

1. Name & address of the Institute : <http://ctcri.org/map.html>

2. A brief introduction of ICAR-CTCRI, its Vision, Mission and Mandate

ICAR-CTCRI (1963-2019)

The ICAR-Central Tuber Crops Research Institute (ICAR-CTCRI) was established during the Third Five Year Plan for intensification of research on tuber crops (other than potato). The Institute started functioning in July 1963 with its headquarters (HQ) at Sreekariyam, Thiruvananthapuram. It has one Regional Centre (RC) at Bhubaneswar. The All India Co-ordinated Research Project on Tuber Crops (AICRP-TC) was started at ICAR-CTCRI in 1968 for testing and popularizing the location specific tuber crop technologies in various parts of India. It has presently 21 centres including ICAR-CTCRI HQ and Regional Centre. The Institute is also one of the centres of the All India Co-ordinated Research Project on Pre and Post-Harvest Technology. The ICAR-CTCRI is conducting basic, strategic and applied research on various edible tropical tuber crops.

Vision

Root and tubers for ensuring better health, wealth generation and inclusive growth.

Mission

To integrate root and tuber crops as sustainable farming system components to ensure food and nutritional security of the nation and livelihood improvement of rural population.

Mandate

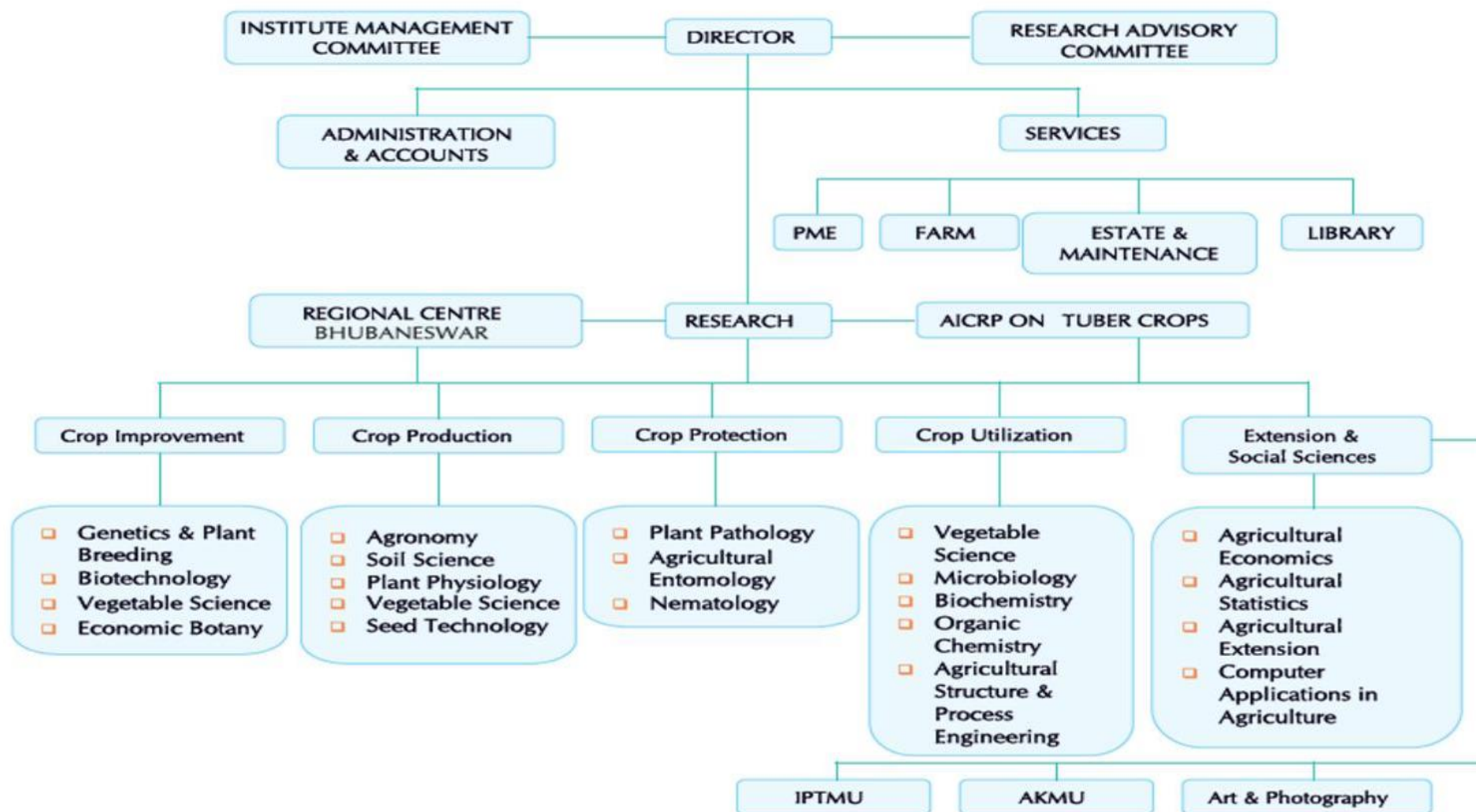
The Institute has a broad mandate of generating information on research of tropical tuber crops that will help to enhance productivity and improve the utilization potential.

- Basic, strategic and applied research on genetic resource management, crop improvement, sustainable production and utilization of tropical tuber crops.
- Co-ordinate research and validation of technologies through AICRP on Tuber Crops.

3. Head of the Institute

: <http://www.ctcri.org/dpage.html>

4. Organisational Setup



5. Functions of various divisions/sections of the Institute : <http://www.ctcri.org/departments.html>

6. The procedure followed in the decision making process, including channels of supervision and accountability

- ❖ As per hierarchical line of control depicted in the organizational setup
- ❖ By interaction with HoDs/In-charges and staff.
- ❖ By interaction with stake holders
- ❖ **Final decision making authority – Director, ICAR-CTCRI, Thiruvananthapuram.**

7. The norms set for discharge of functions under Section 4 (b)(iv)

- ❖ The norms as set by the Government of India/DARE/ICAR are followed.

8. The powers and duties of officials of the Institute

Sl. No.	Designation	Powers/Duties
1.	Director	The Director is Head of Department for the Institute. He exercises all the powers which is applicable to HOD as per GOI instructions. Further additional powers have been delegated to the Director for day to day running of the Institute as per delegation of powers by ICAR Headquarter. Overall administrative, financial, executive disciplinary and appointing powers rest with the Director. Powers delegated to the Director - https://www.iari.res.in/files/rti-pdf/icarpowers.pdf
2.	Senior Administrative Officer	Some of the powers delegated to Director are further re-delegated to various officers in chain. Accordingly Senior Administrative Officer is the appointing and disciplinary authority of Skilled Supporting Staff (earlier Group 'D' posts). He exercises financial powers as per their re-delegation.

		He advises the Head of the Department on all matters of policy and administration. Further the work has been distributed amongst these officers and he act as Administrative Head for allocated work. He is responsible in this capacity for smooth functioning of the Institute. He also recommends cases for taking disciplinary action against the staff as per instructions issued by Govt. of India. Implement policies of the Govt.
3.	Finance & Accounts Officer / Assistant Finance & Accounts Officer	He ensures proper maintenance of accounts books and records. Supervise subordinates engaged in the maintenance of accounts. Scrutinize bills, receipts payments etc. for proper entries in cash-book, ledger and other records. Keep records of all taxes, fees etc. required to be paid by organisation. Get annual Budget prepared and consolidated and its presentation to the appropriate authority. See that prescribed account procedure/Audit is followed by offices, establishments and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Advise appropriate authority on financial matters including revenue and expenditure such as procedure disposal of assets, write-off, depreciation, award of contract etc.
4.	Assistant Administrative Officer	They organize and control all clerical work in the office, mark the DAK, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave, in-subordination, arrangement of office accommodation, furniture, office equipments, etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings. They also perform the duties of DDOs and Inquiry officers.
5.	Assistant/UDC/LDC	Dealing with promotion, retirement and all kind of service matters of the staff/officers of the Institute and its Regional Station. Maintenance of Personal Files of the staff/officers. Processing the cases for taking necessary action against employees on unauthorized absence / misconduct. Processing different types of information asked by the

		<p>ICAR/other authorities. Deal with different court cases. Processing the cases for procurement of different items and looking after the stores. Perform the duties of cashiers. Work under Financial and Accounts Officers for processing/passing of bills etc. Submit different cases alongwith necessary rules to appropriate authorities to facilitate decision making process. Perform different duties assigned by higher authorities. Receive and register the DAK, Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of different reports. Submission of routine and simple drafts.</p>
6.	PS/PA/Steno Grade III	<p>They are attached with officers/ higher authorities and perform the duties like mail correspondence, paper filing, making appointments, arranging meetings and collecting information desired by the officers. Besides above they also take dictation and transcribe it, Screen the telephone calls and visitors for the officers.</p>

9. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority

(a) INSTITUTE MANAGEMENT COMMITTEE

1.	Director, ICAR-CTCRI, Thiruvananthapuram.	-	Chairperson under Rule 66(a)(1)
2.	Director (Agriculture), Govt. of Kerala.	-	Member under Rule 66(a)(2)
3.	Director of Horticulture, Govt of Tamil Nadu	-	Member under Rule 66(a)(3)
4.	Vice Chancellor, Kerala Agricultural University	-	Member under Rule 66(a)(4)
5.	-Vacant-	-	Member under Rule 66(a)(5)
6.	-Vacant-	-	Member under Rule 66(a)(5)
7.	Dr. Manoj Kumar, Acting Head, Reg. Station of ICAR-CPRI, Modipuram.	-	Member under Rule 66(a)(6)
8.	Dr. S Kalavathi, Head, Reg. Station of ICAR-CPCRI, Kayamkulam.	-	Member under Rule 66(a)(6)
9.	Dr. D V Sudhakar Rao, Principal Scientist, ICAR- IIHR, Bengaluru.	-	Member under Rule 66(a)(6)
10.	Dr. Santhosh J Eapen, Head, Division of Crop Protection, ICAR-IISR, Kozhikode.	-	Member under Rule 66(a)(6)
11.	Dr. Manish Das, Principal Scientist, ICAR HQ, New Delhi.	-	Member under Rule 66(a)(7)
12.	Finance and Accounts Officer ICAR-CIBA, Chennai- 600 028	-	Member under Rule 66(a)(8)
13.	Senior Administrative Officer ICAR-CTCRI, Sreekariyam- 695 017	-	MemberSecretary under Rule 66(a)(9)

(b) QUINQUENNIAL REVIEW TEAM (QRT)

1.	Dr. P. Rethinam Former ADG ICAR Bhagirth 18, Laxmi Nagar, S.N. Palayam, Sugarcane Breeding Institute PO, Coimbatore, Tamil Nadu, 641 007	Chairman
2.	Dr. M.S. Palaniswami Former Project Coordinator, AICRP on TC TC No. 13/1568 (5) Umasudham, Kannaiah Gardens, Kalakaumudi Road, Kumarapuram, Thiruvananthapuram, Kerala, 695 011	Member
3.	Dr. Ramabhau Tumadu Patil Former Director, ICAR-CIPHET Chairman & Executive Director, Benevole Welfare Society for Post Harvest Technology, 13/14 Shalimar Enclave, E-3, Arera Colony, Bhopal Madhya Pradesh, 462016	Member
4.	Dr. Malavika Dadlani Former Joint Director, ICAR-IARI EC 60, Maya Enclave, New Delhi, 110 064	Member
5.	Dr. S. K. Naskar Former Director, ICAR-CTCRI Deshbandhu Road, Kamarpara, Jadavpur, Kolkata, West Bengal, 700 032	Member
6.	Dr. G. Byju Principal Scientist, Division of Crop Production ICAR-CTCRI, Sreekariyam, Thiruvananthapuram Kerala, 695 017	Member Secretary

(c) INSTITUTE JOINT STAFF COUNCIL (IJSC)



भा.कृ.अ.प. - केन्द्रीय कंद फसल अनुसंधान संस्थान
ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Sreekariyam, Thiruvananthapuram 695 017 Kerala, India
Telephone: 0471 2598551 to 2598554
Website: <http://www.ctcri.org>
Fax: (0091)471-2590063, E-Mail: ctcritvm@yahoo.com



फ. सं.5-9/2013-IJSC/CJSC.

दिनांक 10.02.2023

कार्यालय आदेश/Office Order

In continuation to the Office Order even number dated 16.04.2021 the Competent Authority of the Institute is pleased appoint Sh A.Madhu, ACTO as Member Secretary (Official Side) in the place of Sh. V.R.Sasankan, ACTO. Also it is informed that the AAO and AFAO will be replaced by SAO and SFAO respectively.

Accordingly the new committee will be as follows and will be up to 15.04.2024.

1.	Director	Chairman	Ex- officio
2.	Senior Administrative Officer	Member	Official side
3.	Senior Finance and Accounts Officer	Member	Official side
4.	Dr. Saravanan Raju	Member	Official side
5.	Dr. Kalidas Pati	Member	Official side
6.	Dr. Sangeetha. B.G	Member	Official side
7.	Sh. A.Madhu	Member Secretary	Official side
8.	Sh. N. Jayachandran	Member	CJSC
9.	Sh. Chandru. C	Member	Staff side
10.	Sh. K. Sunil	Member	Staff side
11.	Sh. G. Shajikumar	Member	Staff side
12.	Sh. S. Abhishek	Member	Staff side
13.	Sh. T. Lawrence	Member Secretary	Staff side

This is issued with the approval of the Director.


वरिष्ठ प्रशासनिक अधिकारी प्रभारी /
Senior Administrative Officer i/c

Copy to:

1. Individuals concerned
2. All HoDs/SICs/SIC, RS, SICs(Farm/PME/E&M/Library)/SAO/SFAO.
3. Sh. A Madhu, Asst. CTO & Nodal Officer(e-office) - for the needful pl.
4. PS to Director- for information.
5. All Notice Boards.

(d). Institute Committees



भाकृअनुप – केंद्रीयकन्दफसलअनुसंधानसंस्थान
श्रीकार्यम,तिरुवनन्तपुरम695 017, केरल,भारत



ICAR- CENTRAL TUBER CROPS RESEARCH INSTITUTE

Sreekariyam, Thiruvananthapuram 695 017, Kerala, India

F. No. 7-1/2022- Admm (Vol.III)

Date: 22.02.2023

कार्यालय आदेश /Office Order

In partial modification of previous order of even number dated 06.02.2023, the Competent Authority is pleased to constitute the following committees and staff arrangements for the smooth functioning of the various activities of the Institute with immediate effect.

1	Senior Officers Committee (SOC) Chairman Director Member Secretary Scientist-in-Charge, PME Cell Members Head, Division of Crop Improvement Head, Division of Crop Production Head, Division of Crop Protection Scientist-in-Charge, Section of Crop Utilization Scientist-in-Charge, Section of Extension & Social Sciences Scientist-in-Charge, Farm Unit Chairman, E&M Unit Scientist-in-Charge, ITMU Scientist-in-Charge, AICRPTC Cell Nodal Officer, HRDCell SAO SFAO AAO (Estt) AAO (Stores)	2	Priority Setting, Monitoring & Evaluation Cell (PME Cell) Scientist-in-Charge Dr. T. Makeshkumar Member Secretary Smt. N. Sujathakumari Members Dr. D. Jaganathan Dr. K.M. Senthilkumar Dr. C. Pradeepika Dr. B.G. Sangeetha Dr. J. Suresh Kumar Dr. P. Prakash Dr. R. Arutselvan
3	Package of Practices Committee Chairman Head, Crop Production Member Secretary Dr. S. Sunitha Members Head, Crop Improvement Head, Crop Protection Dr. M. Nedunchezhiyan Dr. D. Jaganathan Dr. E.R. Harish	4	Institute Variety Release Committee (IVRC) Chairman Head, Crop Improvement Member Secretary SIC, PME Cell Members Head, Crop Production Head, Crop Protection SIC, Crop Utilization SIC, Extension & Social Sciences SIC, RS, Bhubaneswar Member Secretary, IRC
5	Institute Academic Committee Chairperson Dr. M.L. Jeeva Member Secretary Smt. N. Sujathakumari Members Dr. A. Asha Devi Dr. A.N. Jyothi Dr. J. Sreekumar Dr. R. Muthuraj SAO	6	Institute Publications Committee (IPC) (Other than Annual Report and Newsletter) Chairperson Dr. Suja G. Member Secretary Smt. N. Sujathakumari Members SIC, PME Cell Dr. S.S. Veena Dr. K. Laxminarayana Dr. A.N. Jyothi Dr. J. Sreekumar Dr. D. Jaganathan Dr. K.M. Senthilkumar

7	Annual Report Committee Chief Editor Dr. Suja G. Editors Dr. S.S. Veena Dr. A.N. Jyothi Dr. V. Ramesh Dr. D. Jaganathan Dr. K.M. Senthilkumar	8	Newsletter Committee Chief Editors Dr. A.N. Jyothi Dr. D. Jaganathan Editors Dr. Kalidas Pati Dr. H. Kesava Kumar Dr. K.M. Senthilkumar Dr. J. Suresh Kumar Dr. C. Pradeepika
9	Institute Research Committee (IRC) Chairman Director Member Secretary Dr. D. Jaganathan Members All Scientists	10	AICRP TC Cell Scientist-in-Charge Dr. J. Sreekumar Scientist Dr. J. Suresh Kumar Administrative Staff Sri. M. Padmakumar
11	Farm Unit Scientist-in-Charge Dr. Saravanan Raju Technical Staff Sri. V.R. Sasankan Sri. A.S. Manikkuttan Nair Sri. G. Suresh Skilled Support Staff Sri. K. Saratchandra Kumar Sri. P. Udayakumar Sri. S. Radhakrishnan Nair Sri. G. Madhu	12	Farm Advisory Committee Chairman Head, Crop Production Member Secretary SIC, Farm Members Head, Crop Improvement Head, Crop Protection SIC, Crop Utilization SIC, Extension & Social Sciences Sri. V.R. Sasankan SAO SFAO
13	Estate & Maintenance (E&M) Unit (Works, Security, Cleaning & Sanitation, Telephone, Vehicles, ARIS Cell, Millennium Hall, Golden Jubilee Hall, Committee Room, Biometric Attendance, e-office, CCTV, GeM Portal/e-procurement) Chairman Dr. M.S. Sajeev Officer-in-Charge Sri. A. Madhu Technical Staff Sri. M. Kuriakose Sri. B. Renjith Kishor Sri. G. Shajikumar Sri. K. Sunil Sri. L. Luke Armstrong Sri. Sreenath Vijay Skilled Support Staff Sri. S. Sudhish	14	Quarters Allotment Committee Chairman Dr. C. Mohan Member Secretary AAO (Stores) Members OIC, E&M Unit Sri. M. Kuriakose Sri. T.M. Shinil Sri. C. Chandru
15	Store Purchase Advisory Committee (SPAC) Chairperson Dr. A.N. Jyothi Member Secretary AAO (Stores) Members SIC, Farm Unit OIC, E&M Unit	16	HRD Cell (Training & capacity building of staff of CTCRI and stakeholders of CTCRI) Nodal Officer Dr. Sheela Immanuel Co-Nodal Officer Dr. P. Prakash Members

