

**CENTRAL MUGA ERI RESEARCH AND TRAINING INSTITUTE  
CENTRAL SILK BOARD  
MINISTRY OF TEXTILES, GOVT. OF INDIA  
LAHDOIGARH, JORHAT-785 700**

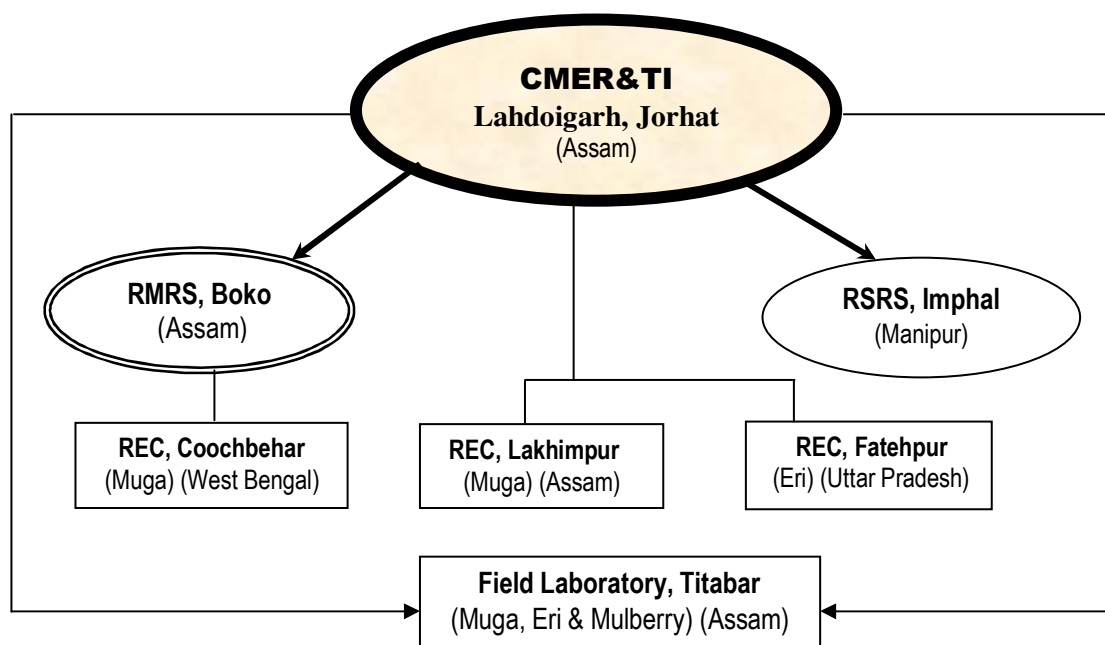
**RIGHT TO INFORMATION ACT – 2005**

- I. The particulars of its organization, functions and duties
- II. Powers and duties of its officers and employees
- III. The procedure followed in the decision making process, including channels of supervision and accountability
- IV. The norms set by it for the discharge of its functions
- V. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function
- VI. A statement of the categories of documents that are held by it or under its control
- VII. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof
- VIII. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, committees and other bodies are opened to the public or the minutes all such meetings are accessible to the public
- IX. A directory of its officers and employees
- X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation
- XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made
- XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes: Not applicable
- XIII. The particulars of recipients of concessions, permits or authorization granted by it
- XIV. Details in respect of the information, available to or held by it, reduced in an electronic form
- XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
- XVI. The names, designations and other particulars of the Public Information Officers
- XVII. Such other information as may be prescribed; and thereafter update these publications every year;

## **I) DETAILED INFORMATION OF ORGANIZATIONAL SET UP, FUNCTIONS AND DUTIES**

### **a) ORGANIZATIONAL SET UP**

Central Silk Board (CSB) established Central Muga Eri Research Station at Titabar, Assam in 1972 with a view to provide R&D support for upliftment of Muga & Eri Silk industry in North East India which was later bifurcated into Regional Sericultural Research Station, Titabar (later shifted to Jorhat during 1986) for Mulberry Research, Regional Eri Research Station at Mendipather, East Garo Hills, (Meghalaya) for Eri Research and Regional Muga Research Station at Boko, Kamrup (Assam) during 1982 for research on Muga. Again during 1987, CSB established a Research and Training Institute named as Central Muga Research & Training Institute at Lahdoigarh, Jorhat. It came into being as a full-fledged Research & Training Institute in 1999 and during the same year, it was renamed as Central Muga Eri Research & Training Institute (CMER&TI) as the apex R&D institute for Muga and Eri and restructured with its nested Regional Research Stations along with Research Extension Centers for Muga and Eri..



### **b) FUNCTIONS**

The Central Muga Eri Research & Training Institute functions under the direct control of the Member Secretary, Central Silk Board, Bangalore. This is the only institute in the country for providing research and developmental support for the growth of Muga and Eri industry. Muga is produced only in N E Region and about 73% of the total production of Eri of the country is produced in the NE Region. Like Mulberry and Tasar culture, a number of problems are associated with Muga & Eri culture also, which needs to be addressed time to time for increasing productivity. Therefore, developing of package of practices suitable for different climatic conditions for improvement of productivity is the primary function of the main Institute and the subordinate units attached to it.

**c) DUTIES:**

**CMER&TI, Lahdoigarh Jorhat:**

- To draw need based research project in Muga and Eri culture.
- To provide training to in-service officials of different State Governments, NGOs, Private Farmers, Reelers & Spinners.
- To provide administrative services to employees working in the main Institute and its nested units.
- To coordinate with the Director of Sericulture of North Eastern States and other states for development of sericulture industry.
- To coordinate with different Institutes/ Ministries for implementation of developmental programmes.
- To coordinate extension works.

**RMRS, BOKO, KAMRUP:**

- To formulate need based research projects in Muga culture.
- To impart training to in-service officials of different State Governments, NGOs, Private Farmers and Reelers & Spinners etc.
- To provide administrative services to employees working under RMRS and its nested units.
- Management of sectional activities pertaining to research and extension works.

**RESEARCH EXTENNSION CENTRES:**

- To provide extension services to the concerned State.
- To validate the technologies developed by the main institute.

