

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:

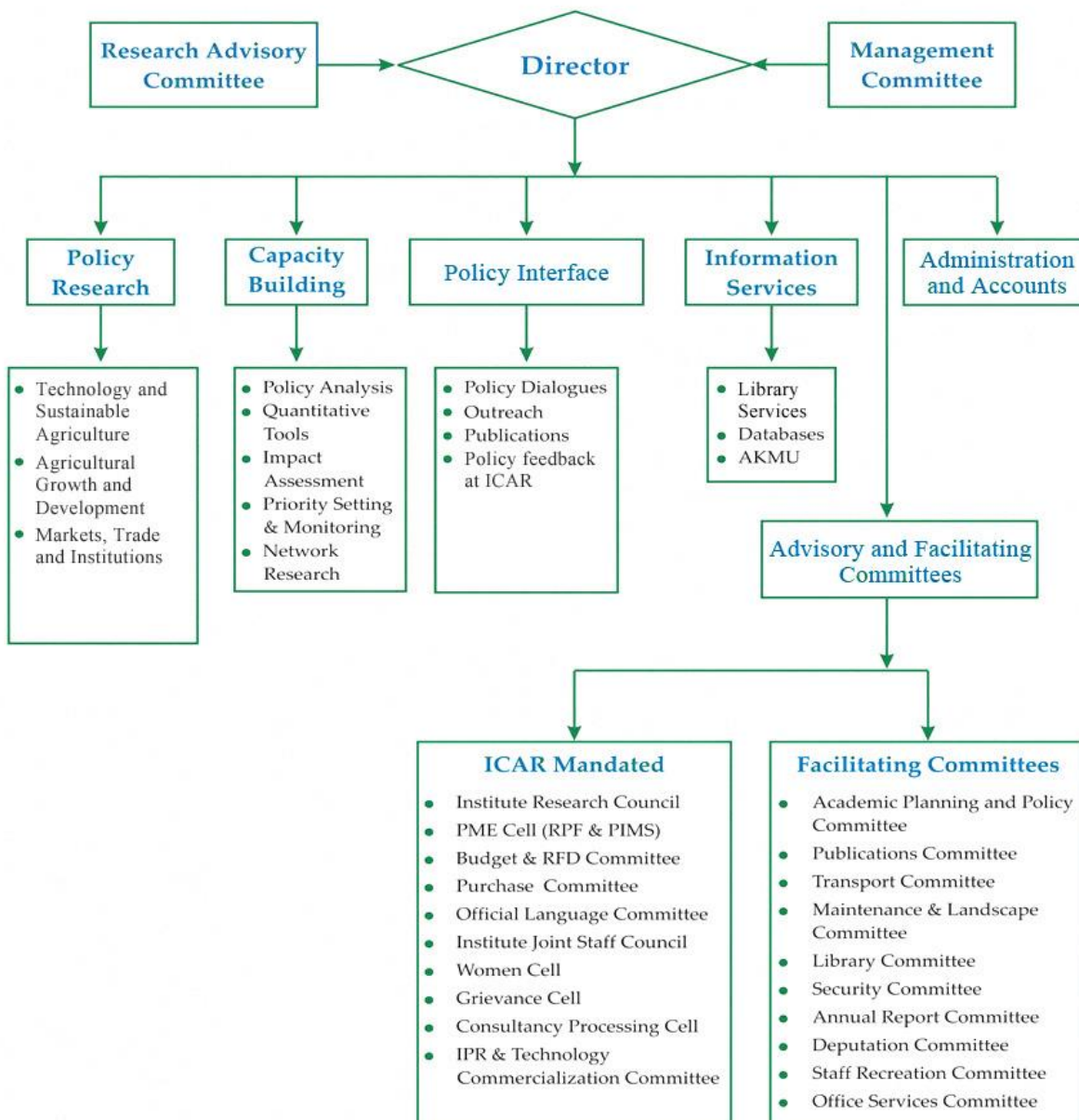
1. **Policy studies on contemporary agricultural development issues through in-house, collaborative and consultancy research**
 - **R&D policy and technology management**
 - **Natural resource and environmental economics**
 - **Agricultural development, markets and trade**

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:



The powers and duties of the above mentioned officers/ employees change in accordance with the instructions issued by time to time which are made available by ICAR on its website i.e. <https://icar.org.in/>.

