

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

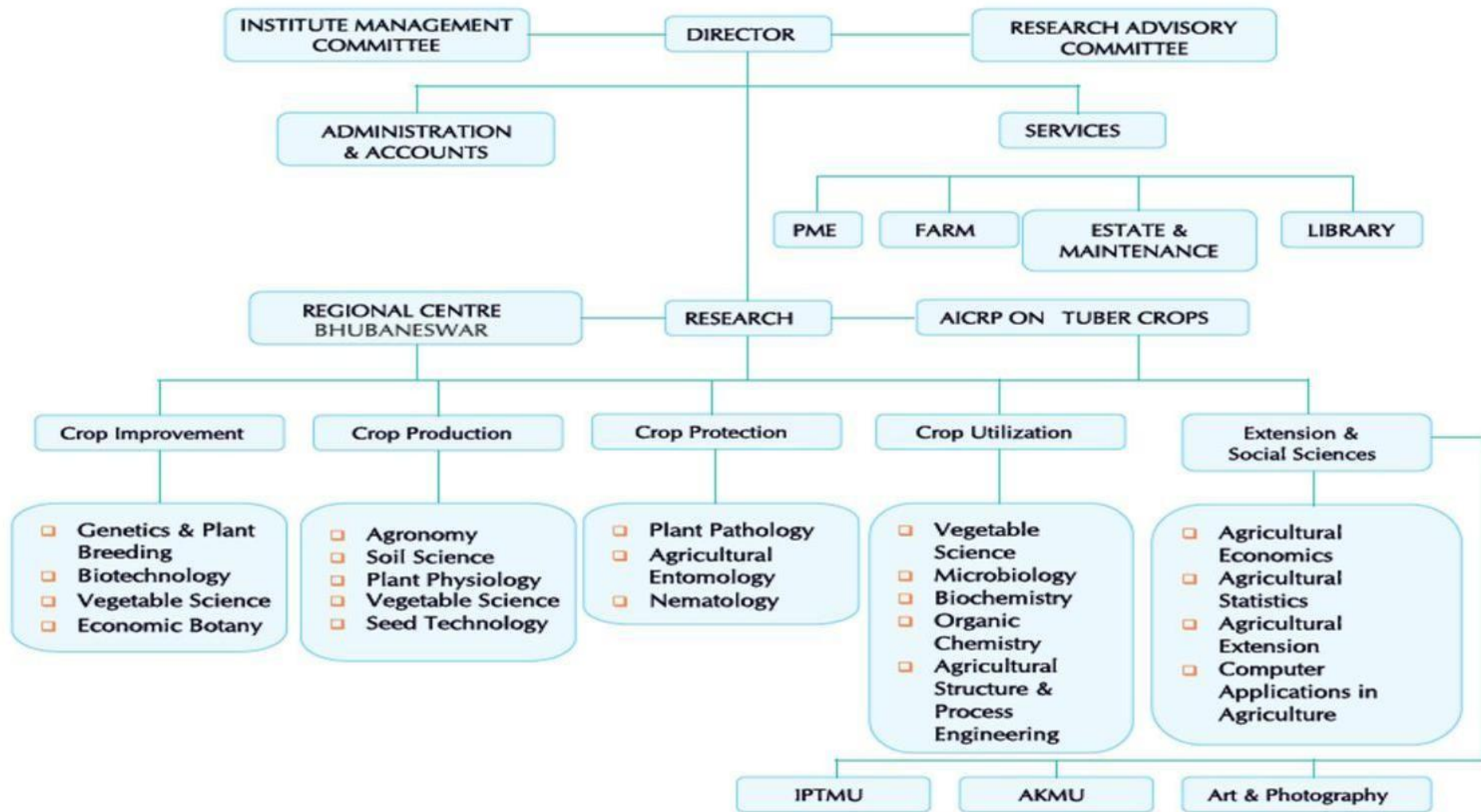
The Institute has a broad mandate of generating information on research of tropical tuber crops that will help to enhance productivity and improve the utilization potential.

- 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/MTS (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.	-	Chairman 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.	Dr. K. Muralidharan Dwaraka, Near Harijal Maha Vishnu Temple, Mogral Puttur PO, Kasaragod 671124	-	Member under Rule 66(a)(5)
6.	Shri. K .Narayana Gowda (Malali), Holenarasipura	-	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. Regi Jacob Thomas, 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. B Santhosh, Head, Reg. Centre of ICAR-CMFRI, Vizhinjam	-	Member under Rule 66(a)(6)
11.	Dr- Sudhakar Pandey, Asstt. Director General (Flowers, Vegetables, Spices & Medicinal Plants), ICAR	-	Member under Rule 66(a)(7)
12.	Mrs. Komal Sheokand, SFAO, CIBA, Chennai	-	Member under Rule 66(a)(8)
13.	SAO, ICAR-CTCRI, Thiruvananthapuram.	-	Member Secretary 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- Admn (Vol.III)

Date: 01.01.2024

कार्यालय आदेश/Office Order

In supersession of all previous orders, 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 effect from 01.01.2024.

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, Regional Station, Bhubaneswar Scientist-in-Charge, Farm Unit Officer-in-Charge, ITMU Scientist-in-Charge, AICRPTC Cell Chairman, E&M Unit Nodal Officer, HRDCell SAO SFAO AAO (Estt) AAO (Stores) * SOC meetings will be held during 1 st week of every month. * Dr. P. Prakash, Member, PME cell will plan the meetings, attend & prepare the proceedings on the same day of SOC meetings.	2	Priority Setting, Monitoring & Evaluation Cell (PME Cell) Scientist-in-Charge Dr. T. Makesh Kumar Member Secretary Smt. N. Sujathakumari Members Dr. D. Jaganathan* Dr. N. Krishna Radhika Dr. C. Pradeepika Dr. B.G. Sangeetha Dr. J. Suresh Kumar Dr. P. Prakash Dr. R. Arutselvan *Will beSIC, PME Cell in the absence of regular SIC,either on tour orleave
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. Sheela Immanuel Dr. E.R. Harish Member Secretary, IRC	4	Institute Variety Release Committee (IVRC) Chairman Head, Crop Improvement Member Secretary Scientist-in-Charge, PME Cell Members Head, Crop Production Head, Crop Protection Scientist-in-Charge, Crop Utilization Scientist-in-Charge, Extension & Social Sciences Scientist-in-Charge, RS, Bhubaneswar Officer-in-Charge, ITMU Member Secretary, IRC
5	Institute Germplasm Identification Committee (IGIC) Chairman Head, Crop Improvement Member Secretary Dr. C. Visalakshi Chandra Members Scientist-in-Charge, PME Cell Officer-in-Charge, ITMU Scientist-in-Charge, AICRPTC Cell Member Secretary, IRC	6	Institute Academic Committee Chairperson Dr. M.L. Jeeva Member Secretary Smt. N. Sujathakumari Members Scientist-in-Charge, PME Cell Dr. Shirly Raichal Anil Dr. A.N. Jyothi Dr. J. Sreekumar Dr. R. Muthuraj SAO
7	Institute Publications Committee (IPC) (Other than Annual Report and Newsletter) Chairperson Dr. Suja G. Member Secretary	8	Annual Report Committee Chief Editor *Dr. Suja G. Editors Dr. S.S. Veena

