

Particulars of the organization, functions and duties (Under Section 4 (b) (i))

The ICAR – National Institute of Agricultural Economics and Policy Research (NIAP), is a premier agricultural economics research institution in India. The Indian Council of Agricultural Research (ICAR) established NIAP in 1991 with a view to strengthen agricultural economics research through integration of economics input in planning, designing, and evaluation of agricultural research programs and enhancing the competence in agricultural policy analysis within the National Agricultural Research System. NIAP undertakes and sponsors research in agricultural economics and policy analysis in technology policy, sustainable agriculture, market and trade, institutional change and growth and modeling in agriculture. NIAP has 21 research scientists including the Director. Dr. Suresh Pal, is the Director of NIAP. A Management Committee consisting of senior research administrators and other stakeholders representative including farmers, advise NIAP on research administration relations to Agricultural Economics and Policy Planning in Indian Perspective. A number of other internal committees also facilitate the decentralized management of the activities of NIAP.

Mandate

- **Agricultural economics and policy research on markets, trade and institutions**
- **Growth and development models for sustainable agriculture**
- **Technology policy, evaluation and impact assessment**

Vision

- **Leveraging Innovations for Attaining Efficient, Inclusive and Eco-friendly Agricultural Growth through Agricultural Economics and Policy Research.**

Mission

- **To strengthen agricultural economics research for providing economically viable, socially-acceptable and environmentally-feasible policy options for science-led agricultural growth.**

Goals

Articulate the relevance of Agricultural Economics and Policy research inputs in planning and enhancing its uptake by various stakeholders.

Strategy

Undertake and promote agricultural policy research, training and policy interfacing programs focusing on:

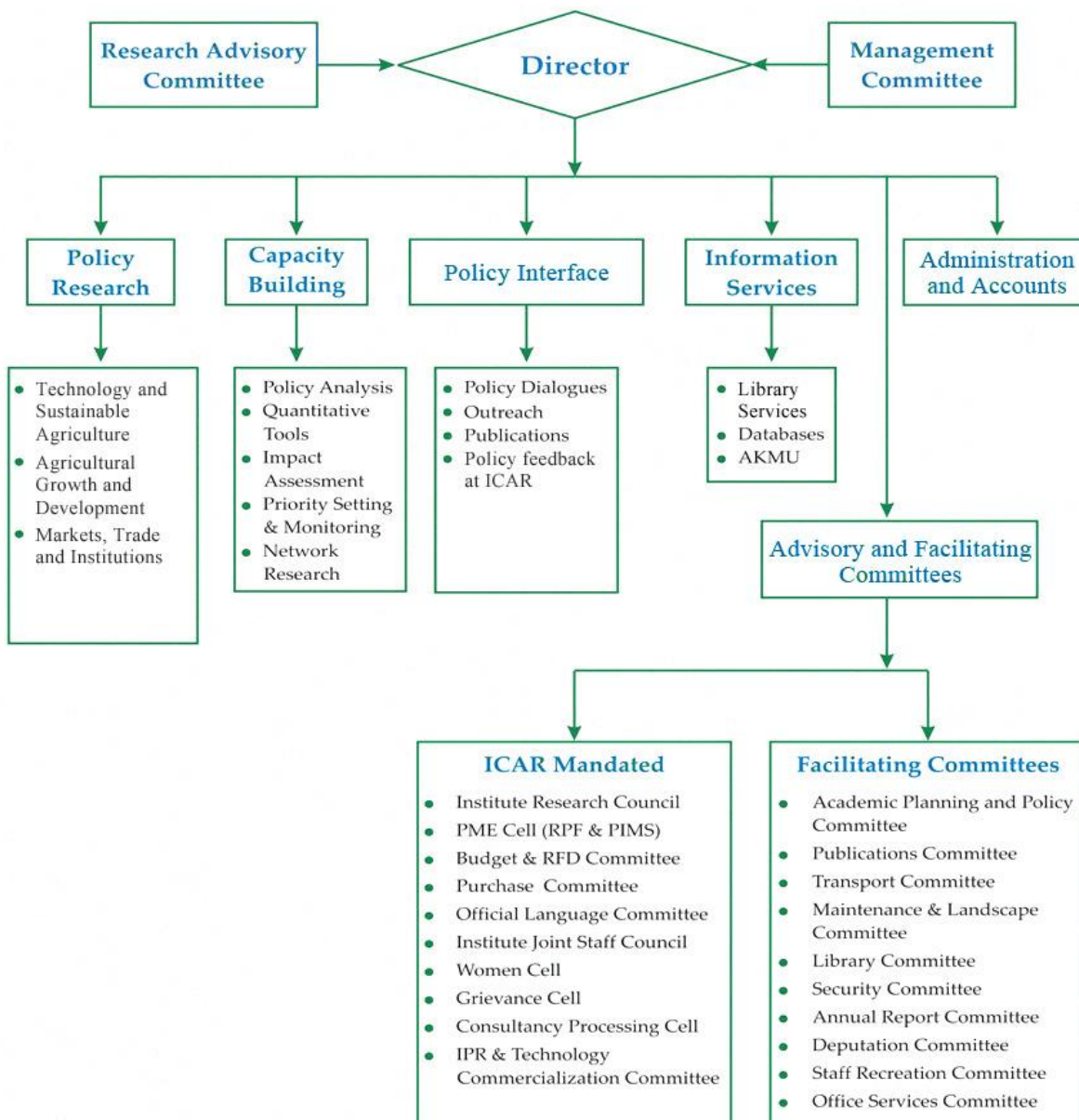
1. **Policy studies on contemporary agricultural development issues through in-house, collaborative and consultancy research**
 - **R&D policy and technology management**
 - **Natural resource and environmental economics**
 - **Agricultural development, markets and trade**