**II) POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:**

**FINANCIAL POWERS**

Head of Expenditure	Expenditure Limit	
	DIRECTOR, CMER&TI, Lahdoigarh, Jorhat	Scientist D, RMRS, Boko / RERS Shadnagar
Repairs & Maintenance of Buildings	Up to Rs. 5.00 lakhs per work order	Up to Rs.1.00 lakh per work order per annum.
Maintenance, up keep and repairs of equipment, Vehicles, Computes,	Up to Rs.25,000/- per year per equipment.	Up to Rs.10,000/- per year per equipment.

Furniture		
Purchase of Stationary / Stores	Up to Rs.50,000/- per order	Up to Rs.20,000/- per order
Purchase of Assests like tools, equipments, plant and machineries, software etc. and furniture and other office equipments	Up to Rs.3.00 lakhs per order	Up to Rs. 1.00 lakh per order
Printing/Binding Publications and other Publicity materials.	Up to Rs. 1.00 lakh per order	Up to Rs.20,000/- per order
Purchase of Chemicals, Pesticides and Disinfectants.	Up to Rs. 2.00 lakhs per order	Up to Rs. 50,000/- per order
Purchase of Fertilizers and Manure.	Up to Rs. 2.00 lakhs per order	Up to Rs. 50,000/- per order
Purchase of Library Books/ Journals.	Up to Rs. 1.00 lakh per order	Up to Rs. 20,000/- per order
Statutory Payments like Municipal rates and Taxes & Insurance.	Full Power for current payment.	Full Power for current payment.
Rent	Up to Rs. 3.00 lakhs per annum per case.	Nil

The financial power vested on the Deputy Director (A&A), CMER&TI, Lahdoigarh, Jorhat (Assam) by the Director of Main Institute is to incur expenditure not exceeding Rs. 2000/- on Misc. items per item/case.

Two units viz. RSRS, Boko (Assam) and RSRS, Imphal (Manipur) are delegated and all other nested i.e. REC / Sub-Unit / Field Laboratory are non-delegated and headed by Scientists and STA etc. The Units are running with a lump-sum contingent advance on re-couplement basis to incur expenditure on petty purchases, maintenance of vehicles of the unit, payment of Rent, Electricity, Telephone Bill etc. The Salary & Wages pertaining to the non delegated units are released from CMER&TI, Lahdoigarh and its delegated Unit, RSRS, Boko and RSRS, Imphal

However, the In-charges of above non-delegated units are allowed to incur expenditure up to Rs. 2,000/- per case on Misc. items.

## **ADMINISTRATIVE POWERS**

### Director, CMER&TI, Ladoigarh, Jorhat :

01. To be the Head of the Institute and to take the decision on all matters pertaining to the Institute and its nested units.
02. To be the Drawing & Disbursing officer of the Institute.
03. To grant leave and increment of all Officers and Staff working under his control.
04. To grant LTC to the officers and employees under his control.
05. To pass all salary & allowances bills, wage bills, parties bill etc.
06. To dispose off all the administrative, accounts, technical and research matters of the institute and its nested units.
07. He is having the power of transfer of group C and D employees within the units coming under his jurisdiction.
08. Grant of disability leave and special casual leave to officers and staff below his level as per rules.
09. Acceptance of resignation of officers/staff up to the level of Joint Director./ Scientist-D.
10. To grant advance increment to Jr. Stenographer for acquiring higher speed in shorthand as per rules.
11. To grant special pay to clerical staff working as telephone operators as per rules.
12. To grant special pay to group D staff as per rules for operating Franking Machine, Gestetner and Photostat Machine.
13. To grant personal pay equivalent to one increment to officer and staff under his control on adoption of family planning norms.
14. To grant paternity, maternity and Child care leave to the employees under his control.
15. To close the probationary period in respect of the officers and staff below his rank as per rule.
16. To obtain annual property returns from the officers below his rank in Group A & B every year and to retain the same in safe custody.

17. To grant approval for acquisition/disposal of immovable properties in respect of officers/officials up to the level of Deputy Director.
18. To issue no objection certificate for obtaining passport as per rules for officers and staff below his rank working under his control.
19. To issue no objection certificate for obtaining visa and grant of leave for going abroad to the officers / staff up to the level of Deputy Director working under his control.
20. To grant permission for extension of time limit up to six months in addition to the normal six months for completion of journey on LTC by the family of officers/staff working under his control, except himself.
21. To sign bond on behalf of the Member Secretary, Central Silk Board for the employees who are granted study leave/deputed for training abroad/scholarship/associate ship/fellowship etc.
22. Approval for change of Home Town in respect of officers/ staff working his control under intimation to Central Office as per rules.
23. Approval for change of surname in respect of officers/ staff working under his control as per rules under intimation to Central Office.
24. To dispose off pay anomaly requests of officers and staff working under his control within the Institute/Station.
25. To approve list of holidays for the units coming under his control with a copy to Central Office.

Deputy Director (A&A), CMER&TI, Lahdoigarh, Jorhat

01. To oversee the working of administrative division for its timely disposal.
02. He will monitor and supervise the work of Accounts and bill section.

Assistant Director (A & A), CMER&TI, Lahdoigarh.

01. He will look after all disciplinary cases, court cases, purchase of land matters, payment of tax for land etc. and its timely follow up action. He shall be responsible for keeping these records/files under his safe custody.
02. He will supervise and monitor all matters pertaining to establishment section and to see its timely disposal including the matter of security, watch & ward duties of Group-D staff, engagement of manpower through contractor.

03. He will supervise and monitor the Laborer Cell, Civil Construction Works, Audit and RTI matters and see the settlement of credit medical bills of CSB recognized hospitals.
04. All the files pertaining to Reporter Cell (except confidential matters), Establishment, Labour Cell, Hindi Cell will be routed through him and he will put up the same to the Director through the Deputy Director (A&A) for final disposal.
05. He will act as Store & Vehicle In-charge and responsible for maintenance of records properly. All files pertaining to Store and Vehicle will be routed through him. He will also keep account of all store articles purchased/ procured by Storekeeper (UDC).
06. To attest the entries into the Service Book in respect of Non-Gazetted staff and SWs of the main institute and nested units.