	<p>Smt. N. Sujathakumari</p> <p>Members Scientist-in-Charge, PME Cell Dr. S.S. Veena Dr. K. Laxminarayana Dr. A.N. Jyothi Dr. J. Sreekumar Dr. D. Jaganathan Dr. K.M. Senthilkumar</p>		<p>Dr. A. Asha Devi Dr. A.N. Jyothi Dr. V. Ramesh Dr. K.M. Senthilkumar Dr. P. Prakash</p> <p>*Annual Report will be published on or before 31 March 2024.</p>
9	<p>Newsletter Committee Chief Editors *Dr. A.N. Jyothi *Dr. Sheela Immanuel Editors Dr. Kalidas Pati Dr. H. Kesava Kumar Dr. K.M. Senthilkumar Dr. J. Suresh Kumar * Quarterly Newsletters will be published during the succeeding month of completion of each respective quarter</p>	10	<p>Institute Research Committee (IRC) Chairman Director Member Secretary *Dr. D. Jaganathan Members All Scientists *IRC meeting will be conducted during first week of April</p>
11	<p>AICRP TC Cell Scientist-in-Charge Dr. J. Sreekumar Scientist *Dr. H. Kesava Kumar * AICRPTC Annual Report 2023 will be published on or before 31 March 2024. * 24th AGM will be conducted during 4th week of April 2024</p>	12	<p>Farm Unit Scientist-in-Charge Dr. Saravanan Raju Technical Staff Sri. V.R. Sasankan Sri. A.S. Manikuttan Nair Skilled Support Staff Sri. K. Saratchandra Kumar Sri. S. Radhakrishnan Nair</p>
13	<p>Farm Advisory Committee Chairman Head, Crop Production Member Secretary Scientist-in-Charge, Farm Members Head, Crop Improvement Head, Crop Protection Scientist-in-Charge, Crop Utilization Scientist-in-Charge, Extension & Social Sciences Sri. V.R. Sasankan SAO SFAO</p>	14	<p>Estate & Maintenance (E&M) Unit (Works, Security, Cleaning & Sanitation, Telephone, Vehicles, Electrical maintenance/Substation, Water supply and Irrigation, ARIS Cell, Millennium Hall, Golden Jubilee Hall, Committee Room, Biometric Attendance, e-office, CCTV, GeM Portal/e-procurement, Engineering Workshop) Chairman *Dr. M.S. Sajeew 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 *Engineering Workshop currently defunct to be made functional by 31.03.2024</p>
15	<p>Quarters Allotment Committee Chairman Dr. C. Mohan Member Secretary AAO (Stores) Members OIC, E&M Unit Sri. M. Kuriakose Sri. G. Shajikumar Sri. T.M. Shinil Sri. C. Chandru</p>	16	<p>Store Purchase Advisory Committee (SPAC) Chairperson Dr. A.N. Jyothi Member Secretary AAO (Stores) Members Scientist-in-Charge, Farm Unit Officer-in-Charge, E&M Unit Dr. K.I. Asha Dr. P. Prakash SAO SFAO</p>
17	<p>HRD Cell (Training & capacity building of staff of ICAR-CTCRI and stakeholders of ICAR-CTCRI) Nodal Officer *Dr. Sheela Immanuel Co-Nodal Officer</p>	18	<p>Institute Technology Management Unit (ITMU) (All IP protection, maintenance and transfer / commercialization related matters and professional service functions (PSF)) Officer-in-Charge</p>

	<p>Dr. P. Prakash Members Dr. Shirly Raichal Anil Dr. L.S. Rajeswari Dr. S. Shanavas Dr. S. Karthikeyan Sri. T. Manikantan Nair tmS. suoicola iniR Sri. Sreenath Vijay Sri. P. Aswin Raj</p> <p>* Training Calendar 2024-25 will be published by 31.03.2024 * Trainings for SSS and Administrative Staff will be organized at IMG, Thiruvananthapuram during February and April 2024 respectively</p>		<p>Dr. P. Sethuraman Sivakumar Member Secretary Dr. T. Krishnakumar Members Dr. M. Nedunchezhiyan Dr. A.N. Jyothi Dr. R. Muthuraj Dr. H. Kesava Kumar Dr. P. Prakash Dr. S.N. Rahana Smt. N. Sujathakumari SAO SFAO</p>
19	<p>Agricultural Knowledge Management Unit (AKMU) (Management of Website, Krishi Portal, ERP & Digital/Social Media) Chairman Scientist-in-Charge, ESS Scientist-in-Charge *Dr. V.S. Santhosh Mithra Member Secretary Dr. N. Krishna Radhika Members Sri. A. Madhu Dr. S. Karthikeyan Sri. S.K. Jata Smt. S.S. Sneha Smt. V.S. Remya *Institute website to be improved by 31.03.2024 *Online repository of all recent and other important institute publications to be made available by 31.03.2024</p>	20	<p>Institute Seed Committee Chairman Head, Crop Production Member Secretary Scientist-in-Charge, Farm Members Dr. M.L. Jeeva Dr. K. Laxminarayana Dr. Shirly Raichal Anil Dr. K. Sunilkumar Dr. R. Muthuraj Officer-in-Charge, ITMU Dr. E.R. Harish Sri. V.R. Sasankan Sri. A.S. Manikuttan Nair SAO SFAO</p>
21	<p>Institute Deputation Committee (IDC) Chairperson Dr. Suja G. Member Secretary Scientist-in-Charge, PME Cell Members Dr. Manas Ranjan Sahoo Dr. Sheela Immanuel Dr. M.L. Jeeva Dr. A.N. Jyothi Dr. K. Laxminarayana SAO SFAO</p>	22	<p>Science Forum Chairman Director Member Secretary *Dr. K.M. Senthilkumar Members All scientists, technical staff, project staff & students *There will be one meeting during last week of every month *Proceedings will be brought out on the next day of the meetings</p>
23	<p>Public Information Cell(RTI Act) Appellate Authority Dr. K. Susan John Central Public Information Officer (CPIO) Sri. S. Bhadra Kumar Asst.Central Public Information Officer (ACPIO) Dr. B.S. Prakash Krishnan</p>	24	<p>Institute Transfer Committee Chairman Head, Crop Production Member Secretary SAO Members Head, Crop Protection Head, Crop Improvement Scientist-in-Charge, Crop Utilization Scientist-in-Charge, Extension & Social Sciences Scientist-in-Charge, RS, Bhubaneswar SFAO</p>
25	<p>Exhibition Committee (To organize exhibitions and attend duties) Chairman Scientist-in-Charge, Extension & Social Sciences Member Secretary Dr. P. Prakash Members Dr. P. Sethuraman Sivakumar Dr. E.R. Harish Dr. H. KesavaKumar Dr. T. Krishnakumar Dr. C. Pradeepika Dr. S.N. Rahana</p>	26	<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</p>

