedicated Official Email
First Appellate Authority (FAA)	Dr. Gouranga Kar, Director,	Office of the Director, ICAR-CRIJAF, Nilganj, Barrackpore, Kolkata – 700121, West Bengal.	Director-crijaf@icar.org.in
Central Public Information Officer (CPIO)	Dr. Surja Kumar Sarkar, Principal Scientist	Main Building, ICAR-CRIJAF, Nilganj, Barrackpore, Kolkata – 700121.	Connected via the institutional domain link. (http://crijaf.res.in/)

Transparency Officer	Dr. Surja Kumar Sarkar, Principal Scientist	Main Building, ICAR-CRIJAF, Nilganj, Barrackpore, Kolkata – 700121.	Connected via the institutional domain link. (http://crijaf.res.in/)
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3. List of Designated Officers providing assistance under Section 5(4)

To ensure structural accountability, the following institutional position holders are designated to act as custodians and provide vital data inputs to the CPIO under Section 5(4) of the RTI Act:

A. Scientific Research Divisions & Cells

- **Head, Crop Improvement Division:** For genetic resources, seed technologies, and plant breeding files.
- **Head, Crop Production Division:** For agronomy, soil chemistry, nutrient management, and farm machinery metrics.
- **Head, Crop Protection Division:** For entomological records, plant pathology data, and bio-control research files.
- **Officer-in-Charge, PME Cell:** For internal project evaluation files, IRC proceedings, and institutional publication trackers.
- **In-Charge, AKMU (Agricultural Knowledge Management Unit):** For electronic data frameworks, servers, networks, and ICT operations.

B. Administrative & Financial Wings

- **Assistant Administrative Officer (Establishment / General / Legal):** For dynamic personnel profiles, service books, legal court cases, and general logistics documentation.
- **Assistant Administrative Officer (Store & Purchase):** For GeM procurements, tender allocations, and asset inventory records.
- **Sr. Finance & Accounts Officer:** For dynamic ledgers, audit responses, annual budget statements, and financial disbursement entries.

C. Regional Research Sub-Stations

- **Head, Krishi Vigyan Kendras (Burdwan & North 24 Parganas):** For farm training details, district-level input distribution arrays, and rural demonstrations.
- **In-Charge (RRS Sorbhog / SRS Bamra / SHRS Pratapgarh):** For all regional technical, administrative, and local land metrics.

4. Operational Guidelines for Citizens

- **Mode of Application:** Citizens can submit applications electronically via the centralized **RTI Online Portal** (rtionline.gov.in) by selecting the *Department of Agricultural Research and Education (DARE)* and choosing *ICAR-Central Research Institute for Jute and Allied Fibres* from the public authority list.
- **Official Hours for RTI Assistance:** Application submissions, fee handovers against official receipts, and authorized physical inspection of allowed records are carried out strictly during the standard institutional office runtime, from **09:00 AM to 05:30 PM** (Monday to Friday, excluding gazetted holidays).

Note on Administration: The actual individual officers holding these administrative slots change dynamically based on superannuation, institutional postings, or transfer configurations. The dynamic, name-wise active setup is monitored by the Transparency Officer and reflected on the Institute website (<http://crijaf.res.in/>). [<http://144.16.144.133/TopLinks/RtiCPIO.php>]