2. Strengthening agricultural economics and policy research

- **Capacity development by facilitation, networking and dissemination of information**
- **Training programs and collaborative research**
- **Enhancing ICAR participation in policy decisions through policy dialogue and institutional linkages**

Power & Responsibilities of Officers (Under Section 4 (b) (ii))

ICAR-NIAP is an autonomous public funded Institute which undertakes and sponsors research in agricultural economics and policy analysis in technology policy, sustainable agriculture, market and trade, institutional change and growth and modeling in agriculture. The Head of the Department is the Director, ICAR-NIAP and the Administrative Officer is the Head of the Office. The Organizational Chart can be seen:



Procedure followed in the decision making process, including channels of supervision and accountability (Under Section 4 (b) (iii))

The procedure indicating in Manual of Office Procedure (MOP) for decision making is complied within the ICAR - NIAP. Accordingly, Assistant Administrative Officer takes action with the help of staff (Assistant, UDC and LDC) posted in his Section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Assistant Administrative Officer submits the file to Administrative Officer who in turn submits the file to Director. All cases to be submitted to Minister are routed through Deputy Director General, Secretary (DARE) & Director General, ICAR.

Norms set for discharge of functions under Section 4 (b) (iv)

Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time. The time schedule for disposing of some of the cases is defined in the relevant rules/instructions.

Rules, Regulations, Instructions, Manual and Records for discharging functions under Section 4 (b) (v)

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

- **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**
- **Conduct Rules**
- **House Building Rules**
- **CCS (CCA) Rules**
- **Brochure on Verification of Character & Antecedents**
- **Instructions, guidelines etc. issued by the Department of Personnel & Training, Ministry of Finance etc. from time to time.**
- **Rules and Bye-laws of the ICAR Society**
- **Delegation of Powers**
- **ARS Rules**
- **Handbook on Technical Service Rules**
- **Recruitment Rules framed for different posts in ICAR**
- **Seniority Lists in respect of various cadres / posts**
- **ACRs / Assessment Reports of employees**

A statement of the categories of the documents held by it or under its control under Section 4 (b) (vi)

The various Sections of the ICAR have the files, documents /records relating to their Sections along with the references and the correspondence.