### **III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTIBILITY:**

CMER&TI, Lahdoigarh does not make any policy decision. However, it implements the policies / decisions adopted by Central Silk Board, Bangalore. Only some decisions are made like approval of research projects under the supervision of Research Advisory Committee (RAC) which is constituted by Central Silk Board. The RAC is headed by an eminent scientist outside Central Silk Board and comprised with scientists drawn from different Institutes / Universities for respective fields. The committee also consists of members from State sericulture department of NE region, Farmers, Reelers, and Weavers etc. The research projects approved by RAC are then forwarded to Central Silk Board for administrative approval.

#### **Research:**

All research projects are executed by the project leader / concerned scientists as envisaged in the project. However, Director coordinates all the research projects of the main Institute and its delegated units.

#### **Extension:**

Extension programmes as per the annual action plan is implemented by the Director through the Scientist-C (Extension) for the main Institute.

Scientist-D, Scientist-C and Unit-in-Charge are responsible for implementation of the extension programmes for the respective units.

**Accounts & Administration:**

Based on research finding on respective culture, detailed action plan is drawn known as annual action plan of the Institute at the beginning of the year. Considering the funds required for different projects, extension programmes etc. annual budget is prepared and sent to Central Silk Board. All expenditures are regulated as per the respective head of accounts. The salaries of the employees are disbursed as per the salary structure of different grade of employees. Expenditure for all other purposes is done as per the prescribed purchase procedure.

**Accountability:**

Director being the head of the Institute is accountable for implementation of projects and administrative works. For maintenance of funds, Director / unit head and administrative head of the units are jointly responsible.

**IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

**a) Research & Development and Extension programme:**

Need based research projects in Muga, Eri and Mulberry sericulture are initially formulated by respective scientists from different fields and placed for discussion in Research Council (RC). Once the Research Council approves such project, it is forwarded to the concerned referees of the respective field for obtaining their views. The views/suggestions of the referees incorporated in the final proposal of research projects are then placed before the Research Advisory Committee for discussion. Once the RAC approves the project, it is forwarded to Central Silk Board, Bangalore for final approval followed by implementation. Extension programmes are implemented as per approved Annual action plan.



b) **Administration**

Annual requirement of different stores, scientific equipments, furniture, tools plants, machinery etc. are procured as per budget estimate and as envisaged in the approved Research Projects by inviting tenders under limited tender system for the financial involvement up to Rs.25.00 Lakhs. The requirements beyond the financial involvement of Rs. 25.00 Lakhs are procured under the open tender system by releasing tender notices in National & Local Dailies, National Trade Journal and Departmental Website. On receipt of tenders, purchase committee constituted for the purpose evaluates the proposal and recommends it to Central Silk Board, Bangalore for administrative approval. After receipt of approval, the procurement is effected following normal procedures and guidelines.

**V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION**

- ❖ Fundamental Rules and Supplementary Rules of Central Govt.
- ❖ CCS Leave Rule
- ❖ CCS LTC Rules
- ❖ CCS Conduct Rules
- ❖ CCS (CCA) Rules
- ❖ CS (MA) Rules
- ❖ CCS ( CCA ) Rules
- ❖ CCS General Financial Rule
- ❖ CCS Staff Car Rules
- ❖ Central Treasury Rules
- ❖ CCS TA Rules
- ❖ Central Silk Board Act & Rules
- ❖ Various meeting minutes, Circulars issued by Ministry/CSB from time to time, Research project reports, Reports of the concluded research project, Minutes of RAC held half yearly, Minutes of RC held quarterly, minutes of extension officers meeting held quarterly.

**VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

- Annual Report
- Annual action plan & Annual Budget
- Minutes of Research Council meeting
- Minutes of Research Advisory Committee meeting
- Minutes of Extension Officers' Meeting
- Quarterly News Bulletin
- Service Books
- Asset Register and Dead Stock Register
- Stock Registers (Consumables & non consumables)
- Stock Registers of Books and Journals
- Logbook of Vehicles, Motorcycles etc.

**VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:**

The Institute organizes the following public interactive events for the benefits of the public.

- **Krishi Mela:** This is an interactive occasion where farmers, reelers, weavers etc. gathers and discuss with the scientists of Institute about the development technologies for increasing productivity, about specific problems associated within the culture, adoption of new technologies etc.
- **Workshop:** It is held to discuss the prevalent field problems among the scientists and farmers. Refinement of the packages is made on the basis of feedback received from the farmers.
- **Field day:** It is held locally in potential sericulture areas. Dissemination of technology is made in consultation with departmental staff and farmers for solving the field problems.
- **Exhibition:** It is held to exhibit the technological finding/output such as improved varieties of food plants, improved silkworm races, improved reeling & spinning machines and diversified end products etc. among the public. The aim of exhibition is to create awareness among the rearers, reelers, spinners and weavers.

**VIII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETING OF THOSE BOARDS, COMMITTEES AND OTHER BODIES ARE OPENED TO THE PUBLIC OR THE MINUTES ALL SUCH MEETINGS ARE ACCESSIBLE TO THE PUBLIC:**

Central Silk Board / Institute constitute the following committees for the purpose of Research and Extension Programmes:

- **Research Advisory Committee (RAC)** constituted by Central Silk Board is headed by an eminent scientist outside Central Silk Board and comprised with 14 members and 4 invitees drawn from different Institutes/Universities for respective fields including State sericulture department of NE region, farmers, reelers, weavers etc.
- **Research council (RC)** is headed by the Director of the institute and participated by all the scientists of main institute and nested research stations for periodical review of on-going, new as well as concluded projects.
- **Extension Officers Meeting (EOM)** is headed by the Director of the institute and participated by all the officer in-charges of the research extension centers to review the follow-up action of extension activities of respective units.
- **Regional Research Advisory Committee (RRAC)** is headed by the Director of State Sericulture Department to discuss the local adaptive research problems and to formulate research & development strategies to overcome the problems in the respective State. Director of the institute is the convener of the committee.
- Minutes of all such meetings are accessible to the public except the findings of on -going research projects.