The powers and duties of each officer are presently being tabulated below: -

S.No.	Designation	Powers/ Duties
1.	Director	The Director is Head of Department for the Institute. He exercises all the powers which are applicable to HOD as per GOI instructions. Further additional powers have been delegated to the Director for day to day running of the Institute as per delegation of powers by ICAR HQ. Overall administrative, financial, executive disciplinary and appointing powers rest with the Director.
2.	Scientist	The role and responsibility of scientists include (1) organization of field surveys and preparation of databases for empirical research (2) policy oriented research in the field of agricultural economics (3) take up research on issues assigned by ICAR and those identified in EFC (4) contribute to capacity strengthening (5) publish research papers (6) carry out sponsored research (7) supervise work of project staff and other staff put under them (7) participation in various scientific activities like conferences, workshops, debates, training programmes etc. (8) Assist Director and Administration directly or as a part of various committees constituted by the Director for smooth functioning of the Centre (9) Scientists at senior level are also required to lead theme area research and supervise and guide scientists in respective theme areas.
3.	Technical Officers	The role and responsibility of Technical Officers include (1) assisting scientists in field surveys and preparation of databases for research (2) publish research papers (3) participation in various scientific activities like conferences, workshops, debates, training programmes etc. (4) Assist Director, Scientific Staff in research related work and administration in (5) Perform different duties assigned by higher authorities.
4.	Administrative Officer	He/ She advise the Head of the Department on all matters of policy and administration. Scrutinize proposals related to Establishment, Administration, Material Management, Infrastructure and Training etc. He/ She also coordinate activities of various units of the office. He/ She also recommend cases for taking disciplinary action against the staff as per instructions issued by Govt. of India. Implement policies of the Govt.
5.	Assistant Finance & Accounts Officer	He/ She ensure proper maintenance of accounts books and records. Supervise subordinates engaged in the maintenance of accounts. Scrutinize bills, receipts payments etc. for proper entries in cash-book, ledger and other records. Keep records of all

		taxes, fees etc. required to be paid by organisation. Get annual Budget prepared and consolidated and its presentation to the appropriate authority. See that prescribed account procedure/Audit is followed by offices, establishments and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Advise appropriate authority on financial matters including revenue and expenditure such as procedure disposal of assets, write-off, depreciation, award of contract etc.
6.	Assistant Administrative Officer	He/ She organize and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave, in-subordination, arrangement of office accommodation, furniture, office equipments, etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings. He/ She also perform the duties of DDOs and Inquiry officers.
8.	Assistant	Dealing all kind of service matters of the staff/officers of the Institute. Maintenance of Personal Files of the staff/officers. Processing different types of information asked by the ICAR/other authorities. Deal with different court cases. Processing the cases for procurement of different items and looking after the stores. Perform the duties of cashiers. Work under Assistant Finance and Accounts Officers for processing/passing of bills etc. Submit various cases along with relevant rules and guidelines to facilitate decision making process by the Competent Authority. Perform different duties assigned by higher authorities.
9.	LDC	Receive and register the DAK, Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of different reports. Submission of routine and simple drafts.
10.	PS/PA/Steno Grade III	They are attached with officers/ higher authorities and perform the duties like mail correspondence, paper filing, making appointments, arranging meetings and collecting information desired by the officers. Besides above they also take dictation and transcribe it, Screen the telephone calls and visitors for the officers.