	Dr. K.I. Asha Dr. P. Prakash SAO SFAO		Dr. L.S. Rajeswari Dr. S. Shanavas Sri. Sreenath Vijay Sri. P. Aswin Raj
17	Institute Technology Management Unit (ITMU) (All IP protection, maintenance and transfer / commercialization related matters and professional service functions (PSF)) Chairman Director Scientist-in-Charge Dr. P. Sethuraman Sivakumar Member Secretary Dr. T. Krishnakumar Members Dr. M. Nedunchezhiyan Dr. A.N. Jyothi Dr. L.K. Bharathi Dr. R. Muthuraj Dr. K. Kesavakumar Smt. N. Sujathakumari SAO SFAO	18	Agricultural Knowledge Management Unit (AKMU) (Website, Krishi Portal, ERP & Digital Media) Chairman Scientist-in-Charge, ESS Scientist-in-Charge Dr. V.S. Santhosh Mithra Member Secretary Dr. N. Krishna Radhika Members Dr. B.S. Prakash Krishnan Dr. S. Shanavas Dr. S. Karthikeyan Sri. S.K. Jata Smt. Rini Alocious Smt. S.S. Sneha
19	Institute Seed Committee Chairman Head, Crop Production Member Secretary SIC, Farm Members Dr. K. Laxminarayana Dr. Shirly Raichal Anil Dr. T. Makeshkumar Dr. K. Sunilkumar Dr. R. Muthuraj Dr. P. Sethuraman Sivakumar Dr. E.R. Harish Sri. V.R. Sasankan Sri. A.S. Manikkuttan Nair Sri. G. Suresh Sri. M. Kuriakose Sri. Luke Armstrong SAO SFAO	20	Institute Deputation Committee (IDC) Chairperson Dr. Sheela Immanuel Member Secretary SIC, PME Cell Members Dr. Suja G. Dr. M.L. Jeeva Dr. M.S. Sajeev Dr. P. Murugesan SAO SFAO
21	Science Forum Chairman Director Member Secretary Dr. T.P. Sujatha Members All scientists, technical staff, project staff & students	22	Public Information Cell(RTI Act) Central Public Information Officer (CPIO) Dr. K. Susan John Assistant CPIO (ACPIO) Dr. B.S. Prakash Krishnan
23	Institute Transfer Committee Chairman Head, Crop Improvement Member Secretary SAO Members	24	Exhibition Committee (To organize exhibitions and attend duties) Chairman SIC, ESS Scientist-in-Charge Dr. P. Sethuraman Sivakumar

	<p>Head, Crop Production Head, Crop Protection SIC, Crop Utilization SIC, Extension & Social Sciences SIC, RS, Bhubaneswar SFAO</p>		<p>Member Secretary Dr. P. Prakash Members Dr. E.R. Harish Dr. H. Kesavakumar Dr. T. Krishnakumar Dr. C. Visalakshi Chandra Dr. PradeepikaChintha Sri. V.S. Sreekumar Dr. P.S. Shameer Sri. B. Satheesan Sri. T.M. Shinil Sri. K. Chandran Smt. Rini Alocious Sri. P. Aswin Raj Sri. N. Shiju Smt. R. Nijamol Smt. R. Anuja</p>
25	<p>Hospitality Management Committee (Guest House, Departmental Canteen, Official Meetings etc.) Chairman Sri. V.R. Sasankan Member Secretary & Officer-in-Charge, Guest House Dr. S. Shanavas Manager: Guest House & Canteen Sri. D.T. Rejin Members Sri. L. Luke Armstrong Sri. C. Chandru Caretakers Sri. S. Radhakrishnan Nair S. Sri. K. Saratchandra Kumar Sri. K. Sivadas Sri. Stiphin George Sri. N. Shiju</p>	26	<p>Event Management Committee (Complete Logistics for all Official Meetings / Programmes etc.) Chairman Dr. M.S. Sajeew Co-Chairpersons Dr. A. Asha Devi Dr. T.P. Sujatha Dr. C. Visalakshi Chandra Member Secretary Sri. A. Madhu Members Sri. M. Kuriakose Sri. B. Renjith Kishor Sri. V.R. Sasankan Dr. B.S. Prakash Krishnan Sri. L. Luke Armstrong Sri. B. Satheesan Sri. O.C. Ayyappan Sri. Sreenath Vijay Smt. Rini Alocious Smt. P. Vidhya</p>
27	<p>Public Relations and Media Liaison Committee (Single Window delivery of News to DKMA / Media / Digital Media etc.) Chairman Scientist-in-Charge, ESS Member Secretary Dr. E.R. Harish Members Sri. V.S. Sreekumar Dr. P.S. Shameer Smt. B.S. Deepa Sri. D.T. Rejin</p>	28	<p>Staff Welfare FundCommittee Chairman Dr. P. Murugesan Member Secretary AAO (Estt.) Members SAO SFAO Dr. L.S. Rajeswari Sri. R.S. Adarsh Smt. S.L. Jyothi Smt. V.S. Remya Smt. C.P. Gayathri</p>


29	Contractual Services Committee Chairman Dr. K. Sunilkumar Member Secretary AAO (Estt.) Members Dr. L.K. Bharathi Dr. T. Krishnakumar Dr. B.G. Sangeetha Sri. A.S. Manikuttan Nair SAO SFAO	30	Sports Committee Chairman Dr. J. Sreekumar Member Secretary Sri. V.R. Sasankan Members Dr. M.S. Sajeev Dr. K.M. Senthilkumar Dr. K. Hanume Gowda Sri. D. Arunraj Smt. S. Anjitha
31	Official Language Implementation Committee (OLIC) Chairman Director Liaison Officer Dr. A. Asha Devi Member Secretary Mr. M. Padmakumar Members Dr. T.P. Sujatha SAO Dr. S. Shanavas Dr. B.S. Prakash Krishnan Sri. N. Jayachandran Sri. R.S. Adarsh Smt. V.S. Remya Sri. P. Aswin Raj	32	Dairy Unit & Livestock Management Committee Chairperson Dr. Suja G. Member Secretary Sri. D.T. Rejin Members Dr. D. Jaganathan Sri. V.R. Sasankan Sri. B. Satheesan Smt. V.S. Remya
33	Price Fixation & Auction Committee Chairman Dr. M.S. Sajeev Member Secretary SIC, Farm Members OIC, E&M Unit Dr. K.I. Asha Dr. H. Kesava Kumar Dr. P. Prakash Dr. C. Pradeepika Sri. V.R. Sasankan SAO SFAO	34	Mera Gaon Mera Gaurav (MGMG) Committee Nodal Officer Dr. Sheela Immanuel Members Dr. N. Krishna Radhika Dr. P. Prakash Dr. V.B.S. Chauhan
35	Women Welfare & Grievance Cell Chairperson Dr. S.S. Veena Member Secretary Dr. C. Visalakshi Chandra Members Dr. N. Krishna Radhika Smt. B.S. Deepa Smt. Rini Alocious Smt. S. Anjitha Smt. V.S. Remya Smt. Rohini K. Nair	36	Swacchh Bharat Committee Chairperson Dr. Sujatha. T.P. Member Secretary Dr. P.S. Shameer Members Sri. V.R. Sasankan Sri. V.S. Sreekumar Dr. S. Shanavas Dr. S. Karthikeyan Sri. B. Satheesan Sri. K. Chandran Sri. C. Chandru

37	Library Committee Chairman Dr. V. Ramesh Member Secretary Smt. B.S. Deepa Members Dr. N. Krishna Radhika Dr. T. Krishnakumar Dr. P. Prakash Dr. B.G. Sangeetha SAO SFAO		
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38	Director's Cell and Other Common Facilities		
i	Director's Cell Sri. S. Sasikumar, Private Secretary to Director Smt. L. Saritha, Personal Assistant Sri. A. Madhu, ACTO Sri. K. Sivadas, Skilled Support Staff	ii	Workshop & Techno Incubation Centre Dr. M.S. Sajeev
iii	Crop Museum Head, Crop Production Sri. D.T. Rejin	iv	Institute Museum Dr. D. Jaganathan
v	Vermicomposting Unit Head, Crop Production Sri. D.T. Rejin	vi	Automatic Weather Station Dr. S. Sunitha

All Chairmen/Nodal Officers/Scientists-in-Charge/Officers-in-Charge of different Committees/ Facilities are requested to conduct a meeting and submit the proceedings with clear guidelines, role definitions and responsibilities of different members and action plan to Director on or before 24.02.2023.