**IX) DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

<b>CMER&amp;TI, Ladoigarh (Institute Code: 8331)</b>			
<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
3002	DR. RANJANA DAS	DIRECTOR (i/c) & SCIENTIST-D	9435357210
4713	DR. REETA LUIKHAM	SCIENTIST-D	9862964877
5356	DR. KARTIK NEOG	SCIENTIST-D	9435357211
5191	DR. T. JAMES KEISA	SCIENTIST-D	9862291549
5640	DR. AFTAB A. SHABNAM	SCIENTIST-D	9797111974
5636	DR. MAHANANDA CHUTIA	SCIENTIST-D	9435704853
5639	DR. DIP KUMAR GOGOI	SCIENTIST-C	9854050433
-	DR. AMIT KUMAR	SCIENTIST-C	
-	DR. ARUN KUMAR K.P.	SCIENTIST-C	7013843265
5332	DEBASISH DAS	ASST.DIRECTOR(COMP)	9435016466
1310	N. MUHIBUR ROHMAN	ASST.DIRECTOR (A&A)	
5798	DR. G. SUBRAHMANYAM	SCIENTIST-B	8884011546
5797	DR. RAJAL DEBNATH	SCIENTIST-B	9508620505
5794	DR. P. SANGANNAVAR	SCIENTIST-B	9845670823
5799	DR. K. SUBADAS SINGH	SCIENTIST-B	9999484353
5795	DR. VINODAKUMAR S.NAIK	SCIENTIST-B	8147138663
5830	N VIJAY	SCIENTIST-B	08052512469
5800	DR. D. KUMAR JIGYASU	SCIENTIST-B	9452813613
-	SRI MANJUNATH RN	SCIENTIST-B	
-	DR. SAIKAT MAJI	SCIENTIST-B	
-	DR. MAHESH D.S.	SCIENTIST-B	
1266	KESHAB KALITA	SUPERINTENDENT(ADMN)	9860075894
1843	SUMAN KUMAR HAZARIKA	SUPERINTENDENT(ADMN)	9954312994
3064	MAMONI DAS	ASST. SUPDT.(ADMN.)	9435353857
3066	AKANMAN GOGOI	ASST. SUPDT.(ADMN.)	
3538	SURENDRA PATGIRI	ASST. SUPDT.(ADMN.)	9954497859
2917	DHIRENDRA NATH NEOG	ASST. SUPDT.(ADMN.)	9531026038
3359	PRODIP DAS	ASST. SUPDT.(ADMN.)	9435248884
5199	JERIFA ISLAM HAZARIKA	STENOGRAPHER-GRADE-I	9435230077
5330	GOJEN TAYE	JR.TRANSLATOR(HINDI)	9435803243
1205	BAKUL DUTTA	TECHNICAL ASSISTANT	
2949	BHUPEN SONOWAL	TECHNICAL ASSISTANT	
2943	MD.TOFIQL HUSSAIN	TECHNICAL ASSISTANT	9435765477
4012	DILIP KHANIKAR	TECHNICAL ASSISTANT	
2885	NIPAMONI BHUYAN	TECHNICAL ASSISTANT	
4089	NILIMA DUTTA BHUYAN	TECHNICAL ASSISTANT	9613880233
4283	DIPALI GOGOI BORUAH	TECHNICAL ASSISTANT	9435053172
4280	N. GOGOI (HANDIQUE)	TECHNICAL ASSISTANT	9957874591
4275	RUMI DUTTA (DEKA)	TECHNICAL ASSISTANT	9957684713
4619	NILAKSHI NATH SAIKIA	TECHNICAL ASSISTANT	9435677952
4861	SUNIT KUMAR BORAH	STAFF CAR DRIVER GRADE-I	9864788892

5699	MUSHTAQ AHMED	SR.FIELD ASSISTANT	9678819647
5703	MITALI SAIKIA	SR.FIELD ASSISTANT	
5706	SIMANTA SAIKIA	SR.FIELD ASSISTANT	9401128133
5713	GAJEN TAW	SR.FIELD ASSISTANT	
5709	PALASH DUTTA	SR.FIELD ASSISTANT	9954171636
4466	UMASHANKAR BHATTA	U.D.C	9435738691
5207	LABA KUMAR BORO	U.D.C	
5200	BULUMONI SAIKIA BORUAH	U.D.C	9435353858
4092	RUBUL CHETIA	STAFF CAR DRIVER GRADE-II	9957201125
2255	AJIT ROY	ASSISTANT TECHNICIAN	9435753232
3665	HEMKANTA DAS	ASSISTANT TECHNICIAN	
3844	SHYAM DAS	ASSISTANT TECHNICIAN	9954552534
2817	ROYAL ALI	MULTI TASKING STAFF	9613335593
2909	KRISHNA KANTA DOLEY	MULTI TASKING STAFF	9707292851
2910	BHUPEN SAIKIA	MULTI TASKING STAFF	9854835830
3341	SARBASWAR BORUAH	MULTI TASKING STAFF	
3690	BUDURAM SONOWAL	MULTI TASKING STAFF	9435611916
3556	AMULYA MILI	MULTI TASKING STAFF	
4795	MOHAN DAS	MULTI TASKING STAFF	
5728	MANAI TISSOPI	MULTI TASKING STAFF	
5962	TANUJA BHARALI	MULTI TASKING STAFF	
5216	BISTURAM BORAH	MULTI TASKING STAFF	
5217	GHANA KANTA SARMA	MULTI TASKING STAFF	8473864278
5425	PRAFULLA GOGOI	MULTI TASKING STAFF	

<b>Field Lab, Titabar (Unit Code: 8332)</b>			
<b>Employee No</b>	<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
2772	NILIFA BEGUM	TECHNICAL ASSISTANT	
3209	NAWAB MAINUL GONEY	MULTI TASKING STAFF	
5534	ANJALI DAS	MULTI TASKING STAFF	