Some of the orders related to work allocation are as follows:

ICAR- National Institute of Agricultural Economic and Policy Research
(NIAP)
D.P.S. Marg, Pusa, New Delhi-110 012

F.NO 20(1)/2012-NIAP Date: 3/12/2017

OFFICE ORDER

It has been decided by the competent Authority that the work is being re-distributed among the following Staff as under-

Name	Designation	Work
Sh.K.R.Chaudhary	ACT.O	In addition to the roles and responsibilities already assigned, he will be looking after the responsibilities as 1. Building & Maintenance In-charge 2. Vehicle In-charge 3. Guest house related work
Sh. M.S. Chauhan	ACT.O	In addition to the roles and responsibilities already assigned he will be the Nodal officer for Biometric Attendance. He will ensure smooth functioning of biometric and attendance system in case of all the employees of NIAP and other related work.
Sh.Sushil Kumar Yadav	A.A.O.	1. Overall supervision and guidance to administration staff 2. Store Officer 3. Any other work assigned by higher authority
Sh.Yatin Kohli	Assistant	1. Send reports to Council on different subjects (including quarterly and half yearly reports) 2. Work related to consultancy and project in NIAP 3. Right to Information related work 4. Maintenance work 5. Foreign Deputation, Travel/visits abroad, etc. 6. To deal with medical claim of staff. 7. ISO 9001-2015 Certification 8. M/s ATT (preparation of T.A bills including Ashoka Tour and Travels bills) 9. Organizing project workshops and trainings and processing bills for all Committee meetings, guest house receipts & bills 10. Any other work assigned by higher authority
Sh. Sandeep Mathur	Assistant	1. Dealing Assistant of store; - Store purchase - Distribution of store items, - Maintenance registers, - Prepare contingent bills, - Auction of obsolete items - Purchase of sports item etc. 2. Maintenance work of machine and equipment, 3. Invite tenders and quotations for purchase of goods, 4. To maintain assets register, 5. Deal with printing file of NIAP publications 6. Any other work assigned by higher authority

Sh. Harish Vals	Assistant	In addition to the roles and responsibilities already assigned, he will be looking after the Rajbhasha (Hindi) related work of the Institute
Sh. Ajay Tanwar	U.D.C	1. Deal with cases of recruitment (permanent and contractual staff), promotion, deputation and retirement. 2. Preparation of following bills:- pay bills, arrears bills, advance, LTC, CEA bills, GSLIS 3. Income Tax Deduction from salary 4. All Service related matters of staff 5. Maintain service book and personal file 6. Establishment related matters with ICAR 7. Maintaining leave records 8. NPS and retirement cases 9. Any other work assigned by higher authority
Sh. Deepak Tanwar	P.A.	1. To organize meetings like management committee meeting, RAC meeting, QRT Meeting and Institute Workshop 2. Any other work assigned by higher authority

These orders will be effective from the date of issue.
This issues with the approval of Director, NIAP.

Meha Chaudhary
21/12/17
Administrative Officer

Distribution:

1. Person concerned
2. P.S to Director, ICAR-NIAP
3. All Scientists for information
4. Vigilance Officer, ICAR-NIAP
5. Guard File

श्री. कृ. ज. प. - राष्ट्रीय
संस्थान
डी. पी. एस. मार्ग, पुसा, नई दिल्ली-110012

भा.कृ.अनु.प.-राष्ट्रीय कृषि आर्थिकी एवम् नीति अनुसंधान संस्थान (निआप)
देव प्रकाश शास्त्री मार्ग, पूसा, नई दिल्ली-110012

मि.सं. 26-(1)/2008-निआप

दिनांक: 09 जुलाई 2018

कार्यालय आदेश

निदेशक, निआप के आदेशानुसार, श्री संदीप माथुर, सहायक द्वारा पद से टेकनिकल त्याग-पत्र देने के कारण, श्री इन्द्रजीत सचदेवा, सहायक को स्टोए और परचेज आदि का अतिरिक्त कार्य तुल्य प्रभाव से सौंपा गया है। इनको लेखा अनुभाग में सौंपा गया कार्य पूर्ववत् करना है। इस कार्य के लिए इन्हें कोई भी अतिरिक्त पारिश्रमिक भुगतान नहीं किया जाएगा।

