

ICAR – NATIONAL BUREAU OF ANIMAL GENETIC RESOURCES, KARNAL

RTI Proactive Disclosure Under Section 4(1)(B) Of The RTI Act

1. Organisation and Function

1.1	Particulars of its Organization, Functions and Duties [Section 4(1)(b)(i)]	
	I. Name and address of the Organization	ICAR – National Bureau of Animal Genetic Resources, G.T. Road Bye Pass, Karnal-132001 (Haryana), India
	II. Head of the Organization	Dr. N H Mohan, Director
	III. Vision, Mission and Key Objectives	Vision Striving for excellence in innovative research to identify genetic potential of indigenous livestock for improvement and conservation. Mission To protect and conserve indigenous farm animal genetic resources for sustainable utilization and livelihood security. Key Objectives • To conduct systematic surveys to characterize, evaluate and catalogue farm livestock and poultry genetic resources and to establish their National Data Base. • To design methodologies for ex situ conservation and in situ management and optimal utilization of farm animal genetic resources. • To undertake studies on genetic characterization using modern biological techniques such as molecular cytogenetics, Immunology, DNA Fingerprinting, RFLP analysis etc. • To conduct training programmes as related to evaluation, characterization and utilization of animal genetic resources.
	IV. Function and duties	NBAGR is a constituent unit of Indian Council of Agricultural Research, an autonomous body under the Department of Agricultural Research & Education, Ministry of Agriculture & Farmers' Welfare, Government of India. Director is the executive head of the institute and is the chairman of the Institute Management Committee (IMC) which is responsible for all policy and decision making regarding the functioning of institute. Research Advisory Committee (RAC) reviews the research achievements of the institute and its consistency in view of the mandate of the institute and suggests research programmes based on national/global context of research in the thrust areas. Director is also chairman of the Institute Research Council (IRC) that monitors the progress of research projects. The research and extension activities at the institute

		are looked after by the respective Heads/In-charges of Divisions/Units. The institute Joint Staff Council (IJSC) looks after the grievance and welfare of staff members of the institute. Mandate • Identification, evaluation, characterization, conservation and utilization of livestock and poultry genetic resources of the country. • Coordination and capacity building in animal genetic resources management and policy issues.
	V. Organization Chart	https://nbagr.res.in/organisation-setup
	VI. Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the Committees/ Commissions constituted from time to time have been dealt	As early as in 1926, the then Royal Commission on Agriculture recommended that livestock production in India required research efforts in a planned and systematic manner. The commission had critically analysed the situation prevailing at that time and had stressed the need for the establishment of an Institution on Animal Genetics and Breeding. A beginning was made when a Genetic Research Unit was established at Imperial Veterinary Research Institute, Izatnagar in the early forties which gradually developed into a full-fledged division soon after independence. This acted as a stimulus and later genetic research on milk animals was started at National Dairy Research Institute, Karnal in the late fifties. In the early sixties, several agricultural universities and colleges too started research and training programmes in this important discipline of animal genetics and breeding. With the realization of unique significance of tropical animal and poultry genetic resources and their potential utilization at global level, a need was felt for an organization which could undertake the responsibility of evaluating, certifying and conserving the rich and varied germplasm resources available in the country and whose genetic base is shrinking fast. Thus, the establishment of National Bureau of Animal Genetic Resources/National Institute of Animal Genetics in 1984 was culmination of sustained efforts made by the leading geneticists in the country over the years. The establishment of National Bureau of Animal Genetic Resources/Institute of Animal Genetics was approved in principal during IV Five-Year-Plan. In this regard, effective follow-up steps were taken in this V and VI Five-Year-Plan. Finally, the Institute was set up on 21st September, 1984 at the campus at National Dairy Research Institute (Southern Regional Station), Bangalore. The Institute was shifted to Karnal on 19th July, 1985 and temporarily located in the campus of National Dairy Research Institute, Karnal.

		The foundation stone of NBAGR/NIAG was laid by Hon'ble Union Minister Sh. Buta Singh on 19th July, 1985. This occasion was also graced by Dr. N.S. Randhawa, Director General, ICAR and Secretary, DARE, Dr. R.M. Acharya, Deputy Director General (Animal Sciences), ICAR and Dr. R. Nagarcenkar, Director, National Dairy Research Institute. Many other dignitaries were also present on this historic occasion. The National Bureau of Animal Genetic Resources and National Institute of Animal Genetics were merged in 1995 to function as a single unit in the form of National Bureau of Animal Genetic Resources. The new office cum lab building of NBAGR was inaugurated on 28th November, 1998 by Hon'ble Sh. SomPal Ji, Minister of State for Agriculture, Govt. of India. Padam Bhushan Dr. R.S. Paroda, Secretary, DARE and Director General of ICAR presided over the function. Dr. M.L. Madan, Deputy Director General (Animal Sciences), ICAR was the guest of honour.
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1.2	Power and duties of its Officers and Employees [Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of Officers (Administrative, Financial and Judicial)	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 powers have been delegated to the Director for day to day functioning of the Institute as per delegation of powers by ICAR headquarters. Overall administrative, financial, executive powers rest with the Director. Head of the Division Monitoring and implementation of research and related activities, performance appraisal of staff, day to day administration of the division. I/c PME - To coordinate and synthesize the recommendations of QRT, RAC, IRC, Vision documents of institute and ICAR to recommend research priorities of the institution for shortlisting priority researchable problems across crop(s)/divisions/programmes/commodity/livestock etc. at institution level. (Priority setting) - Annual updating and presenting the report to the Director of the institution for assigning research projects. - To coordinate and arrange for annual monitoring of each on-going project and evaluation of completed projects through internal and external experts. - To coordinate and arrange for technology validation and/or impact assessment of successful technology