### Delegated units

<b>RSRS, Boko (Unit Code: 8305)</b>			
<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
5344	S.ABDUS SAFUR RAHMAN	SCIENTIST-D	9101487536
5670	DR. MANABENDRA DEKA	SCIENTIST-C	7002974446
5638	DR. HIMANGSHU BARMAN	SCIENTIST-C	9859592420
1919	S. CHOUDHURY	SUPERINTENDENT(ADMN)	
1203	DIMBESWAR NEOG	SR.TECH.ASSISTANT (SG)	
1976	PHANIDHAR NATH	ASST. SUPDT.(ADMN.)	
1941	ANIL KUMAR TALUKDAR	ASST. SUPDT.(ADMN.)	
3487	RATTAN BORAH	TECHNICAL ASSISTANT	

4839	BHUMIDHAR BAISHYA	TECHNICAL ASSISTANT	
3991	CHANDRA KANTA BORAH	TECHNICAL ASSISTANT	
4011	DAMBARU DHAR BORAH	TECHNICAL ASSISTANT	
3857	ANIL KUMAR KALITA	TECHNICAL ASSISTANT	
4699	GHANA KANTA BHARALI	TECHNICAL ASSISTANT	
2089	DIJEN BASUMATARY	STAFF CAR DRIVER GRADE-I	
2092	BHUPEN CHANDRA DAS	STAFF CAR DRIVER GRADE-I	
5701	MD.SHAMIM HUSSAIN	SR.FIELD ASSISTANT	
5702	NABAJYOTI SARMAH	SR.FIELD ASSISTANT	
5103	GARIMA RABHA	U.D.C	
5192	KUMUD CHANDRA DAS	U.D.C	
5591	SMRITA DUTTA (KALITA)	U.D.C	
3206	BRIKHYA DHAR RABHA	ASSISTANT TECHNICIAN	
3262	C. CHAND TALUKDAR	ASSISTANT TECHNICIAN	
2826	HAREN DAS	MULTI TASKING STAFF	
5653	BIJULI BASFORE	MULTI TASKING STAFF	
3105	PARESH KALITA	MULTI TASKING STAFF	
5413	KAMALA BARUA	MULTI TASKING STAFF	
3342	PROBIN SANGMA	MULTI TASKING STAFF	
5498	KUMUD CHANDRA RABHA	MULTI TASKING STAFF	

**RSRS, Imphal (Unit Code: 4951)**

<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
3042	DR. N IBOTOMBI SINGH	SCIENTIST-D	9678000491
4052	DR. YUMNAM DEBARAJ	SCIENTIST-D	
5354	DR. L. SOMEN SINGH	SCIENTIST-D	
5664	DR. S. SUBHARANI DEVI	SCIENTIST-C	
5816	DR. RITWIKA SUR CHAUDHARI	SCIENTIST-B	
5279	W. MANGLEM DEVI	SR.TRANSLATOR(HINDI)	
3186	KHOMEI SINGH LAISHRAM	ASST. SUPDT.(ADMN.)	
5087	R. SINGH PUKHRAMBAM	ASST. SUPDT.(ADMN.)	
4039	YUMNAM RAJEN SINGH	STENOGRAPHER-GRADE-I	
1572	L. IBOHAL SHARMA	TECHNICAL ASSISTANT	
4837	Y. KALPANA DEVI	TECHNICAL ASSISTANT	
4835	N. INGOMCHA SINGH	TECHNICAL ASSISTANT	
4836	CHINGLEMBA KAMEL	TECHNICAL ASSISTANT	
4003	K. SOMORJIT SINGH	TECHNICAL ASSISTANT	
4040	C. PRIYOKUMAR MEITEI	TECHNICAL ASSISTANT	
4053	T. INAOMACHA MEETEI	TECHNICAL ASSISTANT	
4055	M. AZOYJOYFUL CHOTHE	TECHNICAL ASSISTANT	
4004	T. PREMKANTA SINGH	TECHNICAL ASSISTANT	
4044	L. SITLHOU	TECHNICAL ASSISTANT	
4010	L. DHANANJOY SINGH	TECHNICAL ASSISTANT	
4041	SALAM BIJOY MEITEI	TECHNICAL ASSISTANT	

4923	I. KHUMAN-CHAN	TECHNICAL ASSISTANT	
4714	A. NILAMANI MEITEI	TECHNICAL ASSISTANT	
5015	M. SINGH LAISHRAM	TECHNICAL ASSISTANT	
5304	K. G.RONGMEI	TECHNICAL ASSISTANT	
5351	R. RAJMOHOL SINGH	TECHNICAL ASSISTANT	
5501	ABRAHAM, P.	TECHNICAL ASSISTANT	
5524	GUNESHWAR MEETEI,L	TECHNICAL ASSISTANT	
2241	BIREN SINGH ARAMBAN	STAFF CAR DRIVER GRADE-I	
2937	DHIREN SINGH KHAIDEM	STAFF CAR DRIVER GRADE-I	
5156	HIJAM TOMBI DEVI	U.D.C	
2156	B. DEVI CHINGAKHAM	TECHNICIAN	
2217	MD.ABDUL HIKIM	ASSISTANT TECHNICIAN	
2216	HENI MAO PUKHRENI	ASSISTANT TECHNICIAN	
2395	T. SUDHIR SINGH	ASSISTANT TECHNICIAN	
5155	ANGAMLA,R.K.	MULTI TASKING STAFF	
2527	S. SINGH MONGMAITHEM	MULTI TASKING STAFF	
2562	THANGZACHIN PAITE,N.	MULTI TASKING STAFF	
4046	MD.FAJUR RAHAMAN	MULTI TASKING STAFF	
5366	HOLIN R NAGA,G.	MULTI TASKING STAFF	
5511	ELANGBAM SHYAM SINGH	MULTI TASKING STAFF	

<b>Field Lab, T.Khullen (Unit Code: 4954)</b>			
<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
2938	R. SINGH NINGTHOUJAM	STAFF CAR DRIVER GRADE-I	
5914	WAIKHOM ROMEN SINGH	FIELD ASSISTANT	
2558	N. SINGH LAISHRAM	MULTI TASKING STAFF	
2565	M. SINGH LAITHANGBAM	MULTI TASKING STAFF	