	<p>Sri. V.S. Sreekumar Dr. P.S. Shameer Sri. B. Satheesan Sri. T.M. Shinil Sri. G. Shajikumar Sri. K. Sunil Sri. K. Chandran Smt. RiniAlocious Smt. R. Nijamol Sri. P. Aswin Raj Sri. N. Shiju Smt. R. Anuja</p>		<p>Caretakers Sri. N. Shiju, Caretaker, Guest House Sri. P. Aswin Raj, Caretaker, Guest House (in absence of Sri. N. Shiju) Sri. S. Radhakrishnan Nair, Caretaker, Canteen Sri. K. Saratchandra Kumar, Caretaker, Canteen Sri. K. Sivadas</p>
27	<p>Event Management Committee (Complete Logistics for all Official Meetings/Programmes) Chairman Dr. M.S. Sajeev Co-Chairpersons Dr. A. AshaDevi Dr. C. Visalakshi Chandra Dr. S.N. Rahana Member Secretary Sri. A. Madhu Sri. M. Kuriakose Sri. B. Renjith Kishor Dr. B.S. Prakash Krishnan Sri. L. Luke Armstrong Sri. B. Satheesan Sri. O.C. Ayyappan Smt. C.G. Chandra Bindu Sri. Sreenath Vijay Smt. L. Sariitha Smt. Rini Alocious Smt. P. Vidhya</p>	28	<p>Public Relations and Media Liaison Committee (Preparation and delivery of news items to DKMA, Press, ICAR-CTCRI website, Digital Media, Social Media etc.) Chairman Scientist-in-Charge, ESS Member Secretary Dr. E.R. Harish Members Sri. K. Hanume Gowda Sri. V.S. Sreekumar Dr. P.S. Shameer Smt. B.S. Deepa Sri. S. Sasikumar Sri. S. Sreekumar Sri. S. Abhishek</p>
29	<p>Staff Welfare FundCommittee Chairman Dr. P. Murugesan Member Secretary AAO (Estt.) Members SAO SFAO Dr. L.S. Rajeswari Sri. N. Jayachandran Sri. R.S. Adarsh Sri. Stiphin George Smt. S.L. Jyothi Smt. C.P. Gayathri</p>	30	<p>Contractual Services Committee Chairman Dr. K. Sunilkumar Member Secretary AAO (Store) Members Dr. T. Krishnakumar Dr. B.G. Sangeetha Dr. S.N. Rahana Sri. V.R. Sasankan Sri. A.S. Manikuttan Nair SAO SFAO</p>
31	<p>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. K. Sunil Sri. C. Chandru Sri. D. Arun Raj Smt. S. Anjitha</p>	32	<p>Official Language Implementation Committee (OLIC) Chairman Director Liaison Officer Dr. A. Asha Devi Member Secretary Dr. S. Shanavas Members SAO Dr. B.S. Prakash Krishnan Sri. K. Sunil Sri. N. Jayachandran Sri. R.S. Adarsh Smt. V.S. Remya Sri. P. Aswin Raj</p>
33	<p>Price Fixation & Auction Committee Chairman Dr. M.S. Sajeev Member Secretary * Scientist-in-Charge, Farm Members</p>	34	<p>Women Welfare & Grievance Cell Chairperson Dr. S.S. Veena Member Secretary Dr. C. Visalakshi Chandra Members</p>