		claimed by scientist(s) through internal and external experts. • Regularly sensitizing and capacity building of research managers and scientists through training programmes. • Maintaining a database on all publications, technologies developed, IPRs, consultancies, projects undertaken in the past 10 years and on-going projects. I/C Computer Cell Providing IT facilities at the institute. I/C ITMU To facilitate IP management and technology transfer and commercialization. I/C Store Receipts and entry of procured goods. I/C Estate Civil/Electrical maintenance of buildings, roads and residential quarters and undertaking repair/petty/minor works departmentally. Grievance Committee To address grievances of employees at institute level. The Grievance committee will provide an apparatus in the institutional framework that may: • Facilitate easy access to individuals for ventilating their own personal grievances. • Ensure speedy consideration of grievance and decision thereon. □ Impart a degree of objectivity and fair play in the whole process. • The Grievance Committee should not look only into technicalities but would help to establish good communication between the office of the unit and the employees. • The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the unit. • The Grievance Committee shall consider only individual grievances of specific nature of an employee raised personally by the concerned aggrieved employee. The Grievance Committee shall not consider: Any grievance relating to subjects for which separate committees exist. Any grievance of general applicability or of collective nature or raised collectively by more than one employee. Any grievance arising out of disciplinary action having been taken against on employee under Disciplinary Rules. Member Secretary, IMC All meetings of the Management Committee shall be called by notice in writing by and under the hand of the Member-Secretary of the Committee.
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		Secretary, IRC All meetings of the Staff Research Council shall be called by notice in writing by and under the hand of the Member Secretary. An omission to give notice or late receipt or non-receipt of notice by any member shall not invalidate the proceedings of the meeting. Action on the Proceedings of the Staff Research Council will be initiated immediately after the same are approved by the Chairman and circulated to all concerned. The Member Secretary of the SRC will monitor the follow-up action, which will be reported at the next meeting of the SRC. PAC Prioritization and recommendation of purchase proposals. Scientific personnel Scientific personnel are engaged in agricultural research and education (including extension education) whether in physical, statistical, biological engineering, technological or social sciences. This category also include persons engaged in planning, programming and management of scientific research. Technical Officers Technical personnel shall be those who perform technical service in support of research and education whether in the Laboratory, Workshop or Field or in areas like Library, Documentation, Publication and Agricultural Communication. Administrative : AO/AAO - To provide administrative support for the work of the Institute. General Duties - Distribution of work among the staff as evenly as possible-that is one Assistant should not be over loaded while the other is idle, - Training. Helping and advising the staff. - Management and co-ordination of the work; - Maintenance of order and discipline in the section; - Maintenance of a list of residential address of the staff. Responsibilities relating to Dak - To go through the receipts; - To submit receipts which should be seen by the Branch Officer or Higher Officers at the dak stage; - To keep a watch on any hold-up in the movement of dak; and - To scrutinize the section diary once a week to know that it is being properly maintained.
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		Responsibilities relating to issue of drafts i) To see that the draft letter is perfect i.e. all correction have been made before it is marked for issue; ii) To indicate whether a clean copy of the draft is necessary; iii) To indicate the number of spare copies require; iv) To check whether all enclosures are attached; v) To indicate mode of dispatch. Responsibility for efficient and expeditious disposal of work and check on delays i) To keep a note of important receipts with a view to watching the progress of action; ii) To ensure timely submission of arrear and other returns; iii) To undertake inspection of Assistants, table to ensure that no paper of file has been overlooked; iv) To ensure that cases are not help up at any stage; v) To go through the list of periodical returns every week and take suitable action of items requiring attention during next week. Independent disposal of cases He should take independently action of the following types:- i) Issuing reminder; ii) Obtaining or supplying factual information of a non-classified nature; iii) Any other action which a Section Officer is authorized to take independently. Duties in respect of recording and indexing i) To approve the recording of files and their classification; ii) To review the recorded file before destruction; iii) To order and supervise periodic weeding of unwanted spare copies; iv) Ensuring proper maintenance of registers required to be maintained in the section. Ensuring proper maintenance of reference books, office orders etc. and keep them up-to-date. Ensuring neatness and tidiness in the Section. Dealing with important and complicated cases himself. Ensuring strict compliance with Departmental Security instructions. Assistant/Upper Division Clerk: - He works under the orders and supervision of the AAO/AO and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or
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		higher officers he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:- i) To see whether all facts as are open to check have been correctly stated. ii) To point out any mistakes or misstatements of the facts. iii) To draw attention where necessary to precedents or Rules and Regulations on the subject. iv) To put up the Guard file, if necessary, and supply other relevant facts and figures. v) To bring out clearly the question under consideration and suggest a course of action wherever possible.
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F&AO

The duties of Finance & Accounts Officers of the Indian Council of Agricultural Research and its Institutes etc. are broadly indicated below:

- To exercise judicious scrutiny of all financial sanctions copies of which should invariably be furnished to the Finance & Accounts Officer.
- Fixation of pay will be checked by the Finance & Accounts Officer before any orders are issued in this behalf by the administrative authorities. He need not, however, be consulted at the time of sanction of annual increments or for the fixation of pay at the minimum of the time scale under the normal rules.
- To pre-audit all payments from the funds of the Council/Institutes with reference to proper sanction and budget provision.
- To prepare cheques for all payments and withdrawals from the Bank Account for signatures and counter-signatures of the officers authorized in this behalf, after the bills have been pre-audited and passed for payment.
- To maintain the Main Cash Book in respect of all receipts deposited into the Bank Account or payments or withdrawals made there from.
- To watch adjustment/clearance of all advances, deposits and Remittance transactions through objection book or separate register or Broadsheet.
- To maintain Classified Abstract of all receipts and payments, and to render monthly accounts to ICAR by the prescribed date each month.
- To prepare Revised Estimates and Budget Estimates.
- To watch the progress of receipts and expenditure against the sanctioned Estimates and to caution the officers concerned as and when the variations are wide.
- To furnish to the Director (Finance), the reports/returns in the prescribed formats.
- To assist in checking of comparative statements of tenders for works and supplies and of quotations for other