The particulars of any arrangement that exists for consultation or representation, by members of the public, in relation to the formulation of policy or implementation under Section 4 (b) (vii)

The Institute follows the policy formed by the Indian Council of Agricultural Research, New Delhi. There is provision of discussion with members of the public who are nominated by the council on the Institute Management Committee and the Quinquennial Review Team.

A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public (Under Section 4 (b) (viii))

The [IMC](#), [RAC](#), [IRC](#) and [QRT](#) are the committees constituted for the purpose of providing advice and guidance for strengthening the programmes. The minutes of these meetings are accessible on request.

Directory of Officers and employees (Under Section Sec.4 (b) (ix))

As per the link http://ncap.res.in/Niap_Staff.html

**Monthly remuneration of Officers and employees and system of compensation
(Under Section 4 (b) (x)) (As on 31.03.2018)**

Sr. No.	Name	Designation	Level	Pay Band	Pay Scale	Grade Pay
1.	Dr. Suresh Pal	Director	--	PB- 4	37400-67000	10000
2.	Dr. Pratap Singh Birthal	National Professor	--	PB- 4	37400-67000	10000
3.	Dr. Usha Ahuja	Principal Scientist	--	PB- 4	37400-67000	10000
4.	Dr. Nalini Ranjan Kumar	Principal Scientist	--	PB- 4	37400-67000	10000
5.	Dr. Rajni Jain	Principal Scientist	--	PB- 4	37400-67000	10000
6.	Dr. Subhash Chand	Principal Scientist	--	PB- 4	37400-67000	10000
7.	Dr. Naveen Prakash Singh	Principal Scientist	--	PB- 4	37400-67000	10000
8.	Dr. Sant Kumar	Principal Scientist	--	PB- 4	37400-67000	10000
9.	Dr. Shiv Kumar	Principal Scientist	--	PB- 4	37400-67000	10000
10.	Dr. Raka Saxena	Principal Scientist	--	PB- 4	37400-67000	10000
11.	Dr. Prem Chand	Scientist (Senior Scale)	--	PB- 3	15600-39100	7000
12.	Dr. S.K. Srivastava	Scientist (Senior Scale)	--	PB- 3	15600-39100	7000
13.	Ms. Arathy Ashok	Scientist (Senior Scale)	--	PB- 3	15600-39100	7000
14.	Dr. Kingsly Immanuelraj T.	Scientist	--	PB- 3	15600-39100	6000
15.	Ms. Pavithra S.	Scientist	--	PB- 3	15600-39100	6000
16.	Ms. Jaya Jumrani	Scientist	--	PB- 3	15600-39100	6000
17.	Dr. Vinayak Ramesh Nikam	Scientist	--	PB- 3	15600-39100	6000
18.	Mr. Balaji S.J.	Scientist	--	PB- 3	15600-39100	6000
19.	Dr. Abimanyu Jhajhria	Scientist	--	PB- 3	15600-39100	6000
20.	Mr. S.V. Bangararaju	Scientist	--	PB- 3	15600-39100	6000
21.	Mr. Prabhat Kishore	Scientist	--	PB- 3	15600-39100	6000
22.	Mr. Subash S.P.	Scientist	--	PB- 3	15600-39100	6000
23.	Sh. Prem Narayan	Chief Technical Officer	12	--	--	--
24.	Sh. Khyali Ram Chaudhary	ACTO	11	--	--	--
25.	Sh. Mangal Singh Chauhan	ACTO	11	--	--	--
26.	Ms. Sonia Chauhan	ACTO	11	--	--	--
27.	Ms. Neha Chandiok	Administrative Officer	10	--	--	--
28.	Sh. Sushil Kr. Yadav	AAO	7	--	--	--
29.	Sh. V. K. Rai	AF&AO	8	--	--	--
30.	Ms. Umeeta Ahuja	P.S. to Director	7	--	--	--
31.	Sh. Inderjeet Sachdeva	Assistant	6	--	--	--
32.	Sh. Sandeep Mathur	Assistant	6	--	--	--