	<p>Officer-in-Charge, ITMU Dr. C. Mohan Dr. B.G. Sangeetha Dr. P. Prakash Officer-in-Charge, E&M Unit Sri. V.R. Sasankan SAO SFAO * Prices of all items will be reviewed and revised, if needed, during first week of January and July * Auction of all unserviceable items will be completed by 31.03.2024</p>		<p>Dr. N. Krishna Radhika Sri. S. Bhadra Kumar Smt. B.S. Deepa Smt. Rini Alocious Smt. S. Sunitha Smt. S. Anjitha Smt. Rohini K. Nair External Member Smt. Jyothi Rachel Varghese, SMS, Mitraniketan KVK, Vellanad, Thiruvananthapuram</p>
35	<p>Mera Gaon Mera Gaurav (MGMG) Committee Nodal Officer *Dr. Sheela Immanuel Members Dr. N. Krishna Radhika Dr. S.N. Rahana Dr. V.B.S. Chauhan * Groups and villages to be relooked and reorganized, if needed, and a new order to be issued with effect from 01.01.2024</p>	36	<p>Institute Corpus Fund Committee Chairman Director Member Secretary SAO Members Dr. Suja G. Dr. T. Makesh Kumar Dr. Manas Ranjan Sahoo Dr. A.N. Jyothi Dr. J. Sreekumar Dr. K. Laxminarayana Scientist-in-Charge, Farm Officer-in-Charge, ITMU Officer-in-Charge, E&M Unit SFAO</p>
37	<p>Swacchh Bharat Committee Chairman Dr. V. Ramesh Member Secretary Dr. S. Karthikeyan Members Dr. K.I. Asha Dr. R. Muthuraj Dr. V.B.S. Chauhan Sri. V.R. Sasankan Sri. G. Suresh Sri. G. Shajikumar Sri. K. Sunil Sri. S.K. Jata Sri. K. Chandran Smt. S. Sunitha Sri. D. Arun Raj Sri. G. Madhu Sri. L. Samynathan Sri. S. Abhishek</p>	38	<p>Library Committee Chairman Dr. V.S. Santhosh Mithra Member Secretary Smt. B.S. Deepa Members Dr. Saravanan Raju Dr. Sujatha.T.P Dr. Kalidas Pati Dr. T. Krishnakumar Dr. B.G. Sangeetha SAO SFAO</p>
39	<p>Recruitment Cell Chairman Dr. D. Jaganathan Member Secretary Assistant Administrative Officer (Estt.) Members Dr. B.G. Sangeetha Dr. T. Krishnakumar Dr. P. Prakash Dr. B.S. Prakash Krishnan Dr. S. Karthikeyan Smt. B.S. Deepa Smt. S.S. Sneha Sri. R.S. Adarsh Sri. C. Chandru Sri. N. Jayachandran Sri. P. Aswin Raj Smt. V.S. Remya</p>	40	<p>Field Diagnostic Team Chairperson Dr. Suja G. Member Secretary Dr. E.R. Harish Members Dr. K. Susan John Dr. V. Ramesh Dr. R. Muthuraj Dr. M.L. Jeeva Dr. S.S. Veena Dr. H. Kesava Kumar Dr. C. Mohan Dr. C. Visalakshi Chandra Dr. V.S. Santhosh Mithra Dr. P. Sethuraman Sivakumar Dr. M. Nedunchezhiyan Dr. K. Laxminarayana Dr. Kalidas Pati Dr. R. Arutselvan Sri. B. Satheesan Sri. D.T.Rejin Sri. T.M. Shinil</p>
41	<p>Liaison Officer/Nodal Officer, SC & ST Dr. R. Muthuraj</p>		

Liaison Officer, OBC Dr. C. Mohan Liaison Officer, Economically Weaker Sections (EWS) Dr. K. Susan John	
--	--

Director's Cell and Common Facilities			
42	Director's Cell Sri. A. Madhu, Chief Technical Officer Sri. S. Sasikumar, Private Secretary to Director Smt. L. Saritha, Personal Assistant to Director Sri. K. Sivadas, Skilled Support Staff	43	Farmer Facilitation Centre (FFC) Scientists-in-Charge Scientist-in-Charge, Farm & Scientist-in-Charge, ABI Members Sri. V.R. Sasankan Sri. A.S. Manikkuttan Nair
44	Agribusiness Incubator (ABI) Scientist-in-Charge Dr. P. Sethuraman Sivakumar	45	Techno Incubation Centre (TIC) Scientist-in-Charge Dr. M.S. Sajeev
46	Crop Museum Scientist-in-Charge Head, Crop Production Member Sri. D.T. Rejin	47	Institute Museum Scientist-in-Charge Dr. J. Sreekumar Member Dr. D. Jaganathan
48	Dairy Unit & Livestock Management Committee Chairperson Dr. Suja G. Member Secretary Sri. D.T. Rejin Members Sri. V.R. Sasankan Sri. B. Satheesan Smt. V.S. Remya	49	Bioinputs Production Unit Scientist-in-Charge Dr. Suja G. Members Dr. M.L. Jeeva Dr. S.S. Veena Dr. P. Sethuraman Sivakumar Dr. E.R. Harish Dr. S. Karthikeyan Sri. B. Satheesan Smt. R. Anuja
50	Seedlings Production Unit (IFS) Scientist-in-Charge Dr. Suja G. Members Dr. S. Sunitha Dr. K. Sunilkumar Dr. J. Suresh Kumar Sri. B. Satheesan	51	Customized Fertilizer Production Unit Scientist-in-Charge Dr. G. Byju Members Dr. K. Susan John Dr. V. Ramesh Dr. R. Muthuraj Dr. D. Jaganathan Sri. D.T. Rejin
52	Automatic Weather Station Scientist-in-Charge Dr. S. Sunitha		

All Chairmen/Nodal Officers/Scientists-in-Charge/Officers-in-Charge of different committees/ facilities are requested to develop clear guidelines and road map for 2024.

This is issued with the approval of the Director.