		purchases. • Vetting of all purchase proposals. • To examine the forms of contracts, invitation to tenders etc. when the approved form and substance of the contract require any change. • To advise on all financial matters which may be referred to him by the officers concerned or which may come to his notice in the course of scrutiny of sanctions/orders/bills etc. • To watch receipt of audited statements of accounts and utilization certificates in respect of grants-in-aid made to outside Institutes or bodies. • In respect of schemes financed by outside agencies transactions should be booked separately under 'Deposits'. At the end of the year a statement of account should be rendered to the parties concerned duly certified by Audit and any excess of expenditure should be recovered forthwith. For any balance at credit their acceptance should be asked for and kept on record, until it is refunded on the termination of the scheme. • With a view to giving greater flexibility of operation including planning for better expenditure control in the context of powers delegated to the Directors of the Institutes, the following procedure of remittance of funds to the Institute has been adopted by the Council. • To maintain the audit registers etc.
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1.2.2	Power and employees duties of other	Private Secretary/ Personal Assistant/ Stenographer He should keep the officer free from the worries of a routing nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An officer has to depend on his Personal Assistant for routing jobs so as to have more time to devote himself of the work in which he has specialized. The personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and an Assistant of the boss. He should be popular with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional men. Some of the more specific functions are enumerated below:- • Taking dictation in shorthand and its transcription in the best manner possible. • Fixing up of appointments and if necessary canceling them. • Screening the telephone calls and the visitors in a tactful manner. • Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up. • Maintaining in proper order the papers required to be retained by the officer. • Keeping a note of the movement of files, passed by
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		his officer and other officers, if necessary. • Destroying by burning the stenographic record of the confidential and secret letter after they have been typed and issued. • Carrying out the corrections to the officer's reference books. • Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct. Assistants/UDC Assistant/Upper Division Clerk: - He works under the orders and supervision of the AAO/AO and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points: • To see whether all facts as are open to check have been correctly stated. • To point out any mistakes or mis-statements of the facts.
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		- To draw attention where necessary to precedents or Rules and Regulations on the subject. - To put up the Guard file, it necessary, and supply other relevant facts and figures. - To bring out clearly the question under consideration and suggest a course of action wherever possible. LDC Lower Division Clerks are ordinarily entrusted with work or routine nature, for example registration of dak, maintenance of section, Diary, File Register, File Movement Register, Indexing and Recording, typing comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple draft etc. Skilled Support Staff Providing help and support the Scientific, Technical, Administrative and Auxiliary categories of staff. They may be skilled, semi-skilled or unskilled.
1.2.3	Rules/orders under which powers and duty are derived and : As per the ICAR – Guidelines	Rules and Bylaws of ICAR Society https://icar.org.in/sites/default/files/inline-files/the-rulesby-laws-ICAR.pdf
1.2.4	Exercised	As per the ICAR Guidelines as contained in https://icar.org.in/sites/default/files/inline-files/scheduleIII.pdf
1.2.5	Work allocation	As per Organogram; 1.2.1 and 1.2.2. above. Details are as Below:

Work Allocation

DIRECTOR CELL		
1. Dr. N H Mohan, Director 2. Smt. Anita Chanda, Private Secretary		
Division of Animal Genetic Resources	Division of Animal Genetics	Division of Animal Biotechnology
Dr. Anil Kumar Mishra Pri. Sci.	Dr. S. P. Dixit, Pri. Sci.	Dr. Ravi Kumar Gandham V.P.P.S.
		Dr. R.S Kataria, Pri. Sci.
Dr. Dinesh Kumar Yadav, Pri. Sci.	Dr. Rahul Behl, Pri. Sci.	Dr. Monika Sodhi Pri.Sci.
Dr. Avnish Kumar Pri. Sci.	Dr. Saket Kumar Niranjana, Pri. Sci.	Dr. Reena Arora, Pri. Sci.
Dr. Rekha Sharma Pri. Sci.	Dr. Indrajit Ganguly, Pri. Sci.	Dr. Bina Mishra, Pri Sci.
Dr. Raja, K N Pri. Sci.	Dr. Sanjeev Singh, Pri. Sci.	Dr. Manishi Mukesh, Pri. Sci.
Dr. Dige M.S, Senior Scientist)	Dr. Amod Kumar, Sr. Scientist	Dr. Karan Veer Singh, Pri. Sci.
Dr. Monika Saini, Sr. Scientist	Shri. Deepak, Technician-1	Dr. Sonika Ahlawat Sr. Sci.

Smt. Amita Kumari, Private Secretary		Ms Vishakha Uttam, Scientist
Shri Subash Chander, Technical Officer		Sh. Naresh Kumar, A.C.T.O.
Shri Balwan Kumar, Technician-1		Sh. Rakesh Kumar, S.T.O.
Shri. Ashok Kumar Singh, Technician-1		Sh. Deepak Rai, SSS