This is issued with the approval of the Director.


वरिष्ठ प्रशासनिक अधिकारी प्रभारी /
Senior Administrative Officer i/c

Distribution

1. All HODs/SICs/SIC, RS, Bhubaneswar
2. All concerned officials through official email (Through proper channel)
3. Private Secretary to Director for kind information and record

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

1. Rules and Bye-laws of ICAR
2. Powers delegated to Directors of ICAR Institutes
3. ICAR-Establishment and Administration Manual
4. ICAR Audit Manual
5. ICAR Handbook of Technical Services
6. General Financial Rules, 2017
7. Manual for Procurement of Goods, 2017
8. ICAR- Agricultural Research Service Rules
9. Recruitment Rules issued by ICAR for various posts in ICAR service
10. Transfer policy for ARS Scientists
11. The Central Civil Services (Conduct) Rules, 1964
12. The Central Civil Services (Classification, Control & Appeal) Rules, 1965
13. The CCS (Pension) Rules, 1972
14. Other Rules, Orders, OMs, Brochures, Manuals etc. issued by ICAR/DoPT/DARE/Govt. of India from time to time.

11. Statement of categories of documents that are held by it or under its control

Sl.No	Document held	Custodian
1	Service books and Leave Account	SAO/Head of Office
2	Pension related documents	SAO/Head of Office
3	Recruitment/Deputation files	AAO (Establishment)
4	Seniority list	AAO (Establishment)
5	Personnel Files	AAO (Establishment)
6	Annual Immovable Property Returns (AIPRs)	AAO (Establishment)
7	Documents related to Stores, Purchase, Works, Tenders etc.	AAO (Stores)
8	Pay rolls	Drawing and Disbursing Officer
9	Form No.16- Income Tax	Drawing and Disbursing Officer
10	Income Tax related challans, documents etc.	Drawing and Disbursing Officer
11	Annual Performance Appraisal Reports (APARs)	PA to the Director.
12	Research proposals and related documents	I/c PME.
13	Documents related to Farm	I/c Farm.
14	Vigilance related documents	Vigilance Officer.
15	Annual Accounts Report	Finance & Accounts Officer
16	Audit reports	Finance & Accounts Officer
17	Expenditure related documents	Finance & Accounts Officer
18	RTI applications and returns	Central Public Information Officer
19	Proceedings of IMC, RAC, IRC, QRT etc.	Respective Member Secretaries.

12. Directory of officers and employees of the Institute

- <http://www.ctcri.org/td.php>

13. Facilities available and service offered

- <http://www.ctcri.org/facilities.html>
- <http://www.ctcri.org/tools.html>
- <http://www.ctcri.org/consultancy.html>
- http://www.ctcri.org/analytical_services.html
- http://www.ctcri.org/visitor_services.html
- <http://www.ctcri.org/tefr.html>
- <http://www.ctcri.org/techno.php>

14. Name, designation and contact details of Public Information Officers

1.	Central Public Information Officer	:	Shri. Bhadra Kumar S	Senior Administrative Officer i/c Central Public Information Officer Contact Number: +91 8547289676 Email id: ao.ctcri@icar.gov.in
2.	Assistant Central Public Information Officer	:	Dr. Prakash Krishnan.B.S	Technical Officer Assistant Central Public Information Officer Contact Number: +91 9496816125 Email id: Prakash.krishnan@icar.gov.in
3.	Appellate Authority	:	Dr. Susan John K	Principal Scientist Appellate Authority Contact Number: Email id: Susanjohn.K@icar.gov.in

15.	Total Budget for the Institute(Rs. in lakhs)	:	3128.03																																																																																																																																		
16.	Budget for each agency andplan and programmes (Rs. in lakhs)	:	Institute : 2648.83 AICRP on Tuber Crops : 479.20																																																																																																																																		
17.	Proposed expenditures (Rs. in lakhs)	:	3128.03																																																																																																																																		
18.	Revised Budget for each agency, if any.	:	Revised Estimate will be submitted in the month of Sept./Oct.																																																																																																																																		
19.	Report on disbursements made andplace where the related reports are available	:	Related reports are available in the Administrative/Accounts & Audit offices of the Institute.																																																																																																																																		
20.	Budget (Foreign & Domestic Tours) (Rs.in lakhs)	:	39.42 (2019-20 FY)																																																																																																																																		
21.	Foreign tours by officials	:	No foreign visits made by officials in 2020-21 yet.																																																																																																																																		
22.	<div>Progressive Expenditure 2022-23</div> <div>Progressive Expenditure 2022-23</div> <table><tr><th>Sl. No.</th><th>Head of account</th><th>RE 2022-23 (Scheme) (₹ in lakhs)</th><th>RE 2022-23 (Non Scheme) (₹ in lakhs)</th><th>Progressive expenditure (Scheme + Non Scheme) (₹ in lakhs)</th></tr><tr><td colspan="5">CAPITAL</td></tr><tr><td>1.</td><td>Works</td><td></td><td></td><td></td></tr><tr><td></td><td>A. Land</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td></td><td>B. Building - Office Building</td><td>32.96</td><td>0.00</td><td>32.96</td></tr><tr><td>2.</td><td>Equipments - Institute</td><td>51.32</td><td>0.00</td><td>51.32</td></tr><tr><td></td><td>- SCSP</td><td>2.00</td><td>0.00</td><td>1.99</td></tr><tr><td></td><td>- TSP</td><td>2.00</td><td>0.00</td><td>2.00</td></tr><tr><td>3.</td><td>Information Technology</td><td>0.92</td><td>0.00</td><td>0.92</td></tr><tr><td>4.</td><td>Library Books and Journals</td><td>1.44</td><td>0.00</td><td>1.44</td></tr><tr><td>5.</td><td>Vehicles & Vessels</td><td>9.50</td><td>0.00</td><td>9.50</td></tr><tr><td>6.</td><td>Furniture & Fixtures</td><td>3.86</td><td>0.00</td><td>3.86</td></tr><tr><td></td><td>Total Capital</td><td>104.00</td><td>0.00</td><td>103.99</td></tr><tr><td colspan="5">REVENUE</td></tr><tr><td>1.</td><td>A. Establishment Charges</td><td>2032.35</td><td>0.00</td><td>2032.35</td></tr><tr><td></td><td>B. Pension & Other Retirement Benefits</td><td>216.72</td><td>0.00</td><td>216.72</td></tr><tr><td></td><td>C. Loans & Advances</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td>2.</td><td>Traveling Allowances</td><td></td><td></td><td>32.30</td></tr><tr><td>3.</td><td>Research & Operational Expenses</td><td></td><td></td><td>193.40</td></tr><tr><td>4.</td><td>Administrative Expenses</td><td>340.00</td><td>138.00</td><td>245.86</td></tr><tr><td>5.</td><td>Miscellaneous</td><td></td><td></td><td>6.46</td></tr><tr><td>6.</td><td>NEH</td><td>15.00</td><td>0.00</td><td>15.00</td></tr><tr><td>7.</td><td>TSP</td><td>40.00</td><td>0.00</td><td>40.00</td></tr><tr><td>8.</td><td>SCSP</td><td>60.00</td><td>0.00</td><td>60.00</td></tr><tr><td></td><td>Total Revenue</td><td>2704.07</td><td>138.00</td><td>2842.09</td></tr><tr><td></td><td>GRAND TOTAL (Capital + Revenue)</td><td>2808.07</td><td>138.00</td><td>2946.08</td></tr></table>			Sl. No.	Head of account	RE 2022-23 (Scheme) (₹ in lakhs)	RE 2022-23 (Non Scheme) (₹ in lakhs)	Progressive expenditure (Scheme + Non Scheme) (₹ in lakhs)	CAPITAL					1.	Works					A. Land	0.00	0.00	0.00		B. Building - Office Building	32.96	0.00	32.96	2.	Equipments - Institute	51.32	0.00	51.32		- SCSP	2.00	0.00	1.99		- TSP	2.00	0.00	2.00	3.	Information Technology	0.92	0.00	0.92	4.	Library Books and Journals	1.44	0.00	1.44	5.	Vehicles & Vessels	9.50	0.00	9.50	6.	Furniture & Fixtures	3.86	0.00	3.86		Total Capital	104.00	0.00	103.99	REVENUE					1.	A. Establishment Charges	2032.35	0.00	2032.35		B. Pension & Other Retirement Benefits	216.72	0.00	216.72		C. Loans & Advances	0.00	0.00	0.00	2.	Traveling Allowances			32.30	3.	Research & Operational Expenses			193.40	4.	Administrative Expenses	340.00	138.00	245.86	5.	Miscellaneous			6.46	6.	NEH	15.00	0.00	15.00	7.	TSP	40.00	0.00	40.00	8.	SCSP	60.00	0.00	60.00		Total Revenue	2704.07	138.00	2842.09		GRAND TOTAL (Capital + Revenue)	2808.07	138.00	2946.08
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23. Audit Paras