Sd/-
वरिष्ठ प्रशासनिक अधिकारी प्रभारी /
Senior Administrative Officer i/c

वितरण/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)	:	3722.76																																																																																																																																												
16.	Budget for each agency and plan and programmes (Rs. in lakhs)	:	Institute : 3148.90 AICRP on Tuber Crops : 573.86																																																																																																																																												
17.	Proposed expenditures (Rs. in lakhs)	:	3717.35																																																																																																																																												
18.	Revised Budget for each agency, if any.	:	Revised Estimate will be submitted in the month of Sept./Oct.																																																																																																																																												
19.	Report on disbursements made and place 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)	:	28.24																																																																																																																																												
21.	Foreign tours by officials	:	No foreign visits made by officials in 2023-24.																																																																																																																																												
22.	Progressive Expenditure 2023-24																																																																																																																																														
ICAR-CTCRI, TRIVANDRUM																																																																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Code</th> <th style="width: 30%;">Head of Account Name</th> <th style="width: 15%;">SCHEME RE 2023-24</th> <th style="width: 15%;">NON-SCHEME RE 2023-24</th> <th style="width: 35%;">Progressive Expenditure (Rs. in lakhs)</th> </tr> </thead> <tbody> <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></td> <td></td> <td></td> </tr> <tr> <td></td> <td>B. Building</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td> i. Office building</td> <td>22.45</td> <td>0.00</td> <td>22.45</td> </tr> <tr> <td></td> <td> iii. Minor Works</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>2</td> <td>Equipments - Institute</td> <td>31.42</td> <td>0.00</td> <td>31.42</td> </tr> <tr> <td></td> <td> - SCSP</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td> - TSP</td> <td>4.00</td> <td>0.00</td> <td>3.99</td> </tr> <tr> <td>3</td> <td>Information Technology</td> <td>38.31</td> <td>0.00</td> <td>38.31</td> </tr> <tr> <td>4</td> <td>Library Books and Journals</td> <td>0.85</td> <td>0.00</td> <td>0.85</td> </tr> <tr> <td>5</td> <td>Vehicles & Vessels</td> <td>2.27</td> <td>0.00</td> <td>2.27</td> </tr> <tr> <td>6</td> <td>Furniture & Fixtures</td> <td>4.70</td> <td>0.00</td> <td>4.70</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>2171.42</td> <td>0.00</td> <td>2,171.42</td> </tr> <tr> <td></td> <td>B. Pension & Other Retirement Benefits</td> <td>258.48</td> <td>0.00</td> <td>258.48</td> </tr> <tr> <td></td> <td>C. Loans & Advances</td> <td>1.00</td> <td>0.00</td> <td>1.00</td> </tr> <tr> <td>2</td> <td>Traveling Allowances</td> <td></td> <td>0.00</td> <td>26.77</td> </tr> <tr> <td>3</td> <td>Research & Operational Expenses</td> <td></td> <td>10.76</td> <td>226.41</td> </tr> <tr> <td>4</td> <td>Administrative Expenses</td> <td>500.00</td> <td>9.24</td> <td>252.30</td> </tr> <tr> <td>5</td> <td>Miscellaneous</td> <td></td> <td>0.00</td> <td>14.52</td> </tr> <tr> <td></td> <td> NEH</td> <td>30.00</td> <td>0.00</td> <td>25.88</td> </tr> <tr> <td></td> <td> TSP</td> <td>40.00</td> <td>0.00</td> <td>40.00</td> </tr> <tr> <td></td> <td> SCSP</td> <td>25.00</td> <td>0.00</td> <td>25.00</td> </tr> <tr> <td></td> <td>Total - Revenue</td> <td>3025.90</td> <td>20.00</td> <td>3041.78</td> </tr> <tr> <td></td> <td>GRAND TOTAL (Capital + Revenue)</td> <td>3129.90</td> <td>20.00</td> <td>3,145.77</td> </tr> </tbody> </table>				Code	Head of Account Name	SCHEME RE 2023-24	NON-SCHEME RE 2023-24	Progressive Expenditure (Rs. in lakhs)	CAPITAL					1	Works					A. Land					B. Building					i. Office building	22.45	0.00	22.45		iii. Minor Works	0.00	0.00	0.00	2	Equipments - Institute	31.42	0.00	31.42		- SCSP	0.00	0.00	0.00		- TSP	4.00	0.00	3.99	3	Information Technology	38.31	0.00	38.31	4	Library Books and Journals	0.85	0.00	0.85	5	Vehicles & Vessels	2.27	0.00	2.27	6	Furniture & Fixtures	4.70	0.00	4.70		Total - Capital	104.00	0.00	103.99	REVENUE					1	A. Establishment Charges	2171.42	0.00	2,171.42		B. Pension & Other Retirement Benefits	258.48	0.00	258.48		C. Loans & Advances	1.00	0.00	1.00	2	Traveling Allowances		0.00	26.77	3	Research & Operational Expenses		10.76	226.41	4	Administrative Expenses	500.00	9.24	252.30	5	Miscellaneous		0.00	14.52		NEH	30.00	0.00	25.88		TSP	40.00	0.00	40.00		SCSP	25.00	0.00	25.00		Total - Revenue	3025.90	20.00	3041.78		GRAND TOTAL (Capital + Revenue)	3129.90	20.00	3,145.77
Code	Head of Account Name	SCHEME RE 2023-24	NON-SCHEME RE 2023-24	Progressive Expenditure (Rs. in lakhs)																																																																																																																																											
CAPITAL																																																																																																																																															
1	Works																																																																																																																																														
	A. Land																																																																																																																																														
	B. Building																																																																																																																																														
	i. Office building	22.45	0.00	22.45																																																																																																																																											
	iii. Minor Works	0.00	0.00	0.00																																																																																																																																											
2	Equipments - Institute	31.42	0.00	31.42																																																																																																																																											
	- SCSP	0.00	0.00	0.00																																																																																																																																											
	- TSP	4.00	0.00	3.99																																																																																																																																											
3	Information Technology	38.31	0.00	38.31																																																																																																																																											
4	Library Books and Journals	0.85	0.00	0.85																																																																																																																																											
5	Vehicles & Vessels	2.27	0.00	2.27																																																																																																																																											
6	Furniture & Fixtures	4.70	0.00	4.70																																																																																																																																											
	Total - Capital	104.00	0.00	103.99																																																																																																																																											
REVENUE																																																																																																																																															
1	A. Establishment Charges	2171.42	0.00	2,171.42																																																																																																																																											
	B. Pension & Other Retirement Benefits	258.48	0.00	258.48																																																																																																																																											
	C. Loans & Advances	1.00	0.00	1.00																																																																																																																																											
2	Traveling Allowances		0.00	26.77																																																																																																																																											
3	Research & Operational Expenses		10.76	226.41																																																																																																																																											
4	Administrative Expenses	500.00	9.24	252.30																																																																																																																																											
5	Miscellaneous		0.00	14.52																																																																																																																																											
	NEH	30.00	0.00	25.88																																																																																																																																											
	TSP	40.00	0.00	40.00																																																																																																																																											
	SCSP	25.00	0.00	25.00																																																																																																																																											
	Total - Revenue	3025.90	20.00	3041.78																																																																																																																																											
	GRAND TOTAL (Capital + Revenue)	3129.90	20.00	3,145.77																																																																																																																																											

23. Audit Paras

To
FAO for ne
By
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 (HQ)

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.


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

FAO

17/4/23

78/
17/4/2023

Yours faithfully,


Sr. Accounts Officer (IAW)

**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 Buildong, 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 their on from Shri.K P Balan, Scientist.	Sh.K.P Balan, Skilled Support Staff, was made to retire from service due to his long un authorised 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

D Sub
Subj to vantage

	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.