Network Project on AnGR		
1. Dr. A K Mishra, Pri. Sci. & Head, AGR		
COMPUTER CELL		
1. Dr. Avnish Kumar Pri. Sci.		
ADMINISTRATION		
1. Shri Jitendra Singh, Administrative Officer 2. Shri Ramesh Behl, Asstt. Administrative Officer 3. Shri. Yoginder, Assistant Administrative Officer		
ESTABLISHMENT SECTION:- In-charge;- Shri Jitendra Singh, Administrative Officer	1. PURCHASE SECTION In-Charge: Shri Yoginder, Asstt. Admn. Officer	STORE SECTION In-Charge: Sh. Ramesh Behl, AAO
Name of Officers/ Officials	Name of Officers/ Officials	Name of Officers/ Officials
1. Smt. Shashi Bala, Assistant	1. Smt. Neerja Kaul, UDC	1. Sh. Naresh Kumar, UDC
CASH & BILL SECTION (DDO: Sh. Ramesh Behl, AAO)	AUDIT & ACCOUNTS SECTION	
Name of Officers/ Officials	Name of Officers/ Officials	
1. Sh. Satish Kumar, Assistant	1. Shri. Randir Singh, Finance & Account Officer	
PME CELL (I/c: Dr. S. K. Niranjana)	PHOTOGRAPHY UNIT (I/c: Dr. Raja K.N., Pri. Scientist)	LIBRARY National GeneBank (Dr. Raja K.N., Pri. Scientist)
1. Dr. Sonika Ahlawat, Sr. Scientist 2. Dr. Dige Mahesh Shivanand, Sr. Scientist	1. Sh. Subhash Chander, T.O. 2. Sh. Balwan Kumar, Technician-1	1. Sh. Harvinder Singh, ACTO & In-charge

CIF UNIT (I/c : Dr. Indrajit Ganguly)	ESTATE SECTION	ELECTRIC AL SECTION	SANITATI ON SECTION	VEHICLE SECTION (I/C: Shri Ramesh Behl, AAO)	GUEST HOUSE
1. Shri. Deepak, Technician-1	Sh. Sanjay Kumar Jain, C.T.O.& I/c Estate Section	Shri Jamer Singh, T.O.	Sh. Harvinder Singh, ACTO	Sh. Balvinder, STA (Driver)	Sh. Yoginder, AAO
HORTICULTURE SECTION					
Name of Officers/ Officials					
1. Shri Naresh Kumar, A.C.T.O.					

1.3	Procedure followed in decision making process[Section 4(1)(b)(iii)]	
1.3.1	Process of decision making Identify key decision-making points	- As per hierarchical line of control depicted in the organizational setup. - By interaction with In-charges and staff. - By interaction with stake holders. https://nbagr.res.in/organisation-setup
1.3.2	Final decision-making authority	Director, ICAR – National Bureau of Animal Genetic Resources, Karnal as per powers delegated by the Council OR DG, ICAR for some of the specified matters.
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1.3.3	Related provisions, acts, rules etc.	As per Delegation of Powers in ICAR, https://icar.org.in/sites/default/files/inline-files/Handbook-on-Delegation-of-Powers-in-ICAR2_1.pdf General Rules; T.A. Rules; CCS (Leave) Rules; Dearness Allowance and Dearness Relief; HRA and CCA; Pension Compilation; CCS (Commutation of Pension) Rules; CCS (Extra-ordinary pension) Rules; Staff Car Rules; Medical Attendance Rules; CCS (CCA) Rules; General Provident Fund (Central Services) Rules; Leave Travel Concession Rules; Children's Educational Assistance; General Financial Rules; Delegation of Financial Powers Rules; House Building Advance Rules; Suspension and Rein-statement ; Overtime Allowance Rules; CCS (Revised Pay) Rules; Central Treasury Rules, Vol.I; CCS (Temporary Service) Rules, 1965; Central Administrative Tribunal (Act, Rules and orders); Advances to Central Government Servants; Central Government Account (Receipts and Payments) Rules; Manual on Disciplinary Proceedings; Manual on Establishment and Administration; Manual on Office Procedure; Master Manual for DDOs and Heads of Offices-Part-I-Finance and Accounts; Master Manual for DDOs and Heads of Offices – Part-II-Establishment; ICAR Establishment & Administration Manual; ARS Rules; Technical Service Rules; ICAR Rules & Byelaws
1.3.4	Time limit for taking a decisions, if any	As per GoI/ICAR rules, Service standards as per ICAR- NBAGR Karnal Citizens' Charter
1.3.5	Channel of supervision and accountability	Respective Divisional Heads/ I/C / Service Units, Head of office/ Director as per Organogram. https://nbagr.res.in/scientific_staff https://nbagr.res.in/admin

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	Cytogenetic and genetic disease testing in livestock specifically in breeding bulls. Tests are scientific in nature and conducted in laboratory. The details are available on: https://nbagr.res.in/sites/default/files/2026-08/Services.pdf The Details of functions/services are also available in Annual Report: http://14.139.252.116/icar-nbagr-annreport2024.pdf
1.4.2	Norms/ standards for functions/ service delivery	Norms/ standards for functions/ service delivery: Established scientific standards are followed to conduct different genetic tests during conducting the tests in laboratory. The processes are well documented, standardized and validated through various scientific

		experiments across the world. Results are delivered
		through electronic as well as print modes. Electronic transfers (RTGS) is adopted for the receipt of charges against the services. All the database about the service is maintained electronically in laboratory.
1.4.3	Process by which these services can be accessed	Through request to the Director, ICAR-NBAGR (electronic or manual application along with samples).
1.4.4	Time-limit for achieving the targets	45 days
1.4.5	Process of redress of grievances	Any grievance can be redressed through submitting an application to Director, ICAR-NBAGR. Individual grievances are dealt with case to case basis. Such cases are placed before the duly constituted Institute Grievance Committee for consideration and recommendations. The mass grievances are discussed in the Institute Joint Staff Council meeting.