To
F No for na
17/04/23



सत्यमेव जयते
Government of India
Ministry of Agriculture & Farmers' Welfare
Ministry of Fisheries, Animal Husbandry & Dairying
Office of Chief Controller of Accounts
Internal Audit Wing (IIQ)

Ground Floor, Jeevantara Building,
Patel Chowk, New Delhi
PHONE : 011-23741358
Email: Internalaudit-agri@gov.in
Date: 12.04.2023

No. Agri/IAW/DLI/CTCRI-Trivendrum/2022-23/24

To,

The Director,
ICAR-Central Tuber Crops Research Institute,
Ministry of Agriculture & Farmers' Welfare,
Sreekariyam, Thiruvananthapuram- 695017, Kerala

Sub: Internal Audit Compliance Report of CTCRI, Trivendrum for the period 2019-2021- reg.
Sir,

With reference to your office letter No. 14-4/2022-Audit dated 07.03.2023 on the subject cited above. The Para wise comments in view of compliance made to audit are as under:-

Sl. No.	Para No.	IAW Comments
1.	1,14	Paras Dropped .
2.	3,4,5,9,13	Paras Dropped subject to verification by next audit.
3.	8	Para Dropped , in view of scrapping policy of M/o Finance.
4.	2,6,7,10,11,12	Paras Stand , final action yet awaited.

Further, reply of remaining outstanding paras may be sent to this office on priority basis.

AO

This issues with the approval of Chief Controller of Accounts, Ministry of Agriculture & Farmers Welfare, Ministry of Fisheries, Animal Husbandry & Dairying.

17/4/23

Yours faithfully,

Sr. Accounts Officer (IAW)

78/
17/4/2023

ICAR- CENTRAL TUBER CROPS RESEARCH INSTITUTE
THIRUVANANTHAPURAM 695 017

Para-wise compliance report on Internal audit observation conducted for the year 2019-20 & 2020-21 by Internal Audit Wing, Office of Chief controller of Accounts, Ministry of Agriculture & Farmers, Welfare, Jeevan Tara Building, Patel Chowk, New Delhi 110 001.

Sl. No.	Brief of Para	Reply to Para
1	Less deduction of License fee in respect of Government Residential Accommodation.	An Office Order vide F. No.11-4/2012-Gen. dated 09-11-2022 has been issued for recovery of the higher License fee and the same has been recovered in November, 2022. The copy of the recovery schedule is enclosed (Annexure I) In view of the reply furnished, the para may kindly be dropped.
2	Non recovery of Rs.1,06,395/- as House Building Advance and interest thereon from Shri.K P Balan, Scientist.	Sh.K.P Balan, Skilled Support Staff, was made to retire from service due to his long unauthorised absence from duty. He was not willing to submit the pension papers and hence was not able to make recoveries. Letter (Lr.F. No.10/82-Per. dated 16.08.2022 is enclosed as Annexure II) has been sent to Sh.K.P.Balan, for submission of pension documents. Submitting which the recoveries will be made.
3	Non-deduction of average Income Tax on monthly basis.	Income tax is calculated and deducted in every month at the average rate. But in some cases, the variations were happened due to miscalculation and the correct amount of tax was calculated and deducted at later months of the Financial year. However, this audit finding has been taken for future guidance and future compliance. The para may kindly be dropped.
4	Pay and Allowances drawn more than sanctioned strength of Scientist.	Cadre strength of all ICAR institutes have been revised vide OM.-F.No.21(1)/2017-Per.IV dated 02.07.2020. The excess staff shown was during the transition time. In view of the above the para may kindly be dropped.
5	Equipment are purchased on same day without from GeM Portal and payment to Agency without following the codal provision as stipulated in GFR	Purchase of a new BOD incubator was very much essential to preserve all precious bio-agents since the old BOD stopped working

	2017-Rule 149 and the other observation on contract with M/s QRS Retails and M/s Analab Instruments India, Trivandrum .	and summer started. Keeping in room temperature during that period even for few days will result in loss of culture based on previous experience. Due to the emergency of the situation, the firms were contacted and requested them to send the quotation through mail. Accordingly the quotation was considered and recommendations were made for emergency procurement. However the same is noted for future compliance.
6	Non recovery of Rs.5760/- as interest on Personal Computer Advance to Employee.	Letter has already been sent to ICAR-IIHR, Bangalore, requesting recovery of the amount from Dr. Sriram (Copy enclosed Annexure III).
7	Non recovery of Rs.500/- as Scooter Advance and interest thereon from Employee.	Letter has already been sent to ICAR-IIMR, Hyderabad. Requesting recovery of the amount from Dr. Hemasankari (Copy enclosed Annexure VI).
8	Non- Condemnation of Govt. Vehicle.	Letter has been sent to the SMD for approval (Copy enclosed Annexure V).
9	Non availability of online booking facility for Guest House Hostel at ICAR-CTCRI.	Necessary action has been started for online booking facility for Guest House Hostel
10	Non Conduction/Certification of Annual Physical Verification of Stores, Dead Stock and improper maintenance of Stock Register etc.	Necessary action has been started for Conduction/Certification of Annual Physical Verification of Stores, Dead Stock and improper maintenance of Stock Register etc.
11	EMD deposited but not refunded for completed project work.	Necessary action to settle these EMDs has been taken up and result would be shown to next audit. In view of the position explained, the para may kindly be dropped.
12	Some sponsored project showing negative balance. 1. KSCSTE - Bird - Closing Balance upto 2020-21 - Rs. - 6,905/- 2. CDB - Dr.Byju - Opening Balance upto 2020-21 - Rs.2,98,505/- Expenditure incurred during 2020-21 - Rs.7,97,391/- Closing Balance 2020-21 - Rs.-4,98,886/-	1. Action has already been initiated to obtain the amount from the funding agency. 2. Project completed on 31st March 2021 with a negative balance of Rs. 4,98,886/- . The excess expenditure has been made as per the funding agency's instruction that 20% of the sanctioned budget will be released only after the completion of the project. Accordingly funding Agency released the said amount during August 2021. Now, the Closing Balance is Rs.NIL as on date.

24. Public Grievances

Grievances can be sent by post/fax/e-mail at the following address:

The Director,

ICAR-Central Tuber Crops Research Institute,

Sreekariyam PO,

Thiruvananthapuram – 695 017.

Phone: 0471 -2598551-54 ; e-mail: director.ctcri@icar.gov.in

LINK TO CPGRAMS

25. Details of Research projects undertaken in the Institute

<http://ctcri.org/projects.html>

http://ctcri.org/i_r_projects.html

http://ctcri.org/e_a_projects.html

<http://ctcri.org/cr.html>

<http://ctcri.org/varieties.php>

26. Annual Reports (from 2013 onwards)

http://ctcri.org/annual_report.html

27. Details of CPIOs and FAAs during the last 05 (five) years.

Central Public Information Officers (CPIOs)	Period
1. Dr. C A Jayaprakash, Principal Scientist & Head (Act.), Division of Crop Protection, ICAR-CTCRI.	05.01.2015 – 02.08.2022
2. Dr. G. Byju, Principal Scientist & Head (Act.), Division of Crop Production, ICAR-CTCRI.	03.08.2022 – 21.02.2023
3. Dr. Susan John, Principal Scientist, Division of Crop Production, ICARCTCRI .	22.02.2023 – 29.05.2023
4. Shri. Bhadra Kumar S, Senior Administrative Officer i/c ICAR-CTCRI.	30.05.2023 – till date

First Appellate Authorities (FAAs)	Period
1. Dr. Archana Mukherjee, Director, ICAR-CTCRI.	24.03.2017 - 31.10.2019
2. Dr. V Ravi, Director (Act.), ICAR-CTCRI.	01.11.2019 - 31.05.2021
3. Dr. M N Sheela , Director (Act.), ICARCTCRI .	01.06.2021 – 22.01.2023
4. Dr. G. Byju, Principal Scientist & Head (Act.), Division of Crop Production, ICAR-CTCRI.	23.01.2023 – 29.05.2023
5. Dr. Susan John, Principal Scientist, Division of Crop Production, ICARCTCRI .	30.05.2023 – till date

28. Transparency Officer for ensuring and promoting *suo motu* disclosures under Section 4 of the Right to Information Act, 2005. (w.e.f 28.05.2020)

Dr. C Mohan,
Principal Scientist,
Division of Crop Improvement,
ICAR-CTCRI,
Sreekariyam PO,
Thiruvananthapuram- 695 017.
Phone: 0471- 2598551-54 (Ext.403)
e-mail: Mohan.c@icar.gov.in