33.	Sh. Yatin Kohli	Assistant	6	--	--	--
34.	Sh. Harish Vats	Assistant	6	--	--	--
35.	Sh. Satender Singh	T. O.(Driver)	7	--	--	--
36.	Mr. Ajay Tanwar	UDC	4	--	--	--
37.	Mr. Deepak Tanwar	Jr. Steno	4	--	--	--
38.	Mr. Mahesh Kumar	S.S.S.	3	--	--	--
39.	Mr. Mahesh Pal	S.S.S.	2	--	--	--

Budget allocations of all plans, proposed expenditures and reports on disbursements made (Under Section 4 (b) (xi)) (RE for the year 2016-17)

S. No.	Head	Other than NEH & TSP	NEH	TSP	(Rs. In lakhs) Grand Total
Grants for creation of Capital Assets (CAPITAL)					
1	Works				
	A. Land	0.00	0.00	0.00	0.00
	B. Building				
	i. Office building	0.00	0.00	0.00	0.00
	ii. Residential building	0.00	0.00	0.00	0.00
	iii. Minor Works	0.00	0.00	0.00	0.00
2	Equipments	32.50	0.00	0.00	32.50
3	Information Technology	19.50	0.00	0.00	19.50
4	Library Books and Journals	10.00	0.00	0.00	10.00
5	Vehicles & Vessels	12.00	0.00	0.00	12.00
6	Livestock	0.00	0.00	0.00	0.00
7	Furniture & fixtures	0.00	0.00	0.00	0.00
8	Others	10.00	0.00	0.00	10.00
	Total – CAPITAL (Grants for creation of Capital Assets)	84.00	0.00	0.00	84.00
Grants in Aid - Salaries (REVENUE)					
1	Establishment Expenses				
	Salaries				
	i. Establishment Charges	467.20	0.00	0.00	467.20
	ii. Wages	0.00	0.00	0.00	0.00
	iii. Overtime Allowance	0.00	0.00	0.00	0.00
	Total – Establishment Expenses (Grant in Aid - Salaries)	467.20	0.00	0.00	467.20
Grants in Aid - General (REVENUE)					
1	Pension & Other Retirement Benefits	3.00	0.00	0.00	3.00
2	Traveling Allowance				
	A. Domestic TA / Transfer TA	9.00	0.00	0.00	9.00
	B. Foreign TA	0.00	0.00	0.00	0.00
	Total – Traveling Allowance	9.00	0.00	0.00	9.00
3	Research & Operational Expenses				
	A. Research Expenses	236.80	0.00	0.00	236.80
	B. Operational Expenses	37.00	0.00	0.00	37.00
	Total - Research & Operational Expenses	273.80	0.00	0.00	273.80
4	Administrative Expenses				
	A. Infrastructure	50.00	0.00	0.00	50.00
	B. Communication	2.00	0.00	0.00	2.00
	C. Repairs & Maintenance				
	i. Equipments, Vehicles & Others	8.00	0.00	0.00	8.00

	ii. Office building	30.00	0.00	0.00	30.00
	iii. Residential building	0.00	0.00	0.00	0.00
	iv. Minor Works	10.00	0.00	0.00	10.00
	D. Others (excluding TA)	30.00	0.00	0.00	30.00
	Total - Administrative Expenses	130.00	0.00	0.00	130.00
5	Miscellaneous Expenses				
	A. HRD	4.00	0.00	0.00	4.00
	B. Other Items (Fellowships, Scholarships etc.)	0.00	0.00	0.00	0.00
	C. Publicity & Exhibitions	0.00	0.00	0.00	0.00
	D. Guest House – Maintenance	2.00	0.00	0.00	2.00
	E. Other Miscellaneous	4.00	0.00	0.00	4.00
	Total - Miscellaneous Expenses	10.00	0.00	0.00	10.00
	Total Grants in Aid - General	425.80	0.00	0.00	425.80
	Total Revenue (Grants in Aid - Salaries + Grants in Aid - General)	893.00	0.00	0.00	893.00
	Grand Total (Capital + Revenue)	977.00	0.00	0.00	977.00

The manner of execution of subsidy programmes, including amounts allocated, details and beneficiaries (Under Section 4 (b) (xii))

There are no subsidy programmes.