नेहा चंडोक
9/7/18
(नेहा चंडोक)

प्रशासनिक अधिकारी
प्रशासनिक अधिकारी

भा.कृ.अ.प.-राष्ट्रीय कृषि आर्थिकी एवम्
नीति अनुसंधान संस्थान (निआप)
डी.पी.एस. मार्ग, पूसा, नई दिल्ली-110012

वितरण:-

1. श्री इन्द्रजीत सचदेवा, सहायक, निआप
2. निदेशक के निजी सचिव, निआप
3. डा. (श्रीमती) रजनी जैन, प्रधान वैज्ञानिक एवम् सतर्कता अधिकारी, निआप
4. सहायक वित्त एवम् लेखाधिकारी, निआप
5. व्यक्तिगत फाईल/सेवा-पुस्तिका
6. गार्ड फाईल

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. The MOP is available at <https://icar.org.in/files/officeorder111062013.pdf>.

The cases are presented by the Administration Section and are routed through Internal Finance Division for concurrence before putting up for decision to the Director. All cases to be submitted to Minister are routed through Deputy Director General, Secretary (DARE) & Director General, ICAR.

The various channels of supervision indicated as per the Organizational Chart available at *Power & Responsibilities of Officers (Under Section 4 (b) (ii))*.

In addition to this, the Establishment Procedures followed by the ICAR-NIAP, New Delhi are available at <https://icar.org.in/node/5877> .

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. The norms as set by the Government of India/ICAR Headquarters, New Delhi as a whole are followed.

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

Some of 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-NIAP 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 is guided and supported by Institute Management Committee (IMC) and Research Advisory Committee (RAC) and Institute Research Council earlier (Staff Research Council).

1. Institute Management Committee (IMC)

The constitution of IMC is as follows:

- Director of the Institute –Chairman
- A representative of the State Government in which the Institute is located nominated by the President –Member
- A representative of any other State Government concerned with the research in the Institute, nominated by the President –Member
- A representative of the Agricultural University having jurisdiction over the area, nominated by the President –Member
- Two non-official persons representing agricultural/rural interests, to be nominated by the President –Member
- Four Scientists of Council's Institutes to be nominated by the Director-General –Members
- A representative from the Council nominated by the Director-General – Member
- The Financial Adviser of the Council or Department of Agricultural Research and Education or the Accounts Officer of the same or another Institute, nominated by the President –Member
- Administrative Officer of the Institute –Member-Secretary

The powers and functions of the Management Committee are as follows:-

- i. Consideration of proposals for Five Year Plan and Annual Plan,
- ii. Periodical review of progress of development schemes.
- iii. Consideration of proposal for the annual budget.
- iv. Consideration of items of expenditure which are beyond the powers of the Director of the Institute.
- v. Policy issues relating to the Institute, including the rights and obligations of staff,
- vi. Consideration of action taken on the recommendations of the Grievance Cell and Institute Joint Council.
- vii. 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 as directions of the Governing Body whether contained in any manual, orders issued, resolution passed, or other instructions approved by the Governing Body, and
- viii. Such powers as may be delegated by the Governing Body to enable the Management Committees to administer the funds allocated and the programmes approved.

At present, the following members are part of the Institute Management Committee which was constituted on 01.02.2017 for a period of three years:

S.No.	Name & Address	Nominated under Rule	Designation
1.	Dr. Suresh Pal, Director, ICAR-NIAP, Pusa, New Delhi	66 (a) 1	Chairman
2.	Director, Directorate of Economics & Statistics, Delhi State, Old Secretariat, Delhi – 110 054	66 (a) 2	Member
3.	Director (Economics & Statistics), Deptt. Of Planning, Yojana Bhawan, Govt. of Uttar Pradesh, Lucknow, Uttar Pradesh	66 (a) 3	Member
4.	Dr. R.K. Grover, Director (HRM), Haryana Agriculture University, Hisar, Haryana	66 (a) 4	Member
5.	Mr. Sanjay Kumar, S/o Late Sh. Mahender Singh, R/o 187, Badarpur, New Delhi – 110 044	66 (a) 5	Member
6.	Mr. Jeet Ram Solanki, Ex. MLA, R/o H.No. 209, Pooth Kalanm Delhi – 110 086.		Member
7.	Dr. Anil Rai, Professor and Head, Centre for Agricultural Bioinformatics, Indian Agricultural Statistical Research Institute (IASRI) Pusa, New Delhi - 110 012	66 (a) 6	Member
8.	Dr. M.I. Krishnan, Head, National Academy of Agricultural Research Management, Rajendranagar, Hyderabad – 500 030, Telangana, India		Member
9.	Dr. Harbir Singh, Principal Scientist, ICAR-Indian Institute of Farming System Research, Modipuram, Meerut, Uttar Pradesh		Member
10.	Dr. Amit Kar, Head, Division of Agricultural Economics, Indian Agricultural Research Institute, Pusa, New Delhi – 110 012		Member
11.	ADG (EQR), Education Division, Krishi Anusandhan Bhawan – II, Pusa, New Delhi – 110 012	66 (a) 7	Member

12.	Director (Finance), Indian Council of Agricultural Research (ICAR), Krishi Bhawan, New Delhi – 110 001	66 (a) 8	Member
13.	Administrative Officer, ICAR-NIAP, Pusa, New Delhi – 110 012	66 (a) 9	Member Secretary

2. Research Advisory Committee (RAC)

The constitution of RAC is as follows:

- An eminent Scientist from outside the ICAR System nominated by the Director General, ICAR – Chairman
- 4-5 external experts (including retired Scientists of ICAR) representing the major areas of research and development programmes of the Institute nominated by the Director-General, ICAR –Members
- Director of the Institute – Member
- Deputy Director-General concerned with the Institute in the case of IARI, NDRI, IVRI, CIFE and NAARM. In the case of other Institutes, Assistant Director-General concerned with the Institute – Member
- Two persons representing agricultural/ rural interests on the Management Committee of the Institute in terms of Rule 66(a)(5) for the period of their membership of the Management Committee – Members
- One senior level scientist of the concerned Institute nominated by the Director – Member Secretary

The powers and functions of the Research Advisory Committee are as follows:

- i. To suggest research programmes based on national and global context of research in the thrust areas.
- ii. To review the research achievements of the Institute and to see that these are consistent with the mandate of the Institute, and
- iii. Any other function that may be specifically assigned by the Director-General, ICAR.

At present, the following members are part of the Institute Management Committee which was constituted on 19.05.2017 for a period of three years:

S.No.	Name & Address	Designation
1.	Prof. Abhijit Sen, Former Member, Planning Commission, New Delhi R/o 52, Dakshinapuram, JNU Campus, New Delhi – 110 067	Chairman
2.	Dr. A.K. Singh, Former Director, Giri Institute of Development Studies, R/o B-397, Indira Nagar, Lucknow – 226016, Uttar Pradesh	Member
3.	Prof. Shashanka Bhide, Director, Madras Institute of	Member

	Development Studies, 79, Second Main Road, Gandhinagar, Adyar, Chennai – 600 020, Tamil Nadu	
4.	Dr. P.N. Mathur, Former ADG (Extension), Indian Council of Agricultural Research, R/o 16-B, Pocket-AN, DDA Flats, Shalimar Bagh, Delhi - 110088	Member
5.	Dr. P.K. Joshi, Director, South Asia, IFPRI, NASC Complex, New Delhi – 110 012	Member
6.	Prof. Srijit Mishra, Director, Nabakrushna Choudhary Centre for Development Studies, Bhubneshwar – 751013, Odisha	Member
7.	Dr. Suresh Pal, Director, ICAR-National Institute of Agricultural Economics & Policy Research (NIAP), DPS Marg, New Delhi – 110 012	Member (Ex-Officio)
8.	ADG (EQR), Education Division, Krishi Anusandhan Bhawan – II, Pusa, New Delhi – 110 012	Member (Ex-Officio)
9.	Mr. Sanjay Kumar, S/o Late Sh. Mahender Singh, R/o 187, Badarpur, New Delhi – 110 044	Member
10.	Mr. Jeet Ram Solanki, Ex. MLA, R/o H.No. 209, Pooth Kalanm Delhi – 110 086.	Member
11.	Dr. Usha Rani Ahuja, Principal Scientist, ICAR-National Institute of Agricultural Economics & Policy Research (NIAP), DPS Marg, New Delhi – 110 012	Member Secretary