**Non-delegated units**

<b>REC, Lakhimpur (Unit Code: 8313)</b>			
<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
5206	DIGANTA MECH	SCIENTIST-D	8638563761
3934	BIMALA GOGOI	TECHNICAL ASSISTANT	
5558	P. BORDOLOI MAHANTA	TECHNICAL ASSISTANT	
5684	UMESH NATH	FIELD ASSISTANT	
3207	BUDHESWAR DAS	ASSISTANT TECHNICIAN	
3563	AJO RATAN	ASSISTANT TECHNICIAN	
2801	DIMBESWAR PAYENG	MULTI TASKING STAFF	
2877	BORA NETRADHAR	MULTI TASKING STAFF	

REC, Coochbehar (Unit Code: 8315)			
Employee no	Name	Designation	Contact no.
3987	DR. NARAYAN BISWAS	SCIENTIST-D	
3768	S.K.SARKAR	TECHNICAL ASSISTANT	
5106	BINA PANI ADHIKARY	TECHNICAL ASSISTANT	
5838	LOWRENCE GURUNG	FIELD ASSISTANT	

REC, Fatehpur (Unit Code: 8338)			
Employee no	Name	Designation	Contact no.
4885	DR. SURAJ PAL	SCIENTIST-D	
1126	VIJAY KUMAR	TECHNICAL ASSISTANT	
5938	RAM JIWAN	FIELD ASSISTANT	
5686	SURESH	ASSISTANT TECHNICIAN	

**X) THE MONTHLY RENUMERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION:**

*As on January, 2019*

CMER&TI, Ladoigarh (Institute Code: 8331)			
Employee no	Name	Designation	Basic Pay
3002	DR. RANJANA DAS	DIRECTOR (i/c) & SCIENTIST-D	109600.00
4713	DR. REETA LUIKHAM	SCIENTIST-D	99600.00
5356	DR. KARTIK NEOG	SCIENTIST-D	96900.00
5191	DR. T. JAMES KEISA	SCIENTIST-D	94100.00
5640	DR. AFTAB A. SHABNAM	SCIENTIST-D	81200.00
5636	DR. MAHANANDA CHUTIA	SCIENTIST-D	81200.00
5639	DR. DIP KUMAR GOGOI	SCIENTIST-C	76200.00
-	DR. AMIT KUMAR	SCIENTIST-C	
-	DR. ARUN KUMAR K.P.	SCIENTIST-C	
5332	DEBASISH DAS	ASST.DIRECTOR(COMP)	80900.00
1310	N. MUHIBUR ROHMAN	ASST.DIRECTOR (A&A)	80000.00
5798	DR. G. SUBRAHMANYAM	SCIENTIST-B	61300.00
5797	DR. RAJAL DEBNATH	SCIENTIST-B	61300.00
5794	DR. P. SANGANAVAR	SCIENTIST-B	61300.00
5799	DR. K. SUBADAS SINGH	SCIENTIST-B	61300.00
5795	DR. VINODAKUMAR S.NAIK	SCIENTIST-B	61300.00
5830	N VIJAY	SCIENTIST-B	61300.00
5800	DR. D. KUMAR JIGYASU	SCIENTIST-B	61300.00
-	SRI MANJUNATH RN	SCIENTIST-B	
-	DR. SAIKAT MAJI	SCIENTIST-B	
-	DR. MAHESH D.S.	SCIENTIST-B	
1266	KESHAB KALITA	SUPERINTENDENT(ADMN)	72100.00



1843	SUMAN KUMAR HAZARIKA	SUPERINTENDENT(ADMN)	68000.00
3064	MAMONI DAS	ASST. SUPDT.(ADMN.)	60400.00
3066	AKANMAN GOGOI	ASST. SUPDT.(ADMN.)	53600.00
3538	SURENDRA PATGIRI	ASST. SUPDT.(ADMN.)	50500.00
2917	DHIRENDRA NATH NEOG	ASST. SUPDT.(ADMN.)	50500.00
3359	PRODIP DAS	ASST. SUPDT.(ADMN.)	50500.00
5199	JERIFA ISLAM HAZARIKA	STENOGRAPHER-GRADE-I	55200.00
5330	GOJEN TAYE	JR.TRANSLATOR(HINDI)	76500.00
1205	BAKUL DUTTA	TECHNICAL ASSISTANT	66000.00
2949	BHUPEN SONOWAL	TECHNICAL ASSISTANT	62200.00
2943	MD.TOFIQUH HUSSAIN	TECHNICAL ASSISTANT	58600.00
4012	DILIP KHANIKAR	TECHNICAL ASSISTANT	55200.00
2885	NIPAMONI BHUYAN	TECHNICAL ASSISTANT	55200.00
4089	NILIMA DUTTA BHUYAN	TECHNICAL ASSISTANT	55200.00
4283	DIPALI GOGOI BORUAH	TECHNICAL ASSISTANT	55200.00
4280	N. GOGOI (HANDIQUE)	TECHNICAL ASSISTANT	55200.00
4275	RUMI DUTTA (DEKA)	TECHNICAL ASSISTANT	55200.00
4619	NILAKSHI NATH SAIKIA	TECHNICAL ASSISTANT	55200.00
4464	T. CHANDRA HANDIQUE	TECHNICAL ASSISTANT	55200.00
4861	SUNIT KUMAR BORAH	STAFF CAR DRIVER GRADE-I	44100.00
5699	MUSHTAQ AHMED	SR.FIELD ASSISTANT	29600.00
5703	MITALI SAIKIA	SR.FIELD ASSISTANT	28700.00
5706	SIMANTA SAIKIA	SR.FIELD ASSISTANT	28700.00
5713	GAJEN TAW	SR.FIELD ASSISTANT	28700.00
5709	PALASH DUTTA	SR.FIELD ASSISTANT	28700.00
4466	UMASHANKAR BHATTA	U.D.C	41600.00
5207	LABA KUMAR BORO	U.D.C	39200.00
5200	BULUMONI SAIKIA BORUAH	U.D.C	40400.00
4092	RUBUL CHETIA	STAFF CAR DRIVER GRADE-II	42800.00
2255	AJIT ROY	ASSISTANT TECHNICIAN	36100.00
3665	HEMKANTA DAS	ASSISTANT TECHNICIAN	36400.00
3844	SHYAM DAS	ASSISTANT TECHNICIAN	35000.00
2817	ROYAL ALI	MULTI TASKING STAFF	38600.00
2909	KRISHNA KANTA DOLEY	MULTI TASKING STAFF	36400.00
2910	BHUPEN SAIKIA	MULTI TASKING STAFF	35300.00
3341	SARBASWAR BORUAH	MULTI TASKING STAFF	35300.00
3690	BUDURAM SONOWAL	MULTI TASKING STAFF	35300.00
3556	AMULYA MILI	MULTI TASKING STAFF	36400.00
4795	MOHAN DAS	MULTI TASKING STAFF	35300.00
5728	MANAI TISSOPI	MULTI TASKING STAFF	19700.00
5962	TANUJA BHARALI	MULTI TASKING STAFF	19100.00
5216	BISTURAM BORAH	MULTI TASKING STAFF	33000.00
5217	GHANA KANTA SARMA	MULTI TASKING STAFF	33000.00
5425	PRAFULLA GOGOI	MULTI TASKING STAFF	32000.00