29. Details of RTI applications and First Appeals received and disposed during FY- 2022-23

S.No.	Date of receipt	Applicant name	Application/Appeal	Subject	Date of reply/ order
1	19.04.2022	Sh.V Ganesh	Appeal	Details regarding normal nature of work of technical staff	30.04.2022
2	26.05.2022	Revanth Nath Yandrapu	Application	Details of the MoUs signed by the Institute	24.06.2022
3	30.06.2022	Deepak Sharma	Transferred	Details of Modern farming techniques adopted by the institute	01.07.2022
4	26.09.2022	SUNIL SOOD	Application	Details of the institute and kinds of works carried out by the institute	21.10.2022
5	09.11.2022	P.Keshavakurup	Transferred	Education details of the Staff	01.12.2022
6	22.02.2023	Karthik K	Application	Details of Recruitment and the status of recruitments	21.03.2023
7	23.02.2023	Pangapara Co operative Society	Application	Details of Pension in r/o Late Ramadasan	20.03.2023


30. SALARY DETAILS OF STAFF OF ICAR-CTCRI FOR THE MONTH OF JUNE 2020
(FOR BOTH HQ, THIRUVANANTHAPURAM & REGIONAL CENTRE, BHUBANESWAR)

Sl. No.	Name	Designation	Gross Pay (incl.NPS contribution of Govt.) (Rs.)
1.	Dr. G.Byju	Director	349120
2.	Dr. G.Suja	P.S. & HoD	354232
3.	Dr. T.Makesh Kumar	P.S. & HoD	315192
4.	Dr. Manas R Shahoo	P.S. & HoD	314865
5.	Dr. M.N.Sheela	Prin. Scientist	354232
6.	Dr. Susan John.K	Prin. Scientist	343992
7.	Dr. M.Nedunchezhiyan (RS)	Prin. Scientist	354232
8.	Dr.(Mrs.)Sheela Immanuel	Prin. Scientist	343992
9.	Dr. S.Sunitha	Prin. Scientist	343992
10.	Dr. M.L.Jeeva	Prin. Scientist	354232
11.	Dr. M.S.Sajeev	Prin. Scientist	354232
12.	Dr. Asha K.I.	Prin. Scientist	343992
13.	Dr. SS.Veena	Prin. Scientist	324472
14.	Dr. K.Laxminarayana (RS)	Prin. Scientist	315192
15.	Dr. Shirly Raichal Anil	Prin. Scientist	343992
16.	Dr. J.Sreekumar	P.S. & SIC	297432
17.	Dr. V.S.Santhosh Mithra	Prin. Scientist	297432
18.	Dr. V.Ramesh	Prin. Scientist	297432
19.	Dr. C.Mohan	Prin. Scientist	315192
20.	Dr. Saravanan Raju	Prin. Scientist	315192
21.	Dr.R.Muthuraj	Prin. Scientist	288952
22.	Dr. A.N Jyothi	P.S. & SIC	315192
23.	Dr. Asha Devi	Prin. Scientist	315192
24.	Dr. P Murugesan	Prin. Scientist	324472
25.	Dr. P.S.Sivakumar	Prin. Scientist	288952
26.	Dr Sunilkumar K	Prin. Scientist	297432
27.	Dr. L.K.Bharathi	Prin. Scientist	288952
28.	Dr. D Jaganathan	Sr.Scientist	255865
29.	Dr. H. Kesavakumar	Sr.Scientist	178647
30.	Dr. Harish.E.R.	Sr.Scientist	168773
31.	Dr. Krishna Radhika N	Sr.Scientist	176613
32.	Dr. Kalidas Pati (RS)	Sr.Scientist	192367
33.	Sh. Hanume Gowda.K (RS)	Scientist	148836
34.	Ms. Pradeepika Chintha	Scientist	148836
35.	Dr. Vijay Bahadur Singh Chauhan (RS)	Scientist	162147
36.	Dr. Visalakshi Chandra C	Scientist	162147
37.	Dr. Sangeetha.B G.	Scientist	144699
38.	Dr. Arutselvan R	Scientist	140562
39.	Dr. J. Sureshkumar	Scientist	144699
40.	Dr. Krishnakumar T	Scientist	144699
41.	Dr. Sujatha T P	Scientist	171501
42.	Dr. Prakash P	Scientist	140562
43.	Dr. Senthil Kumar K M	Scientist	148836

44.	BHADRA KUMAR	SAO i/c	112180
45.	JESSYMOL ANTONY	FAO	117120
46.	T.VIJAYAKUMARA KURUP	AAO	102076
47.	A. LAKSHMANA RAO	AAO	78716
48.	S.SASIKUMR	Private Secy.	117916
49.	S.SUNITHA	Per. Assistant	105116
50.	SARITHA. L	Per. Assistant	74328
51.	J.UNNI (RS)	Assistant	93596
52.	SREEKUMAR.S	Assistant	72316
53.	O.C.AYYAPPAN	Assistant	59214
54.	ADARSH.R.S.	UDC	57419
55.	CHANDRU.C	UDC	57419
56.	JAYACHANDRAN.N.	UDC	54182
57.	CHANDRA BINDU C.G.	UDC	54182
58.	ROHINI K NAIR	LDC	42217
59.	ARUN RAJ D	LDC	46627
60.	Sh. STIPHIN GEORGE	LDC	42217
61.	Ms. ANJITHA.S.	LDC	44089
62.	N.SUJATHAKUMARI	Chief TO	180725
63.	Dr.L.S.RAJESWARI	CTO	160152
64.	A.MADHU	CTO	169592
65.	M.KURIAKOSE	CTO	151352
66.	V.R.SASANKAN	ACTO	130712
67.	B.RENJITHKISHOR	ACTO	127032
68.	V.S.SREEKUMAR	ACTO	134552
69.	V.GANESH	TO	114556
70.	P.K. MATI [RS]	TO	93578
71.	A.S.MANIKUTTAN NAIR	TO	99196
72.	B. B. DAS [RS]	STO	106072
73.	G.SURESH	TO	96316
74.	Dr.SHANAVAS.S.	TO	90697
75.	Dr.PRAKASH KRISHNAN.B S	TO	90697
76.	Dr.SUSHANTA K.JATA [RS]	TO	81877
77.	G. SHAJIKUMAR	TO	80956
78.	LUKE ARMSTRONG	Sr. Tech Asst.	83356
79.	Dr.S. KARTHIKEYAN	Sr. Tech Asst.	65204
80.	SUNIL K	Sr.Tech. Asst.	80984
81.	DEEPA B.S.	Sr. Tech Asst.	78645
82.	Dr.SHAMEER P S	Tech.Asst	63535
83.	SATHEESAN.B	Sr. Technician	64316
84.	REJIN.D.T.	Sr. Technician	62456
85.	SHINIL.T.M.	Sr. Technician	62456
86.	KESHAB PAIKARAY [RS]	Sr. Technician	66236
87.	MANIKANTAN NAIR T.	Technician	70072
88.	SNEHA S.S	Technician	42217
89.	CHANDRAN K.	Technician	47886
90.	NIJAMOL R	Technician	46627
91.	SREENATH VIJAY	Technician	45367
92.	RINI ALOCIOUS	Technician	46627

93.	BABULI SETHI [RS]	Skilled Support Staff	68156
94.	PRAKASH KUMAR NAYAK [RS]	Skilled Support Staff	37053
95.	RADHAKRISHAN NAIR S.	Skilled Support Staff	72156
96.	UDAYA KUMAR P.	Skilled Support Staff	63332
97.	SARATCHANDRA KUMAR K.	Skilled Support Staff	70712
98.	MADHU G.	Skilled Support Staff	68156
99.	SIVADAS K.	Skilled Support Staff	56942
100.	SAMYNATHAN L.	Skilled Support Staff	62076
101.	SREEKUMARAN S.	Skilled Support Staff	51000
102.	ABHISHEK S	Skilled Support Staff	43550
103.	JYOTHI S L	Skilled Support Staff	43550
104.	GAYATHRI C P	Skilled Support Staff	41013
105.	VIDHYA P	Skilled Support Staff	41013
106.	SUDHISH.S	Skilled Support Staff	37053
107.	ASWIN RAJ P	Skilled Support Staff	41031
108.	REMYA V.S.	Skilled Support Staff	41031
109.	ANUJA R	Skilled Support Staff	36768
110.	SHIJU N	Skilled Support Staff	36768



31. Proceedings of the meetings of the Institute Management Committee (IMC)



एक कदम स्वच्छता की ओर

भा.कृ.अनु.प - केंद्रीय कन्द फसल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद, कृषि और किसान कल्याण मंत्रालय, भारत सरकार)
श्रीकार्यम, तिरुवनन्तपुरम - 695 017, केरल, भारत

ICAR - CENTRAL TUBER CROPS RESEARCH INSTITUTE
(Indian Council of Agriculture Research, Ministry of Agriculture and Farmers Welfare, Govt. of India)
Sreekariyam, Thiruvananthapuram - 695 017, Kerala, India



ISO 9001:2008

फ. सं. /F.No. 42-1/2022-IMC.

दिनांक / Dated 16.06.2022

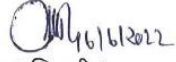
The Under Secretary (Hort.Science),
Indian Council of Agricultural Research,
Krishi Anusandhan Bhavan-II,
Pusa, New Delhi – 110 012.