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	- Scientific personnel are government under ARS Service Rules of ICAR (https://icar.org.in/node/6770) - Technical personnel are government under Technical Service Rules of ICAR (https://icar.org.in/node/6770) - Besides above, all staff including Administrative & Support Staff (Group 'C') are governed by all Establishment and Administrative Manual ICAR & other Rules and Regulations mutatis – mutandis applicable to Council's Employees. (All these documents are available in ICAR website) Link: www.icar.org.in

1.5.2	List of Rules, regulations, instructions manuals and records.	NBAGR is a Unit of ICAR, New Delhi. ICAR follows GOI rules mutatis mutandis, besides Agricultural Research Service rules, Technical Service Rules specially designed for Scientists and Technical personnel in ICAR. The institute follows the rules, regulation, and instructions as followed by ICAR, and as indicated in the manuals and records of ICAR, New Delhi. Some of the rules used are given below: • Establishment & Administration Manual • Fundamental Rules & Supplementary Rules (General Rules) • Fundamental Rules & Supplementary Rules (Traveling Allowance Rules) • Fundamental Rules & Supplementary Rules (Leave Rules) • General Financial Rules • Delegation of Financial Powers Rules • Pension Rules • Seniority & Promotion Rules • Manual of Office Procedure/Audit Manual of ICAR • Conduct Rules • House Building Rules • CCS (CCA) Rules
		❑ Brochure on Verification of Character & Antecedents ❑ Instructions, guidelines, Circulars etc. issued by the GOI/Department of Personnel & Training, Ministry of Finance, ICAR etc. from time to time. ❑ Rules and Bye-laws of the ICAR Society (https://icar.org.in/sites/default/files/inline-files/therules-bye-laws-ICAR.pdf) ❑ Delegation of Powers (https://icar.org.in/sites/default/files/inlinefiles/Handbook-on-Delegation-of-Powers-in-ICAR-2_1.pdf) ❑ ARS Rules ❑ Recruitment Rules framed for different posts in ICAR ❑ Seniority Lists in respect of various cadres / posts ❑ ACRs / Assessment Reports of employees.
1.5.3	Acts/ Rules manuals etc.	❑ ARS Service Rules of ICAR ❑ Establishment and Administrative Manual ICAR & other Rules and Regulations mutatis – mutandis applicable to Council's Employees. ❑ (All these documents are available in ICAR website) Link(https://icar.org.in/right-information-act) ❑ Manual of Office Procedure issued by DOPT (https://darpg.gov.in/sites/default/files/CSMOP_0_0.pdf)

1.5.4	Transfer policy and transfer orders	□ For scientific personnel: □ https://icar.org.in/sites/default/files/inline-files/AnnexureI_compressed_0.pdf □ For technical personnel: For administrative /supporting personnelhttps://icar.org.in/sites/default/files/inlinefiles/Annexure-I_compressed_0.pdf
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1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]			
1.6.1	Categories of documents	• Administrative Documents • Research related Documents. • Training and Education Documents • Financial Management / Operational Documents • Human Resource • Legal Records • Policy Records.		
1.6.2	Custodian of documents/categories	Details given below		
S.No.	Document Title	Description	Responsibility	Periodicity of preservation
1.	Research proposals(Concept note and RPF-I)	Details of proposed research projects	I/c PME	As per Record Retention Schedule.
2.	Research progress reports (RPF-II)	Details of the progress of research project	I/c PME	-do-
3.	Project completion report (RPF-III)	Details of the completed project	I/c PME	-do-
4.	Annual reports	Detailed activities of the institute	I/c Library	-do-
5.	Results frame work document (RFD)	Description and success indicators of various activities of the institute	Nodal officer RFD	-do-
6.	RAC agenda and proceedings	Agenda for RAC meetings and the committee recommendations	Member Secretary, RAC	-do-
7.	IMC agenda and proceedings	Agenda for IMC meetings and the committee recommendations	Member Secretary, IMC	-do-
8.	IRC proceedings	Recommendations of the committee	Member secretary, IRC	-do-

9.	MoU	MoU for contract research, consultancy and technology transfer	I/c PME	-do-
10.	Training proposals	Details of the proposed training programme	I/c HRD	-do-
11.	Training manual	Details of the training content	I/c HRD	-do-
12.	Store records	Inventory of the procured goods, asset register	I/c Central Store	-do-
13.	Purchase files	Invited bids, technical selection committee comments, purchase contracts, installation reports and bills	AO/AAO	-do-
14.	Office orders	Appointments, promotion, procurement, financial sanction	AO/AAO	-do-
15.	Service record	Details of officers/staff	AAO, Estt.	-do-
16.	Forms	EL, Medical, LTC, GPF, Tender, Imprest, Joining report, Store requisition, bill adjustment etc.	DDO/AAO	-do-
17.	Breed Monographs	Description about breeds of different species.	Store	-do-
18.	Newsletters	Six monthly activities of the institute.	I/c Library	-do-

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.	1. Quinquennial Review Team –QRT (External, appointed by ICAR) 2. Research Advisory Committee - RAC (External, appointed by ICAR) 3. Institute Management Committee-IMC (External, appointed by ICAR) 4. Institute Research Council – IRC (Internal).