D Sub

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.	24.04.2023	Adv. Varna Valsaraj	Application	Information of Appointment	18.05.2023
2.	24.04.2023	Adv. Varna Valsaraj	Application	Details of Vacancies at CTCRI	22.05.2023
3.	07.05.2023	Shri. Joshy Jose	Application	Details of GeM Bid	02.06.2023
4.	19.06.2023	Shri. Joshy Jose	Appeal	Details of GeM Bid	13.07.2023
5.	01.06.2023	Ms. Varshini R	Transfer	Production details of Cassava in India	13.06.2023
6.	27.06.2023	Shri. Joshy Jose	Transfer	Details of GeM Bid	19.07.2023
7.	14.08.2023	Mr. Ramesh Babu	Application	Details of planting materials	12.09.2023
8.	10.09.2023	Shri. Syed Ahmed	Application	Details of public authority	14.09.2023
9.	26.09.2023	Shri. Syed Ahmed	Application	Number of RTI applications at CTCRI in 2022	17.10.2023
10.	23.10.2023	Shri. Syed Ahmed	Application	Number of RTI applications at CTCRI in 2019	20.11.2023
11.	28.11.2023	Ms. Diya Choudhary	Transfer	Budget details of DARE	11.12.2023
12.	13.12.2023	Shri. Syed Ahmed	Application	Number of RTI applications at CTCRI in 2017	04.01.2024
13.	06.12.2023	Ms. Nargis	Transfer	Details of Guest House	12.12.2023
14.	04.12.2023	Dr. Jitendra Singh	Transfer	Details of Dr.Phool Chand Jat, Principal Scientist of ICAR-IIFSR	04.01.2024
15.	02.01.2024	Sri. Rahul Kumar	Application	Details of Compassionate Vacancy	04.01.2024
16.	30.01.2024	Shri. Ahamed Meera Thamby	Application	Details of RTI Officers	19.02.2024




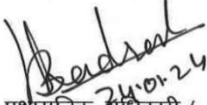
30. SALARY DETAILS OF STAFF OF ICAR-CTCRI FOR THE MONTH OF JUNE 2024
(FOR BOTH HQ, THIRUVANANTHAPURAM & REGIONAL CENTRE, BHUBANESWAR)

Sl. No.	Name	Designation	Gross Pay (incl.NPS contribution of Govt.) (Rs.)
1.	Dr. G.Byju	Director	Rs. 366576/-
2.	Dr. Susan John.K	Prin. Scientist	Rs. 361224/-
3.	Dr. M.Nedunchezhiyan (RS)	Prin. Scientist	Rs. 371976/-
4.	Dr. G.Suja	Prin. Scientist HoD	Rs. 371976/-
5.	Dr.(Mrs.)Sheela Immanuel	Prin. Scientist	Rs. 361224/-
6.	Dr. S.Sunitha	Prin. Scientist	Rs. 361224/-
7.	Dr. M.L.Jeeva	Prin. Scientist	Rs. 371976/-
8.	Dr. M.S.Sajeev	Prin. Scientist	Rs. 371976/-
9.	Dr. Asha K.I.	Prin. Scientist	Rs. 361224/-
10.	Dr. SS.Veena	Prin. Scientist	Rs. 340728/-
11.	Dr. K.Laxminarayana (RS)	Prin. Scientist SIC	Rs. 330984/-
12.	Dr. Shirly Raichal Anil	Prin. Scientist	Rs. 371976/-
13.	Dr. J.Sreekumar	Prin. Scientist SIC	Rs. 312336/-
14.	Dr. V.S.Santhosh Mithra	Prin. Scientist	Rs. 312336/-
15.	Dr. T.Makeesh Kumar	Prin. Scientist HoD	Rs. 330984/-
16.	Dr. V.Ramesh	Prin. Scientist	Rs. 312336/-
17.	Dr. C.Mohan	Prin. Scientist	Rs. 330984/-
18.	Dr. Saravanan Raju	Prin. Scientist	Rs. 340728/-
19.	Dr.R.Muthuraj	Prin. Scientist	Rs. 312336/-
20.	Dr. A.N Jyothi	Prin. Scientist SIC	Rs. 330984/-
21.	Dr. Asha Devi	Prin. Scientist	Rs. 330984/-
22.	Dr. P Murugesan	Prin. Scientist	Rs. 361224/-
23.	Dr. P.S.Sivakumar	Prin. Scientist	Rs. 303432/-
24.	Dr Sunilkumar K	Prin. Scientist	Rs. 321576/-
25.	Dr. L.K.Bharathi	Prin. Scientist	Rs. 303432/-
26.	Dr.Manas Ranjan Sahoo	Prin. Scientist HoD	Rs. 330858/-
27.	Dr. D Jaganathan	Sr. Scientist	Rs. 276804/-
28.	Dr. H. Kesavakumar	Sr. Scientist	Rs. 194184/-
29.	Dr. Harish.E.R.	Sr. Scientist	Rs. 183411/-
30.	Dr. Krishna Radhika N	Sr. Scientist	Rs. 190917/-
31.	Dr. Kalidas Pati (RS)	Sr. Scientist	Rs. 208008/-
32.	Sh. Hanume Gowda.K (RS)	Scientist	Rs. 160947/-
33.	Ms. Pradeepika Chintha	Scientist	Rs. 160947/-
34.	Dr. Vijay Bahadur Singh Chauhan (RS)	Scientist	Rs. 175311/-
35.	Dr. Visalakshi Chandra C	Scientist	Rs. 175311/-
36.	Dr. Sangeetha.B G.	Scientist	Rs. 156411/-
37.	Sh. Arutselvan R (RS)	Scientist	Rs. 152064/-
38.	Sh. J. Sureshkumar	Scientist	Rs. 152064/-
39.	Dr. Krishnakumar T	Scientist	Rs. 152064/-
40.	Dr. Sujatha T P	Scientist	Rs. 180225/-
41.	Sh. Prakash P	Scientist	Rs. 152064/-
42.	Dr. Senthil Kumar K M	Scientist	Rs. 160947/-
43.	Dr. Rahana S.N.	Scientist	Rs. 165483/-
44.	Mr. Bhadra Kumar	SAO	Rs. 123150/-
45.	Ms. Jessymol Antony	SFAO i/c	Rs. 132072/-
46.	Mr. A. Lakshmana Rao (RS)	AAO	Rs. 76200/-