Recipients of concessions, permits or authorization granted (Under Section 4 (b) (xiii))

National Institute of Agricultural Economics & Policy Research (NIAP) does not grant any permits or authorizations.

Details of the information available to, or held by it, reduced in an electronic form (Under Section 4 (b) (xiv))

- i. Mandate,
- ii. List of Ongoing Projects,
- iii. List of Completed Projects,
- iv. List of Consultancy Projects,
- v. Policy Papers,
- vi. Policy Briefs,
- vii. Annual Reports,
- viii. PME Notes,
- ix. Workshop Proceedings.

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 (Under Section 4 (b) (xv))

NIAP has a specialized library collection of books, print and electronic databases like Statistical Abstracts, Economic Survey, Agricultural census, Input surveys, Livestock census, NSSO CD ROM, CSO, other Government of India publications and some state Government Publications also. The library facility of Institute is being developed as an efficient information service unit. At present library houses a total of 6518 publications, 3227 reference books, 118 CD ROM's, 2295 database publications, 781 reports, 97 SAARC publications and other references materials. Library references are computerized using library software package with quick search facility. The library has subscription of few national and international journals. It also has a depository of FAO, CGPRT, and CGIAR reports. Library has separate section of Hindi books. The library is playing active role in timely dissemination of scientific and technical information for research via Current Awareness Service and Newspaper Clipping Service also. Library has played facilitating role in NIAP scientists becoming members of IARI and IASRI libraries also. The library has internet connectivity for library user's convenience.

Names, designations and other particulars of the Public Information Officers (Under Section 4 (b) (xvi))

1.	Appellate Authority	Director	<i>ICAR-National Institute of Agricultural Economics & Policy Research, Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012</i>	Ph. No.: 011-25843036 Fax No.: 011-25842684	director.niap@icar.gov.in
2.	Transparency and Nodal Officer	Dr. Naveen P. Singh, Principal Scientist	<i>Room No. 109, ICAR-National Institute of Agricultural Economics & Policy Research, Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012</i>	Ph. No. – 011-25848731, 25847628 Ext.: 109 Fax No. 011-25842684	Naveen.Singh1@icar.gov.in naveenpsingh@gmail.com
3.	Public Information Officer	Ms. Neha Chandiook, Administrative Officer	<i>ICAR-National Institute of Agricultural Economics & Policy Research, Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012</i>	Ph. No. – 011-25841306 (Direct) 011-25848731, 25847628 Ext.: 403 Fax No. 011-25842684	ao.niap@icar.gov.in
4.	Deemed PIO	Dr. Rajni Jain Principal Scientist	<i>ICAR-National Institute of Agricultural Economics & Policy Research, Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012</i>	Ph. No. – 011-25841306 (Direct) 011-25848731, 25847628 Ext.: 216 Fax No. 011-25842684	rajni.jain@icar.gov.in
5.	Deemed PIO	Assistant Finance & Accounts Officer	<i>ICAR-National Institute of Agricultural Economics & Policy Research, Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012</i>	Ph. No. – 011-25841306 (Direct) 011-25848731, 25847628 Ext.: 417 Fax No. 011-25842684	afao.niap@icar.gov.in
6.	Deemed PIO and Assistant Public Information Officer	Sh. S.K. Yadav, Assistant Administrative Officer	<i>ICAR-National Institute of Agricultural Economics & Policy Research, Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012</i>	Ph. No. – 011-25848731, 25847628 Ext.: 407 Fax No. 011-25842684	aao.niap@icar.gov.in sk.yadav@icar.gov.in