1.7.2	Composition	QRT QRT is constituted for every five years by ICAR to review the activities of the Academy. (Present QRT is given below) RAC The RAC is constituted by the ICAR as per ICAR bylaws. http://14.139.252.116/icar-nbagr-annreport2024.pdf IMC Director is the chairman of the committee and Administrative Officer is its member secretary. The members of the committee include experts and 2 farmers' representatives. The committee is constituted by the ICAR. http://14.139.252.116/icar-nbagr-annreport2024.pdf IRC Director is the chairman of IRC and all scientific staff members are members and one senior level scientist is designated as Member Secretary who is responsible for conducting the meeting of IRC. The institute conducts at least two meetings of the IRC every year, one at the respective divisional /sectional level and the other one at the Institute level. The new research project proposals are examined and discussed among the scientists at length before formal approval. Also the achievements of the ongoing research projects are discussed and midcourse corrections, if any are suggested.
1.7.3	Dates from which constituted	RAC (from 19.11.2020 to 18.11. 2023) IMC (from 13.2020 to 12.02.2023) (Details mentioned against each in table given below of 1.7.8). http://14.139.252.116/icar-nbagr-annreport2024.pdf

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1.7.4	Term/ Tenure	• QRT – is constituted every 5 years to review the work carried out during the preceding 5 years. The QRT submit their report usually within 6 months of the constitution. The whole review process is completed within 11 months of the constitution of QRT. • RAC – is constituted for a term of 3 years from the date constitution. • IMC – is constituted for a term of 3 years from the date constitution.
1.7.5	Powers and functions	As per ICAR Rules& Bye Laws available on ICAR website www.icar.org.in. The important power and functions are given below: QRT QRT is constituted for every five years by ICAR to review the activities of the Academy. (Present QRT is given below) The Indian Council of Agricultural Research (ICAR), New Delhi constituted Quinquennial Review Team (QRT) to review the work done by the ICAR- National Bureau of Animal Genetic Resources, Karnal for the period from April 2017 to March 2022 vide Office Order F.No. AS/10/01/2022-IA-I dated 16th April 2023. The Committee consisted of the following members: 1. Dr. MC Sharma, Chairman Former Director, IVRI, Izatnagar, Bareilly (UP) 2. Dr. BK Joshi, Member, Former Director, NBAGR, Karnal 3. Dr. YP Thakur, Member, Former Prof. & Head (AGB), CSKHAU, Palampur (HP) 4. Dr. JR Rao, Member, Prof. Emeritus & Head /JD (R), IVRI, Izatnagar 5. Prof. P Kumaraswamy Member Prof. & Head (Bioinformatics), TANUVAS, (Tamil Nadu) 6. Dr. Khem Chand, Member PS, Agricultural Economics, ICAR NIAP Pusa, New Delhi-110012 7. Dr. SK Niranjana, Member Secretary PS & In-Charge PME Cell, ICAR-NBAGR, Karnal RAC The powers and functions of the Research Advisory Committee are as follows:

		- To suggest research programmes based on national and global context of research in the thrust areas. - To review the research achievements of the Institute and to see that these are consistent with the mandate of the Institute, and - Any other function that may be specifically assigned by the Director-General, ICAR. RAC The RAC is constituted by the ICAR as per ICAR bylaws. http://14.139.252.116/icar-nbagr-annreport2024.pdf Office Order - F. No. AS10/01/2023-IA-1 dated 07.02.2024)
	Dr. K Thangraj, Former Director, CDFD Hyderabad & J C Bose Fellow, CCMB, Hyderabad	102, Surya Residency, Road No. 3, Snehapuri Colony, Nacharam, Hyderabad-500076 Chairman
	Dr. B.K. Joshi, Former Director	Flat No. 903 T3, Park View Residences (Bestech), Sector-66, Mohali-16005(Punjab)T3, Park View Residences (Bestech), Sector-66, Mohali-16005(Punjab) Member
	Dr. Subhransu Pan, Ex- Prof. & Head	180/1, N. Basu Road, PO & Dt. - Burdwan, WB- 713101 Member
	Dr. CG Joshi, Director	Gujarat Biotechnology Research Centre (GBRC), Gandhinagar-382011 Member
	Dr. PK Rout, PS	ICAR-New Delhi Member

		Dr. A.K. Thiruvankadan , Prof. and Head,	Deptt. of AG&B, Veterinary College and Research Instt., Namakkal- - 637	Member
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			002, Tamil Nadu	
		Dr. N H Mohan , Director	NBAGR, Karnal	Member
		Dr. H K Narula , ADG, (AP&B)	ICAR-New Delhi	Member
		Sh. Sajjan K Attri (12.03.2024-11.03.2027)	Village Ardana, Distt. Asandh, Karnal, Hry.	Member
		Dr. S.K. Niranjana , Principal Scientist & I/c PME Cell	NBAGR, Karnal	Member Secretary

		IMC The powers and functions of the Management Committee are as follows : • Periodical review of progress of development schemes. • Consideration of items of expenditure which are beyond the powers of the Director of the Institute. • Consideration of proposals for the annual budget. • Policy issues relating to the Institute, including the rights and obligations of staff. • any other items, as may be desired by the Director or other members of the Committee or as may be required to be considered as per delegation of powers or as per directions of the Governing Body whether contained in any manual, orders issued, resolution passed, or other instructions approved by the Governing Body, and such powers as may be delegated by the Governing Body to enable the Management Committee to administer the funds allocated and the programmes approved. • Consideration of action taken on the recommendations of the Grievance Cell and Institute Joint Council.
		IRC It was earlier called as Staff Research Council (SRC). All the scientists are its members. The powers and functions of the IRC are as follows : Consideration and evaluation of the research project proposals. The principal investigator makes representation of the research project to the IRC. The IRC reject/recommend the research project along with its duration. Consideration and evaluation of the on-going research projects' progress reports, after these have been assessed by an expert. The IRC makes specific recommendations about the achievements and shortcomings of the projects. Advise on the fostering of linkages between the groups/divisions/institutes in respect of multi-disciplinary projects/multi-locational projects

		Monitor the follow up action on the recommendations of QRTs with respect to technical programmes of the Institute.
1.7.6	Whether their meetings are open to the public?	No
1.7.7	Whether the minutes of the meetings are open to the public?	No
1.7.8	Place where the minutes if open to the public are available?	NA