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
1.	Dr. Suresh Pal	Director	14
2.	Dr. Pratap Singh Birthal	National Professor	14
3.	Dr. Usha Ahuja	Principal Scientist	14
4.	Dr. Nalini Ranjan Kumar	Principal Scientist	14
5.	Dr. Rajni Jain	Principal Scientist	14
6.	Dr. Subhash Chand	Principal Scientist	14
7.	Dr. Naveen Prakash Singh	Principal Scientist	14
8.	Dr. Sant Kumar	Principal Scientist	14
9.	Dr. Shiv Kumar	Principal Scientist	14
10.	Dr. Raka Saxena	Principal Scientist	14
11.	Dr. Prem Chand	Scientist (Senior Scale)	11
12.	Dr. S.K. Srivastava	Scientist (Senior Scale)	11
13.	Ms. Arathy Ashok	Scientist (Senior Scale)	11
14.	Dr. Kingsly Immanuelraj T.	Scientist	10
15.	Ms. Pavithra S.	Scientist	10
16.	Ms. Jaya Jumrani	Scientist	10
17.	Dr. Vinayak Ramesh Nikam	Scientist	10
18.	Mr. Balaji S.J.	Scientist	10
19.	Dr. Abimanyu Jhahria	Scientist	10
20.	Mr. S.V. Bangararaju	Scientist	10
21.	Mr. Prabhat Kishore	Scientist	10
22.	Mr. Subash S.P.	Scientist	10
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	B.E 2018-19	Fund received upto 30.06.2018	Progressive Expenditure during 2018-19
Grants for creation of Capital Assets (CAPITAL)				
1	Works	0.00	0.00	0.00
	A. Land	0.00	0.00	0.00
	B. Building	0.00	0.00	0.00
	i. Office building	0.00	0.00	0.00
	ii. Residential building	0.00	0.00	0.00
	iii. Minor works	0.00	0.00	0.00
2	Equipments	20.00	4.95	0.00
3	Information Technology	53.00	13.13	32.00
4	Library Books and Journals	13.00	3.22	0.03
5	Vehicles & Vessels	0.00	0.00	0.00
6	Livestock	0.00	0.00	0.00
7	Furniture & Fixtures	3.00	0.74	0.00
8	Others	1.00	0.25	0.00
	Total-CAPITAL (Grants for creation of Capital Assets)	90.00	22.29	32.03
Grants in Aid - Salaries (REVENUE)				
1	Establishment Expenses	0.00	0.00	0.00
	A. Salaries	526.00	177.07	171.25
	i. Establishment Charges	0.00	0.00	0.00
	ii. Wages	0.00	0.00	0.00
	iii. Overtime Allowances	0.20	0.00	0.00
	B. Loans and Advances	0.00	0.00	0.00
	Total-Establishment Expenses (Grants in Aid - Salaries)	526.20	177.07	171.25
Grants in Aid - General (REVENUE)				
1	Pension & Other Retirement Benefits	5.00	1.24	11.83
2	Travelling Allowance			
	A. Domestic TA/Transfer TA	15.00	3.71	0.35