विषय/Sub: Proceedings of the XVIII IMC meeting of ICAR-CTCRI- reg.

महोदय/Sir,


With reference to the above, please find enclosed herewith the proceedings of XVIII meeting of the Management Committee of this Institute held on 17.05.2022 along with the agenda items, for your kind perusal with the request to convey the approval for the same.

Yours faithfully,


वरिष्ठ प्रशासनिक अधिकारी /
Senior Administrative Officer i/c

अनुलग्नक / Encl:- as above

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भा.कृ.अनु.प - केंद्रीय कन्द फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद, कृषि और किसान कल्याण मंत्रालय, भारत सरकार)
श्रीकायम, तिरुवनन्तपुरम - 695 017, केरल, भारत

ICAR - CENTRAL TUBER CROPS RESEARCH INSTITUTE
(Indian Council of Agriculture Research, Ministry of Agriculture and Farmers Welfare, Govt. of India)
Sreekariyam, Thiruvananthapuram - 695 017, Kerala, India



फ. सं. /F.No. 42-1/2022-IMC.

दिनांक / Dated 16.06.2022

प्रमाणपत्र / CERTIFICATE

It is certified that the Institute Management Committee held on 17.05.2022 has considered only those items which are within its own powers delegated to the Institute Management Committee and the decision taken are as per rules, procedures and powers delegated to the IMC and no relaxation from Council is required.

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भा.कृ.अनु.प.-केन्द्रीय कंद फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद)

श्रीकारियम, तिरुवनंतपुरम - 695 017, केरल, भारत

ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

Sreekariyam, Thiruvananthapuram - 695 017, Kerala, India



**PROCEEDINGS OF THE XVIII INSTITUTE MANAGEMENT COMMITTEE
MEETING HELD ON 17.05.2022 AT 11.00 A.M.**

The XVIII Institute Management Committee Meeting of ICAR-Central Tuber Crops Research Institute, Thiruvananthapuram was held on 17th May, 2022. The meeting was chaired by Dr. M.N.Sheela, Director (Act.), ICAR-CTCRI, Thiruvananthapuram and the following Members/Dignitaries/Officers attended the meeting.

1.	Dr. M.N.Sheela Director (Act.), ICAR-CTCRI, Thiruvananthapuram .	Chairperson
2.	Dr. Manoj Kumar, Joint Director & Principal Scientist, ICAR-CPRI, RS, Modipuram	Member
3.	Dr. Kalavathi S, Principal Scientist (Rtd.), ICAR-CPCRI, Kayamkulam	Member
4.	Dr. Santhosh J Eapen, Principal Scientist (Rtd.), Crop Protection IISR Kozhikode	Member
5.	Dr Manish Das, Pr Scientist (HS), ICAR HQ	Member
6.	Shri. R K Babu, Senior Finance & Accounts Officer, ICAR-CIBA, Chennai.	Member
7.	Shri. P C Noble, Senior Administrative Officer i/c, ICAR-CTCRI, Thiruvananthapuram.	Member Secretary
8.	Dr. M.L.Jeeva, Prin. Scientist & Head (Acting), Division of Crop Protection, ICAR-CTCRI.	Special Invitee
9.	Dr. M S Sajeev, Prin. Scientist & Head, Section of Crop Utilization, ICAR-CTCRI	Special Invitee
10.	Dr. (Mrs.) Sheela Immanuel, Prin. Scientist & Head, Section of Extn. & Social Sciences, ICAR-CTCRI	Special Invitee

11.	Dr.G.Suja Prin. Scientist, Division of Crop Production, ICAR-CTCRI.	Special Invitee
12.	Dr. T.Makeshkumar, Prin.Scientist & SIC (PME Cell), ICAR-CTCRI.	Special Invitee
13.	Dr. Sunilkumar K, Prin. Scientist & SIC (Farm), ICAR-CTCRI.	Special Invitee
14.	Dr. Sunitha.S, Prin. Scientist & SIC (PC Cell), ICAR-CTCRI.	Special Invitee
15.	Shri. T D S Prakash, Senior Finance & Accounts Officer, ICAR-CTCRI.	Special Invitee
16.	Shri. T Vijayakumara Kurup, Assistant Administrative Officer, ICAR-CTCRI	Special Invitee

At the outset, the Member Secretary to the Institute Management Committee & Senior Administrative Officer i/c, ICAR-Central Tuber Crops Research Institute, Sreekariyam, Thiruvananthapuram, welcomed all the members of the Institute Management Committee. Dr. M.N.Sheela, Director (Act.), ICAR-CTCRI delivered the Chairperson's speech on the mandate, research activities and achievements of the Institute. This was followed by a brief presentation of minutes of the previous meeting held on 18.12.2020 by the Member Secretary. The action taken on each items was also reviewed.

When the previous meeting was apprised to the members in detail, the same was accepted and approved by the house. The Senior Administrative Officer presented the report of Establishment and Personnel Section. The Senior Finance & Accounts Officer presented the Progressive Expenditure of 2021-2022.

**1. Proposals for perusal and approval of the Institute Management Committee.
(Agenda Item No.18.8)**

Sl. No	Name of the Work	Amount (Lakh)												
1.	Condemnation/ replacement of Office vehicle bearing Registration No. KL-01-J-6539, Eicher LMV Omini Bus, 1996 Model(Distance covered- 2,45,599 Km.) Certified uneconomical for repairs and satisfies the norms for condemnation by the Executive Engineer, PWD mechanical division, Thiruvananthapuram.													
2.	Equipments <table><tr><th>Sl.No</th><th>Details of the equipment</th><th>Units</th><th>Unit cost (Rs. lakhs)</th><th>Total Cost (Rs. lakhs)</th><th>Justification</th></tr><tr><td>1</td><td>DSLR camera1</td><td>1</td><td>3.50</td><td>3.50</td><td>For use in photography unit for undertaking high resolution photography works of research</td></tr></table>	Sl.No	Details of the equipment	Units	Unit cost (Rs. lakhs)	Total Cost (Rs. lakhs)	Justification	1	DSLR camera1	1	3.50	3.50	For use in photography unit for undertaking high resolution photography works of research	50.8
Sl.No	Details of the equipment	Units	Unit cost (Rs. lakhs)	Total Cost (Rs. lakhs)	Justification									
1	DSLR camera1	1	3.50	3.50	For use in photography unit for undertaking high resolution photography works of research									

					experiments and other institute programs
2	Fabrication of prototype machines	1	1.50	1.50	For fabricating post harvest machines
3	Muffle furnace	1	1.00	1.00	For analysing the ash content of products
4	Tools & Machineries for SCSP project beneficiaries	1 set	2.00	2.00	To supply improved tools and machineries to beneficiaries for enhancing productivity
5	Audio conferencing system for RC	1	1.00	1.00	For audio conferencing needs of Regional centre
6	High Definition Video Conferencing kit for Regional Station	1	1.50	1.50	CTCRI has a regional station located at Bhubaneswar. At present there is no facility to connect our Headquarters with Regional station for important conferences.
7	High Definition Video conference system	1	3.00	3.00	Its essential to connect with regional centre as well as different centres across the country
8	Set of sieves (20, 60, 325 and 400 mesh)	1	1.00	1.00	For collecting soil samples extraction of nematodes from soil and planting
9	Electronic balance (Replacement)	1	2.20	2.20	For weighing chemicals in lab
10	Deep freezer (-20°C)	1	1.50	1.50	For preserving plant samples of molecular biology lab of Crop Improvement Division
11	Plant Canopy analyzer	1	5.00	5.00	For measuring canopy volume
12	Lightning arrester	1	5.00	5.00	For protecting IT equipment
13	Water purification system	1	3.50	3.50	For quantifying tuber extracts, DNA quantification etc of crop improvement division
14	Fabrication of prototypes of machineries	1	3.00	3.00	For the outsourcing for fabrication of prototypes of peeler, planters, graders, harvesters
15	CCTV camera for HQ	20	0.05	1.00	For surveillance in main campus, quarters, fields
16	Fumehood cabinet	1	1.50	1.50	To work with hazardous chemicals in molecular biology lab of crop improvement Division

	17	Horizontal Autoclave	1	3.00	3.00	For sterilization of media and glass wares in Crop Protection division	
	18	Flame Photometer	1	1.30	1.30	Not working, unserviceable, more than 12 years old	
	19	Lightning arrester	1	5.00	5.00	For protecting electronic equipments at RC-CTCRI	
	20	Tissue homogeniser	1	1.00	1.00	For macerating tissues for use in diagnosis	
	21	Table top centrifuges	1	1.00	1.00	For centrifugation	
	22	Portable soil test kit	1	1.30	1.30	For testing soil samples	
	23	Handheld pocket refractometer (digital) O-100o BX	1	1.00	1.00	To measure TSS content of food samples	
3.	Vehicles						8.0
	Sl. No.	Details	Units	Unit cost (Rs. lakhs)	Total Cost (Rs. in lakhs)	Justification	
	1	Four wheeler (As replacement of existing vehicle)	1	8.00	8.00	For smooth transportation and logistic support to the trainees, seminars workshops symposium organized by the institutes.	