Institute Management Committee

Institute Management Committee

Sr. No.	Name and Address	Position	Term
1.	Director, ICAR-NBAGR, Karnal	Chairman	-
2.	ADG (AP&B), ICAR, Krishi Bhawan, New Delhi	Member	Upto 28.08.2026
3.	Dr. Manishi Mukesh, Principal Scientist, ICAR-NBAGR, Karnal	Member	-do-
4.	Dr. Ravi Kumar Gandham VPPS, Head Animal Biotechnology Division, ICAR-NBAGR, Karnal	Member	-do-
5.	Dr. Saket Kumar Niranjana, Principal Scientist, ICAR-NBAGR, Karnal	Member	-do-
6.	Dr. Umesh Singh, Principal Scientist, Cuttack (Orissa)	Member	-do-
7.	Dr.B.S.Laura, Director General, Directorate of Animal Husbandry, Govt. of Haryana, Panchkula (Haryana)	Member	-
8.	Director/Representative of Punjab State of Animal Husbandry Deptt., Govt. of Punjab, Chandigarh (Punjab)	Member	-
9.	Director (Res.), Lalajpat Rai University of Veterinary & Animal Sciences, Hisar (Haryana)	Member	-
10.	Sh. D.D. Verma, Sr. Comptroller, ICAR-IARI, New Delhi	Member	Upto 16.07.2026
12.	Sh.Sajjan K Aatri, Village Ardana, Distt. Asandh, Karnal - 132039	Member	Upto 11.03.2027
	Administrative Officer, NBAGR, Karnal	Member Secretary	-

NOTE: Details of meetings of these committees as well as IRC are available in the annual reports of the institute and in the proceedings maintained with I/c PME and Administrative Officer, respectively (<http://14.139.252.116/icar-nbagr-annreport2024.pdf>)

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]				
1.8.1	Name and designation			Given below and also available on Institute website. https://nbagr.res.in/scientific_staff	
1.8.2	Telephone, fax and email ID			The contact detail is available in the following link: https://nbagr.res.in/Contact%20Us%205	
Sr. No.	Name	Designation	Pay Band/Grade Pay/ Pay Matrix Level	Date of Birth	Date of retirement
Scientific					
1.	Dr. Mohan N.H.	Director	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	21.05.1975	31.05.2037
2.	Dr. R.K. Pundir	Head/ Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	01/07/1963	30.06.2025
3.	Dr. Satpal Dixit	Head/ Principal Scientist	Pay Matrix Level-14 Rs.144200-218200/- (As per 7 th CPC)	14.05.1967	31.05.2029
4.	Dr. G.V.P.P.S. Ravikumar	Head/ Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	11.07.1971	31.07.2033
6.	Dr. R.S. Kataria	Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	03.09.1964	30.09.2026
7.	Dr. Anil Kumar Mishra	Principal Scientist	Pay Matrix Level-14 Rs.144200-218200/- (As per 7 th CPC)	12.07.1965	31.07.2027
8.	Dr. Monika Sodhi	Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	26.08.1970	31.08.2032
9.	Dr. Dinesh Kr. Yadav	Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	16.10.1966	31.10.2028
10.	Dr. Manishi Mukesh	Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	26.08.1969	31.08.2031
11.	Dr. Reena Arora	Principal Scientist	Pay Matrix Level-14 Rs.144200-218200/- (As per 7 th CPC)	28.02.1969	28.02.2031

12.	Dr. Bina Mishra	Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	21.07.1966	31.07.2028
13.	Dr. Avnish Kumar	Principal Scientist	Pay Matrix Level-14 Rs.144200-218200/- (As per 7 th CPC)	05.05.1965	31.05.2027
14.	Dr. Rahul Behl	Principal Scientist	Pay Matrix Level-14 Rs.144200-218200/- (As per 7 th CPC)	27.07.1969	31.07.2031
15.	Dr. Rekha Sharma	Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	24.04.1971	30.04.2033
16.	Dr. Saket Kumar Niranjana	Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	20.06.1976	30.06.2038
17.	Dr. Indrajit Ganguly	Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	15.01.1976	31.01.2038
18.	Dr. Sanjeev Singh	Principal Scientist	Pay Matrix Level-14 Rs.144200-218200/- (As per 7 th CPC)	08.08.1974	31.08.2036
19.	Dr. Karan Veer Singh	Principal Scientist	Pay Matrix Level-14 Rs.144200- 218200/- (As per 7 th CPC)	30.09.1973	30.09.2035
20.	Dr. Raja K N	Principal Scientist	Pay Matrix Level-14 Rs.144200-218200/- (As per 7 th CPC)	16.05.1974	31.05.2036
21.	Dr. Sonika Ahlawat	Senior Scientist	Pay Matrix Level-12 Rs.79800211500/- (As per 7 th CPC)	09.02.1980	28.02.2042
22.	Dr. Dige Mahesh Shivanand	Sr.Scientist	Pay Matrix Level-13A Rs.37400-67000/- (As per 7 th CPC)	21.05.1985	31.05.2047
23.	Dr. Amod Kumar	Sr. Scientist	Pay Matrix Level-13A Rs.37400-67000/- (As per 7 th CPC)	02.04.1984	30.04.2046
24.	Dr. Monika Saini	Sr. Scientist	Pay Matrix Level-13A Rs.37400-67000/- (As per 7 th CPC)	14.05.1988	31.05.2050
25.	Dr. Vishakha Uttam	Scientist	Pay Matrix Level-10 Rs. 15600-39100/- (As per 7 th CPC)	26.03.1991	31.03.2053