Field Lab, Titabar (Unit Code: 8332)			
Employee No	Name	Designation	Basic pay (Rs.)
2772	NILIFA BEGUM	TECHNICAL ASSISTANT	55200.00
3209	NAWAB MAINUL GONEY	MULTI TASKING STAFF	35300.00
5534	ANJALI DAS	MULTI TASKING STAFF	28400.00

#### Delegated units

RSRS, Boko (Unit Code: 8305)			
Employee no	Name	Designation	Basic pay
5344	S.ABDUS SAFUR RAHMAN	SCIENTIST-D	96,900.00
5670	DR. MANABENDRA DEKA	SCIENTIST-C	71,800.00
5638	DR. HIMANGSHU BARMAN	SCIENTIST-C	76,200.00
1919	S. CHOUDHURY	SUPERINTENDENT(ADMN)	Not reported
1203	DIMBESWAR NEOG	SR.TECH.ASSISTANT (SG)	74,300.00
1976	PHANIDHAR NATH	ASST. SUPDT.(ADMN.)	62,200.00
1941	ANIL KUMAR TALUKDAR	ASST. SUPDT.(ADMN.)	58,600.00
3487	RATTAN BORAH	TECHNICAL ASSISTANT	58,600.00
4839	BHUMIDHAR BAISHYA	TECHNICAL ASSISTANT	55,200.00
3991	CHANDRA KANTA BORAH	TECHNICAL ASSISTANT	55,200.00
4011	DAMBARU DHAR BORAH	TECHNICAL ASSISTANT	50,500.00
3857	ANIL KUMAR KALITA	TECHNICAL ASSISTANT	55,200.00
4699	GHANA KANTA BHARALI	TECHNICAL ASSISTANT	55,200.00
2089	DIJEN BASUMATARY	STAFF CAR DRIVER GRADE-I	52,000.00
2092	BHUPEN CHANDRA DAS	STAFF CAR DRIVER GRADE-I	45,400.00
5701	MD.SHAMIM HUSSAIN	SR.FIELD ASSISTANT	28,700.00
5702	NABAJYOTI SARMAH	SR.FIELD ASSISTANT	28,700.00
5103	GARIMA RABHA	U.D.C	40,400.00
5192	KUMUD CHANDRA DAS	U.D.C	39,200.00
5591	SMRITA DUTTA (KALITA)	U.D.C	30,500.00
3206	BRIKHYA DHAR RABHA	ASSISTANT TECHNICIAN	34,000.00
3262	C. CHAND TALUKDAR	ASSISTANT TECHNICIAN	34,300.00
2826	HAREN DAS	MULTI TASKING STAFF	35,300.00
5653	BIJULI BASFORE	MULTI TASKING STAFF	20,900.00
3105	PARESH KALITA	MULTI TASKING STAFF	35,300.00
5413	KAMALA BARUA	MULTI TASKING STAFF	31,100.00
3342	PROBIN SANGMA	MULTI TASKING STAFF	34,300.00
5498	KUMUD CHANDRA RABHA	MULTI TASKING STAFF	29,300.00