4. Information Technology						27.4
Sl.No	Details of the equipment/software	Unit	Unit cost (Rs.lakhs)	Total Cost (Rs. lakhs)	Justification	
1	Computer Network file Server	1	4.00	4.00	The present server was procured in the year 2006 with 2TB storage space. Now the server is fully outdated and needs replacement. The storage is also full and cannot hold precious scientific data.	
2	Microsoft Office Pro Latest version SINGL OLP NL Academic Licence	50	0.07	3.50	Software Piracy Act is being implemented in India in a strict manner to avoid computer software piracy. We have around 150 computers available inside our campus including project/scheme computers. All the computers are using "Microsoft office Software" for data processing, presentation slide preparation and data analysis. The present Microsoft office licence was procured in the year 2007 and it is now fully outdated. Lot of advancements and new features came in the later versions and we are unable to utilise these facilities.	
3	Laptop Computers	5	0.70	3.50	For portable type of scientific applications, network trouble shooting etc. laptops are highly essential. The laptops purchased during 2011 are not working and needs to be replaced.	
4	Upgradation of the Existing Campus Wi-Fi network	1	3.75	3.75	The wifi connectivity has to be extended to new buildings and guest house	
5	Antivirus Software for the Institute IT network	10	0.01	0.10	To protect our computers from virus attacks, Antivirus software is highly essential	
6	Upgradation of CCTV surveillance system with more camera	1	3.00	3.00	Present CCTV surveillance system is having only 4 cameras and is now able to cover only the front portion of the Institute.	

						Installation of more cameras will improve the surveillance facilities.	
	7	Cloud service for Artificial Intelligence (AI)	1	2.45	2.45	This is essential for the AI programmes of the institute. The subscription provides API management, IoT core services, Machine learning studio, Open data sets and many other services most of which are free	
	8	Computer Systems	4	0.45	1.80	Most of the systems in our campus were procured in the Year 2000. Now most of the systems are fully outdated. The new staff members were not provided computers. ICAR is now gearing for full automation. For effective implementation of the full automation and sharing of scientific resources the systems are highly essential.	
	9	Printer and Scanner-Library	1	0.30	0.30	Printing office documents and publication	
	10	Network border Manageable switches for Extension of the Network connectivity	5	0.40	2.00	The existing core switch is now fully loaded with fiber ports and it cannot accommodate new modules for the extension of the fiber connectivity	
	11	Structured Network cabling extension to new nodes including active and passive components like racks, patch panels etc.	1	3.00	3.00	The existing core switch is now fully loaded with fiber ports and it cannot accommodate new modules for the extension of the fiber connectivity	
5.	Works Construction of Barbed wire fencing with 6ft pillars and repairing & re-carpeting of Farm roads at ICAR-CTCRI Thiruvananthapuram (Work in progress - Council's approval received vide letter No.3(14)/2007-EC dated 01.06.2020- approved for Rs.32.14 lakh amount spent- Rs.23.25 lakhs. balance to be utilized Rs.8.8 lakhs- work is under progress.						8.8
6.	Office Equipments and Furniture						
	SL NO	Details of the item	Unit	Unit Cost(Rs)	Total Cost (Rs)	Description	
	1	Book Shelf	7	0.15	1.05	For keeping books, official documents etc.	

	2	Filing Cabinet	3	0.12	0.36	For keeping the files	4.11
	3	Laboratory Chair	10	0.05	0.50	For the use in Tissue Culture Lab	
	4	Revolving height adjustable Laboratory Chair	9	0.03	0.27	For the use in Agronomy Lab for best laboratory practices	
	5	Sofa Set	1	0.51	0.51	For Conference Hall and Head's room at ICAR- CTCRI RC , BBSR	
	6	Almirah	3	0.16	0.49	The existing Almirah's are very old for safe storage of valuables	
	7	Office Chairs	5	0.03	0.21	For the use of Staffs	
	8	Computer Chairs	12	0.06	0.72	Replacement of the present Chairs in the ARIS Cell, procured in the year 2006. Most of them are damaged	
7.	Library						1.0

1. Condemnation /replacement of Office vehicle.

The proposal for the condemnation of Office vehicle, KL-01-J-6539, Eicher LMV Omni Bus, 1996 Model, which covered 2,45,599 Km. was placed before the IMC for approval

Recommendation of the IMC

The IMC deliberated upon the proposal along with the documents and recommended the proposal for the condemnation of the vehicle and also recommended for the purchase of another vehicle in its place mentioned in SL No.3.

2. Purchase of Equipments

Proposal for the purchase of Fresh equipments for various divisions and sections was placed before the august house of the IMC for approval.

Recommendation of the IMC

The IMC deliberated upon the proposal and recommended the proposal with the comment that the Equipments of the institute must always be updated for perfect output and should be in vogue.

4. Information Technology

Proposal for the purchase of IT equipments was placed before the august house of the IMC for approval.

Recommendation of the IMC

The IMC deliberated upon the proposal and came to the conclusion that Computer/Laptops are the need of the hour and should be provided to the staff as we are to work in a digiworld. The house recommended the proposal.

5. Works

The progress of the works viz the construction of Barbed wire fencing with 6ft pillars at and repairing and re-carpeting of Farm roads were submitted before the IMC.

Recommendation of the IMC

The progress of the works were scrutinized and the members were satisfied with the progress and recommended the proposal.

6. Office Equipments and Furniture

As most of the Furniture in the office are worn out , proposal for the purchase of the same was submitted before the IMC for clearance.

Recommendation of the IMC

The IMC deliberated upon the proposal and recommendation was made by the members.

7. Library

Purchase of Library books were also placed before the IMC.

Recommendation of the IMC

The IMC recommended the proposal with the comment that the Library is the vital portion of Knowledge and should be kept updated.

8. General discussion and remarks by the IMC members

Fruitful deliberations were made by the members during the meeting and it took a stock of the present state of affairs of the research activities. Points were raised by members regarding the need of increase in funds for infrastructures especially IT as ICAR is switching over to digital platforms, especially in Administrative side. The difficulty in making purchase through GeM was raised in the meeting the difficulty in procuring the correct specifications was an issue. Dr.Manoj Kumar and Dr. Manish Das, members of IMC, also commented that it is a serious issue and need to be brought to the notice of the Council. Need of additional fund for TA as the restrictions on the backdrop of pandemic has been lifted, position of availability of funds, pending audit paras etc. were also discussed.

The meeting concluded at 01.45 pm with a vote of thanks.


वरिष्ठ प्रशासनिक अधिकारी एवं सदस्य सचिव/
Sr. Administrative Officer & Member Secretary

32. Awareness material on the Right to Information Act, 2005.

(a)	The Right to Information Act, 2005 and amendments	:	https://cic.gov.in/sites/default/files/RTI-Act_English.pdf https://cic.gov.in/sites/default/files/rti-actinhindi.pdf https://cic.gov.in/sites/default/files/RTI/Notification-DOPT-IISch-Amdt.pdf
(b)	The Right to Information Rules , 2012	:	https://cic.gov.in/sites/default/files/RTI/RTIRules2012.pdf
(c.)	Right to Information (Regulation of Fee and Cost) Amendment Rules, 2006	:	https://cic.gov.in/sites/default/files/RTI/notification-dopt-ipo.pdf
(d)	Notification - Right to Information (Regulation of Fee and Cost) (Amendment) Rules, 2005	:	https://cic.gov.in/sites/default/files/RTI/RTI%20Fee%20Cost%20Rules%20Amendment.pdf
(e)	Notification - Right to Information (Regulation of Fee and Cost) Rules, 2005	:	https://cic.gov.in/sites/default/files/RTI/RTI%20Fee%20Cost%20Rules.pdf
(f)	Supreme Court Orders	:	https://cic.gov.in/sites/default/files/court%20orders/27%20Supreme%20court%20decisions.pdf https://cic.gov.in/sites/default/files/court%20orders/SC_New.pdf
(g)	High Court Order - File No. CIC/HUDCO/A/2017/195197 & CIC/HUDCO/C/2017/164658-Shri Vishwas Bhamburkar Vs Housing & Urban Development Corporation Limited	:	https://cic.gov.in/sites/default/files/court%20orders/HUDCO%20-%20high%20Court%20Order_compressed.pdf
(h)	Subject wise decisions of High Courts	:	https://cic.gov.in/sites/default/files/court%20orders/HCF.pdf
(i)	Some Case Laws on Frequently Sought Information	:	https://cic.gov.in/sites/default/files/court%20orders/SCE.pdf https://cic.gov.in/sites/default/files/court%20orders/HCS.pdf
(j)	Compendium of High Court judgement on orders of CIC.	:	https://cic.gov.in/sites/default/files/court%20orders/Compendium%20of%20HC%20judgment%20on%20orders%20of%20CIC.pdf
(k)	Compilation of OM's and Notifications on RTI Act, 2005	:	https://cic.gov.in/sites/default/files/Circulars%20%26Noification/CompendiumIRDivision_Latest%20-Compressed%281%29.pdf

33. Parliament Questions and Answers (2022-23)

NIL