TECHNICAL					
1.	Sh. S. K. Jain	Chief Tech. Officer	Pay Matrix Level-12 Rs.78800-209200/- (As per 7 th CPC)	19.06.1967	30.06.2027
2.	Sh. Harvinder Singh	Asstt. Chief Tech. Officer	Pay Matrix Level-11 Rs.67700-208700/- (As per 7 th CPC)	14.07.1970	31.07.2030
3.	Sh. Naresh Kumar	Assistant Chief Technical Officer	Pay Matrix Level-11 Rs.67700-208700/- (As per 7 th CPC)	01.03.1968	29.02.2028
4.	Sh. Rakesh Kumar	Senior Technical Officer	Pay Matrix Level-10 Rs.56100-177500/- (As per 7 th CPC)	15.03.1970	31.03.2030
5.	Sh. Jamer Singh	Technical Officer	Pay Matrix Level-7 Rs.44900-142400/- (As per 7 th CPC)	08.08.1971	31.08.2031
6.	Smt. Pravesh Kumari	Technical Officer	Pay Matrix Level-7 Rs.44900-142400/- (As per 7 th CPC)	14.04.1965	30.04.2025
7.	Sh. Subhash Chander	Technical Officer	Pay Matrix Level-7 Rs.44900- 142400/- (As per 7 th CPC)	20.05.1971	31.05.2031
9.	Sh. Balwinder Singh	Sr. Technical Asstt.	Pay Matrix Level-6 Rs.35400-112400/- (As per 7 th CPC)	20.05.1974	31.05.2034
ADMINISTRATIVE					
1.	Sh. Anil Kumar	Administrative Officer	Pay Matrix Level-10 Rs.56100-177500/- (As per 7 th CPC)	08.07.1965	31.07.2025
2.	Sh. Randhir Singh	Fin. & Account Officer	Pay Matrix Level-10 Rs.56100-177500/- (As per 7 th CPC)	15.01.1977	31.01.2037
3.	Sh. Ramesh Behl	Assistant Admn. Officer	Pay Matrix Level-7 Rs.44900-142400/-/ (As per 7 th CPC)	15.12.1967	31.12.2027
4	Shri Yoginder	Assistant Admn. Officer	Pay Matrix Level-7 Rs.44900-142400/-/ (As per 7 th CPC)	25.05.1986	31.05.2046
5.	Smt. Anita Chanda	PS	Pay Matrix Level-8 Rs.47600-151100/- (As per 7 th CPC)	04.04.1969	30.04.2029
6.	Smt. Amita Kumari	PS	Pay Matrix Level-8 Rs.47600-151100/- (As per 7 th CPC)	14.08.1968	31.08.2028

7.	Smt. Shashi Bala	Assistant	Pay Matrix Level-7 Rs.44900-142400/- (As per 7 th CPC)	15.12.1967	31.12.2027
8.	Sh. Satish Kumar	Assistant	Pay Matrix Level-6 Rs.35400-112400/- (As per 7 th CPC)	15.03.1973	31.03.2033
11.	Smt. Neerja Kaul	UDC	Pay Matrix Level-4 Rs.25500-81100/- (As per 7 th CPC)	12.06.1975	30.06.2035
12.	Sh. Naresh Kumar	UDC	Pay Matrix Level-4 Rs.25500-81100/- (As per 7 th CPC)	15.03.1973	31.03.2033
Skilled Support Staff					
1.	Sh. Deepak	SSS	Pay Matrix Level-3 Rs.21700- 69100/- (As per 7 th CPC)	02.01.1968	31.01.2028
2	Sh Balwan Kumar	SSS	Pay Matrix Level-3 Rs.21700- 69100/- (As per 7 th CPC)	01.01.1978	31.12.2037

(DIRECTORY OF ITS OFFICERS AND EMPLOYEES INDICATING THE PAY SCALE OF EACH OFFICER AND EMPLOYEE AS ON 31.03.2023)

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	
1.9.1	List of employees with Gross monthly remuneration	As per 1.8.1 above (as per 7 th CPC)
1.9.2	System of compensation as provided in its regulations	• GSLIS • DLIS • Ex-Garcia Lump-Sum Grant • CCS Extra Ordinary Pension Rules.

1.10	Name, designation and other particulars of public information officers [Section 4(1)(b) (xvi)]	
1.10.1	Name, Organization and particulars of CPIO and APIO	CPIO Dr. Raja K N, Principal Scientist, ICAR-NBAGR, Makrampur Campus, G.T.Road Bye Pass,Karnal-132001 (Haryana), India, Tel: 0184-2267918 (Off), EPABX- 275 1st Appellate Authority Director, ICAR - NBAGR, Makrampur Campus, G.T.Road Bye Pass, Karnal-132001 (Haryana), India. Tel: 0184-2267918 (Off).

1.10.2	Address, telephone numbers and email ID of each designated official	CPIO ICAR-NBAGR, Makrampur Campus, G.T .Road Bye Pass, Karnal-132001 (Haryana) 1st Appellate Authority Director, ICAR - NBAGR, Makrampur Campus, G.T.Road Bye Pass, Karnal-132001 (Haryana) Telephone number and e-mails are available on : https://nbagr.res.in/Contact%20Us%205
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1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	
1.11.1	Pending for Minor penalty or major penalty proceedings	0
1.11.2	Finalized for Minor penalty or major penalty proceedings	Nil

1.12	Programmes to advance understanding of RTI (Section 26) Educational programmes	
1.12.1	Educational programmes	No such programme are conducted by the Institute.
1.12.2	Efforts to encourage public authority to participate in these programmes	The details of training programmes are circulated well in advance to encourage all key officials to participate in these programmes.
1.12.3	Training of CPIO/APIO	-
1.12.4	Update & publish guidelines on RTI by the public Authorities concerned	Updated information /guidelines on RTI are obtained from the following link: https://nbagr.icar.gov.in/en/rti-act/

1.13	Transfer policy and transfer orders [F.No. 1/6/2011 – IR dt. 15-04-2013]	
	Transfer policy framed by ICAR New Delhi is followed.	The same is available on ICAR website: https://icar.org.in/sites/default/files/inline-files/AnnexureI_compressed_0.pdf