47.	Mr. S.Sasikumr	Private Secy.	Rs. 123828/-
48.	Mr. J.Unni	Assistant	Rs. 101148/-
49.	Mr. Sreekumar.S	Assistant	Rs. 78132/-
50.	Mr. Adarsh.R.S.	UDC	Rs. 62046/-
51.	Ms.S.Sunitha	Per. Assistant	Rs. 110388/-
52.	Mr. Chandru.C	UDC	Rs. 62046/-
53.	Mr. Jayachandran.N.	UDC	Rs. 58644/-
54.	Ms. Chandra Bindu C.G.	UDC	Rs. 58644/-
55.	Ms. Rohini K Nair	LDC	Rs. 45792/-
56.	Mr Arun Raj D	LDC	Rs. 50328/-
57.	Mr. Stiphin George	LDC	Rs. 45792/-
58.	Mr. Saritha. L	Per. Assistant	Rs. 80379/-
59.	Ms. Anjitha.S.	LDC	Rs. 46332/-
60.	Ms.N.Sujathakumari	CTO	Rs. 189741/-
61.	Dr. L.S.Rajeswari	CTO	Rs. 173064/-
62.	Mr. A.Madhu	CTO	Rs. 183312/-
63.	Mr. M.Kuriakose	CTO	Rs. 90060/-
64.	Mr. V.R.Sasankan	ACTO	Rs. 141312/-
65.	Mr. B.Renjithkishor	ACTO	Rs. 137280/-
66.	Mr. V.S.Sreekumar	ACTO	Rs. 141312/-
67.	Mr. P.K. Mati [RS]	TO	Rs. 101700/-
68.	Mr. A.S.Manikuttan Nair	TO	Rs. 104172/-
69.	Mr. B. B. Das [Rs]	STO	Rs. 114600/-
70.	Mr.G.Suresh	TO	Rs. 104172/-
71.	Dr. Prakash Krishnan.B S	TO	Rs. 95310/-
72.	Dr. Sushanta K.Jata [RS]	TO	Rs. 86490/-
73.	Dr. Shanavas.S.	TO	0
74.	Mr.G. Shajikumar	TO	Rs. 85020/-
75.	Mr. Luke Armstrong	Sr. Tech Asst.	Rs. 90060/-
76.	Dr.S. Karthikeyan	Sr. Tech Asst.	Rs. 70929/-
77.	Mr.Sunil K	Sr. Tech Asst.	Rs. 87561/-
78.	Ms. Deepa B.S.	TO	Rs. 85104/-
79.	Dr. Shameer P.S	Tech.Asst	Rs. 66771/-
80.	Mr. Satheesan.B	Tech.Asst	Rs. 69564/-
81.	Mr. Rejin.D.T.	Sr. Technician	Rs. 67527/-
82.	Mr.Shinil.T.M.	Sr. Technician	Rs. 67527/-
83.	Mr. Hareesh B T	Sr. Technician	Rs. 62046/-
84.	Mr. Keshab Paikaray [RS]	Sr. Technician	Rs. 71580/-
85.	Mr. Manikantan Nair T.	Technician	Rs. 73608/-
86.	Ms. Sneha S.S	Technician	Rs. 45792/-
87.	Mr. Chandran K.	Technician	Rs. 51840/-
88.	Ms. Nijamol R	Technician	Rs. 50328/-
89.	Mr. Sreenath Vijay	Technician	Rs. 49005/-
90.	Ms. Rini Alocious	Technician	Rs. 50328/-
91.	Ms. Pooja Krishnan	Technician	0
92.	Ms. Sreelakshmi L	Technician	0
93.	Mr. Prakash Kumar Nayak [RS]	Skilled Support Staff	Rs. 39141/-
94.	Mr. Radhakrishan Nair S.	Skilled Support Staff	Rs. 77964/-
95.	Mr. Madhu G.	Skilled Support Staff	Rs. 73596/-
96.	Mr.Sivadas K.	Skilled Support Staff	Rs. 60150/-
97.	Mr. Samynathan L.	Skilled Support Staff	Rs. 67044/-
98.	Mr. Sreekumaran S.	Skilled Support Staff	0

99.	Mr. Abhishek S	Skilled Support Staff	Rs. 45765/-
100.	Ms. Jyothi S L	Skilled Support Staff	Rs. 45765/-
101.	Ms. Gayathri C P	Skilled Support Staff	Rs. 45765/-
102.	Ms. Vidhya P	Skilled Support Staff	Rs. 45765/-
103.	Mr. Sudhish.S	Skilled Support Staff	Rs. 40338/-
104.	Mr. Aswin Raj P	Skilled Support Staff	Rs. 44442/-
105.	Ms. Remya V.S.	Skilled Support Staff	Rs. 44442/-
106.	Ms. Anuja	Skilled Support Staff	Rs. 38367/-
107.	Mr. Shiju N	Skilled Support Staff	Rs. 38637/-

31. Proceedings of the meetings of the Institute Management Co mmittee (IMC)

	<p>भाकृअनुप-केन्द्रीय कन्द फसल अनुसंधान संस्थान (भारतीय कृषि अनुसंधान परिषद्) श्रीकार्यम, तिरुवनन्तपुरम 695 017, केरल, भारत ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE (Indian Council of Agricultural Research) Sreekariyam, Thiruvananthapuram 695 017, Kerala, India</p>	
फ. सं. /F.No. 42-1/2023-IMC.		दिनांक / Dated 24.01.2024
The Under Secretary (Hort.Science), Indian Council of Agricultural Research, Krishi Anusandhan Bhavan-II, Pusa, New Delhi – 110 012.		
विषय/Sub: Proceedings of the XIX IMC meeting of ICAR-CTCRI- reg.		
महोदय/Sir,		
With reference to the above, please find enclosed herewith the proceedings of XIX meeting of the Management Committee of this Institute held on 12.01.2024 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
अनुलग्नक / Encl:- as above		



भाकृअनुप-केन्द्रीय कन्द फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद)

श्रीकार्यम, तिरुवनन्तपुरम 695 017, केरल, भारत

ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

Sreekariyam, Thiruvananthapuram 695 017, Kerala, India



फ. सं. /F.No. 42-1/2023-IMC.

दिनांक / Dated 24.01.2024

प्रमाणपत्र / CERTIFICATE

It is certified that the Institute Management Committee held on 12.01.2024 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.



Handwritten signature
24.01.2024

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



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 XIX INSTITUTE MANAGEMENT COMMITTEE
MEETING HELD ON 12.01.2024 AT 11.30 A.M.**

The XIX Institute Management Committee Meeting of ICAR-Central Tuber Crops Research Institute, Thiruvananthapuram was held on 12th January, 2024 as Hybrid Mode. The meeting was chaired by Dr. G Byju, Director, ICAR-CTCRI, Thiruvananthapuram and the following Members/Dignitaries/Officers attended the meeting.