<b>RSRS, Imphal (Unit Code: 4951)</b>			
<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Basic pay (Rs.)</b>
3042	DR. N IBOTOMBI SINGH	SCIENTIST-D	1,09,100.00
4052	DR. YUMNAM DEBARAJ	SCIENTIST-D	99,800.00
5354	DR. L. SOMEN SINGH	SCIENTIST-D	96,900.00
5664	DR. S. SUBHARANI DEVI	SCIENTIST-C	74,000.00
5816	DR. RITWIKI SUR CHAUDHARI	SCIENTIST-B	61,300.00
5279	W. MANGLEM DEVI	SR.TRANSLATOR(HINDI)	74,300.00
3186	KHOMEI SINGH LAISHRAM	ASST. SUPDT.(ADMN.)	62,200.00
5087	R. SINGH PUKHRAMBAM	ASST. SUPDT.(ADMN.)	50,500.00
4039	YUMNAM RAJEN SINGH	STENOGRAPHER-GRADE-I	58,600.00
1572	L. IBOHAL SHARMA	TECHNICAL ASSISTANT	64,100.00
4837	Y. KALPANA DEVI	TECHNICAL ASSISTANT	55,200.00
4835	N. INGOMCHA SINGH	TECHNICAL ASSISTANT	55,200.00
4836	CHINGLEMBA KAMEL	TECHNICAL ASSISTANT	55,200.00
4003	K. SOMORJIT SINGH	TECHNICAL ASSISTANT	55,200.00
4040	C. PRIYOKUMAR MEITEI	TECHNICAL ASSISTANT	55,200.00
4053	T. INAOMACHA MEETEI	TECHNICAL ASSISTANT	55,200.00
4055	M. AZOYJOYFUL CHOITHE	TECHNICAL ASSISTANT	55,200.00
4004	T. PREMKANTA SINGH	TECHNICAL ASSISTANT	55,200.00
4044	L. SITLHOU	TECHNICAL ASSISTANT	VRS on 01.01.2019 (F/N)
4010	L. DHANANJOY SINGH	TECHNICAL ASSISTANT	55,200.00
4041	SALAM BIJOY MEITEI	TECHNICAL ASSISTANT	55,200.00
4923	I. KHUMAN-CHAN	TECHNICAL ASSISTANT	55,200.00
4714	A. NILAMANI MEITEI	TECHNICAL ASSISTANT	55,200.00
5015	M. SINGH LAISHRAM	TECHNICAL ASSISTANT	46,200.00
5304	K. G.RONGMEI	TECHNICAL ASSISTANT	46,200.00
5351	R. RAJMOHOL SINGH	TECHNICAL ASSISTANT	46,200.00
5501	ABRAHAM, P.	TECHNICAL ASSISTANT	46,200.00
5524	GUNESHWAR MEETEI,L	TECHNICAL ASSISTANT	46,200.00
2241	BIREN SINGH ARAMBAN	STAFF CAR DRIVER GRADE-I	50,500.00
2937	DHIREN SINGH KHAIDEM	STAFF CAR DRIVER GRADE-I	50,500.00
5156	HIJAM TOMBI DEVI	U.D.C	40,400.00
2156	B. DEVI CHINGAKHAM	TECHNICIAN	41,000.00
2217	MD.ABDUL HIKIM	ASSISTANT TECHNICIAN	35,300.00
2216	HENI MAO PUKHRENI	ASSISTANT TECHNICIAN	35,300.00
2395	T. SUDHIR SINGH	ASSISTANT TECHNICIAN	39,800.00
5155	ANGAMLA,R.K.	MULTI TASKING STAFF	33,000.00
2527	S. SINGH MONGMAITHEM	MULTI TASKING STAFF	Retired on 31.12.2018
2562	THANGZACHIN PAITE,N.	MULTI TASKING STAFF	37,500.00
4046	MD.FAJUR RAHAMAN	MULTI TASKING STAFF	34,000.00
5366	HOLIN R NAGA,G.	MULTI TASKING STAFF	33,000.00
5511	ELANGBAM SHYAM SINGH	MULTI TASKING STAFF	28,400.00

<b>Field Lab, T.Khullen (Unit Code: 4954)</b>			
<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Basic pay (Rs.)</b>
2938	RAJESH SINGH NINGTHOUJAM	STAFF CAR DRIVER GRADE-I	50,500.00
5914	WAIKHOM ROMEN SINGH	FIELD ASSISTANT	24,500.00
2558	NABACHANDRA SINGH LAISHRAM	MULTI TASKING STAFF	37,500.00
2565	MANGI SINGH LAITHANGBAM	MULTI TASKING STAFF	37,500.00

**Non-delegated units**

<b>REC, Lakhimpur (Unit Code: 8313)</b>			
<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Basic pay (Rs.)</b>
5206	DIGANTA MECH	SCIENTIST-D	96900.00
3934	BIMALA GOGOI	TECHNICAL ASSISTANT	55200.00
5558	P. BORDOLOI MAHANTA	TECHNICAL ASSISTANT	44900.00
5684	UMESH NATH	FIELD ASSISTANT	23100.00
3207	BUDHESWAR DAS	ASSISTANT TECHNICIAN	36400.00
3563	AJO RATAN	ASSISTANT TECHNICIAN	36400.00
2801	DIMBESWAR PAYENG	MULTI TASKING STAFF	36400.00
2877	BORA NETRADHAR	MULTI TASKING STAFF	33300.00

<b>REC, Coochbehar (Unit Code: 8315)</b>			
<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Basic pay (Rs.)</b>
3987	DR. NARAYAN BISWAS	SCIENTIST-D	96900.00
3768	S.K.SARKAR	TECHNICAL ASSISTANT	44900.00
5106	BINA PANI ADHIKARY	TECHNICAL ASSISTANT	44900.00
5838	LOWRENCE GURUNG	FIELD ASSISTANT	23100.00

<b>REC, Fatehpur (Unit Code: 8338)</b>			
<b>Employee no</b>	<b>Name</b>	<b>Designation</b>	<b>Basic pay (Rs.)</b>
4885	DR. SURAJ PAL	SCIENTIST-D	102800.00
1126	VIJAY KUMAR	TECHNICAL ASSISTANT	70000.00
5938	RAM JIWAN	FIELD ASSISTANT	23800.00
5686	SURESH	ASSISTANT TECHNICIAN	22100.00

**XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS**

**Grants Received and Expenditure for 2017-2018**

Sl. No.	BUDGET HEAD		Amount (RS IN LAKH)
1	Non Plan		1492.15
2	Plan	General	62.88
		Capital	0.00
3	NE Plan	General	280.60
		Capital	334.31
<b>TOTAL</b>			<b>2169.94</b>

**APPROVED BUDGET for 2018-19 (Rs. in Lakhs)**

Year	Plan (Salary)	NE Plan		Total
		Gen	Cap	
<b>2018-19</b>	1926.96	258.35	150.00	2335.31

**XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:** Not applicable

**XIII) THE PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT:**

Under assessment of technology package programme (MOE-5828), trials of technologies developed by the institute are tested in field conditions and provided incentives like supply of castor seeds, fertilizers, manures and dfls to the selected farmers for validation of technology.

**XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:**

It is under development.

**XV): THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:**

Library with reading room is available during working hours from 9 A.M. to 4.30 P.M. However, prior permission of the Director is necessary for using library facilities by public.

**XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

List of officers / officials designated as APIOs under CMER&TI, Lahdoigarh.

01. Sri N.M. Rahman, Assistant Director (A&A) (APIO)
02. Sri SAS Rahman, Scientist-D, RSRS, Boko (APIO)
03. Dr. N.I. Singh, Scientist-D, RSRS, Imphal (APIO)
04. Dr. N. Biswas, Scientist-D, REC Coochbehar (APIO)
05. Dr. S. Pal, Scientist-D, REC Fatehpur (APIO)
06. Shri D. Mech, Scientist-D, REC Lakhimpur (APIO)

**XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR :**

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