1.	Dr. G Byju Director, ICAR-CTCRI, Thiruvananthapuram .	Chairman
2.	Dr. Manoj Kumar, Principal Scientist (PIM Section), ICAR HQ	Member
3.	Dr. B Santhosh, Head, Regional Centre, ICAR-CMFRI, Vizhinjam	Member
4.	Dr. Sudhakar Rao D V, Principal Scientist, ICAR-IIHR, Bengaluru	Member
5.	Dr Manish Das, Director, ICAR- DMAPR, Anand, Gujarath	Member
6.	Shri. Bhadra Kumar S, Senior Administrative Officer, ICAR-CTCRI, Thiruvananthapuram.	Member Secretary
7.	Dr.G Suja Head, Division of Crop Production, ICAR-CTCRI.	Special Invitee
8.	Dr. T Makeshkumar, Head, Division of Crop Protection & SIC (PME), ICAR-CTCRI.	Special Invitee
9.	Dr. Manas R Sahoo, Head, Division of Crop Improvement, ICAR-CTCRI.	Special Invitee
10.	Dr. A N Jyothi, SIC, Section of Crop Utilization, ICAR-CTCRI	Special Invitee
11.	Dr. Sreekumar J, SIC, Section of Extn. & Social Sciences, ICAR-CTCRI	Special Invitee
12.	Dr. Laxminarayana, SIC, CTCRI, Regional Station, Bhubaneswar	Special Invitee
13.	Dr.M S Sajeew, SIC, E&M Cell, ICAR-CTCRI	Special Invitee
14.	Dr. Santhosh Mithra, SIC, Library, ICAR-CTCRI	Special Invitee
15.	Dr. Saravana Raju, SIC, Farm, ICAR-CTCRI.	Special Invitee
16.	Dr D Jaganathan, Member, PME, ICAR-CTCRI	Special Invitee

17.	Smt. Jessymol Antony, Senior Finance & Accounts Officer i/c, ICAR-CTCRI.	Special Invitee
18.	Shri. T Vijayakumara Kurup, Assistant Administrative Officer, ICAR-CTCRI	Special Invitee
19.	Shri.A Lakshmana Rao, Senior Finance & Accounts Officer, ICAR-CTCRI.	Special Invitee

Dr. Sudhakar Rao D V, Dr Manish Das and Dr. Laxminarayana attended the meeting online.

At the outset, the Member Secretary to the Institute Management Committee & Senior Administrative Officer, ICAR-Central Tuber Crops Research Institute, Sreekariyam, Thiruvananthapuram, welcomed all the members of the Institute Management Committee. Dr. G Byju, Director, ICAR-CTCRI delivered the Chairman's speech followed by a PowerPoint presentation by Dr. D Jaganathan, which covered the history, mandate, Staff strength, activities, achievements and vision-mission of the institute. This was followed by a brief presentation of minutes of the previous meeting held on 17.05.2022 by the Member Secretary. The action taken on each items was also reviewed.

The Senior Administrative Officer presented the report of Establishment and Personnel Section. The Senior Finance & Accounts Officer presented the Progressive Expenditure of 2023-2024 upto 10.01.2024. The house also reviewed the pending Internal Audit paras.

Proposals for perusal and approval of the Institute Management Committee. (Agenda Item No.19.6)

Sl. No	Proposal	Recommendation of the IMC
1.	Approval of the committee is requested for the construction of one toilet near Farmers Facilitation Centre. Expected expenditure is Rs.2,75,000/-. The proposal is against the EFC item No 1 under minor work 'Construction work near gate adjacent to farmers facilitation centre' for Rs. 1,00,000/-. Excess expenditure will be met out from overall savings of the EFC.	The IMC deliberated upon the proposal and recommended the proposal for constructing the toilet near Farmers Facilitation Centre.
2.	Purchase of five number of revolving chairs costing Rs.1,00,000/- may be approved against EFC approved item number 24- cupboards- 2 numbers for Rs. 1,00,000/-, under 'Furniture & Fixtures'.	The IMC deliberated upon the proposal and recommended the proposal for purchasing Five revolving chairs instead of the two cupboards approved as item number 24 under the EFC. The approval was subject to the condition that the cost does not exceed Rs.

		1,00,000/-, the cost of cupboards listed as item 24 of EFC.		
3.	Under EFC sub head 'Works' a provision for construction of water tank for Rs. 20,00,000/- prioritised for the year 2023-2024 whereas the work has been taken up during the financial year 2022-2023 which may be ratified.	The IMC deliberated upon the proposal and scrutinized the progress of the work. The members were satisfied with the progress of the work and recommended the proposal for approval.		
4.	<p>The following items prioritised for the year 2024-2025 may be approved for purchasing in 2023-2024:</p> <p>i) Item number 2 under the head 'Equipment' Stereo Microscope with built-in camera and accessories costing Rs.4.5 lakhs.</p> <p>ii) Item number 13 under the head 'Equipment' High Definition Video Conference System costing Rs.12.0 lakhs.</p> <p>iii) Item number 17 under the head 'Equipment' Large Format LED TV (Two numbers) for conference hall costing Rs.7.0 lakhs.</p>	<p>The IMC deliberated upon the proposal and scrutinized the reason for the same. Discussion was made on the situation where the institute had to face a huge cut under capital head in the RE. By getting the approval of the IMC the institute could finish the procedures and wait for the purchase in 2023-2024 or at the start of 2024-2025 according to the availability of the fund.</p> <p>The house recorded its shock in the drastic cut in RE and unanimously recommended the proposal for approval.</p>		
5.	This is further to bring to the notice of the committee that following items purchased under EFC are slightly higher than the approved budget. However total expenditure will be kept within the total budget. The committee may ratify the excess expenditure.	The IMC deliberated upon the proposal, verified the list of items and recommended the proposal for approval.		
	Sl. No	Particulars	Amount as per EFC	Actual Expenditure
	1	Construction of Bore well	1,30,000	2,20,011
	2	Vehicle shed in Block 1	4,00,000	6,71,000

3	Pump house in Block 2	1,50,000	2,49,000	
4	Re-enforcement and plastering of irrigation pond at RS- CTCRI	8,50,000	10,45,800	
6.	General discussion and remarks by the IMC members Fruitful discussions were made by the members during the meeting. The present state of affairs of the research activities and scope of tuber crops in the present climatic condition was discussed. Members raised the need of increase in funds especially under capital head. Discussions were also made on the infrastructure development of the institute along with the research activities.			

The meeting concluded with a vote of thanks.



Handwritten signature
16.01.2024

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/SCF.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 OMs and Notifications on RTI Act, 2005	:	https://cic.gov.in/sites/default/files/Circulars%20%26Noifcation/CompendiumIRDivision_Latest%20-Compressed%281%29.pdf

33. Parliament Questions and Answers (2022-23)

NIL