	<i>B. Foreign TA</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>Total - Traveling Allowance</i>	<i>15.00</i>	<i>3.71</i>	<i>0.35</i>
3	<i>Research & Operational Exp.</i>			
	<i>A. Research Expenses (Network Project)</i>	<i>191.00</i>	<i>47.30</i>	<i>62.20</i>
	<i>B. Operational Expenses</i>	<i>37.00</i>	<i>9.16</i>	<i>4.97</i>
	<i>Total - Res. & Operational Exp.</i>	<i>228.00</i>	<i>56.47</i>	<i>67.17</i>
4	<i>Administrative Expenses</i>			
	<i>A. Infrastructure</i>	<i>73.00</i>	<i>18.08</i>	<i>9.75</i>
	<i>B. Communication</i>	<i>2.00</i>	<i>0.50</i>	<i>0.21</i>
	<i>C. Repairs & Maintenious</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>i. Equipments, Vehicles & Others</i>	<i>8.00</i>	<i>1.98</i>	<i>1.27</i>
	<i>ii. Office building</i>	<i>60.00</i>	<i>14.86</i>	<i>0.29</i>
	<i>iii. Residential building</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>iv. Minor Works</i>	<i>10.00</i>	<i>2.48</i>	<i>0.00</i>
	<i>D. Other (excluding TA)</i>	<i>34.00</i>	<i>8.42</i>	<i>6.32</i>
	<i>Total - Administrative Expenses</i>	<i>187.00</i>	<i>46.31</i>	<i>17.84</i>
5	<i>Miscellaneous Expenses</i>			
	<i>A. HRD</i>	<i>4.00</i>	<i>0.99</i>	<i>0.00</i>
	<i>B. Other items (Fellowships, Scholarships etc.)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>C. Publicity & Exhibitions</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>D. Guest House - Maintenance</i>	<i>1.00</i>	<i>0.25</i>	<i>0.04</i>
	<i>E. Other Miscellaneous</i>	<i>5.00</i>	<i>1.24</i>	<i>1.86</i>
	<i>Total - Miscellaneous Expenses</i>	<i>10.00</i>	<i>2.48</i>	<i>1.90</i>
	<i>Total Grants in Aid - General</i>	<i>445.00</i>	<i>110.21</i>	<i>99.09</i>
	<i>Total Revenue (Grants in Aid - Salaries + Grants in Aid - General)</i>	<i>971.20</i>	<i>287.28</i>	<i>270.34</i>
	<i>Grand Total (Capial + Revenue)</i>	<i>1061.20</i>	<i>309.57</i>	<i>302.37</i>
*	<i>Triabal Sub-Plan Expenditure</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
*	<i>NEH Expenditure</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

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))

S.No.	Details of information	Link for PDF File	Link for HTML File
1.	Mandate	http://www.ncap.res.in/upload_files/mandate.pdf	http://www.ncap.res.in/Niap_Overview.html
2.	List of Ongoing Projects	http://www.ncap.res.in/upload_files/list_ongoing_projects.pdf	http://www.ncap.res.in/Niap_Ongoing.html
3.	List of Completed Projects	http://www.ncap.res.in/upload_files/list_completed_projects.pdf	http://www.ncap.res.in/Niap_Completed.html
4.	List of Consultancy Projects	http://www.ncap.res.in/upload_files/list_consultancy_projects.pdf	http://www.ncap.res.in/Niap_Consultancy.html
5.	Policy Papers	http://www.ncap.res.in/upload_files/list_policy_papers.pdf	http://www.ncap.res.in/Niap_Policy_Papers.html
6.	Policy Briefs	http://www.ncap.res.in/upload_files/list_policy_briefs.pdf	http://www.ncap.res.in/Niap_Policy_Briefs.html
7.	Annual Reports	http://www.ncap.res.in/upload_files/list_annual_report.pdf	http://www.ncap.res.in/Niap_Annual_Report.html
8.	PME Notes	http://www.ncap.res.in/upload_files/list_pme_notes.pdf	http://www.ncap.res.in/Niap_others.html
9.	Workshop Proceedings	http://www.ncap.res.in/upload_files/list_workshop_proceedings.pdf	http://www.ncap.res.in/Niap_Workshop_Proceedings.html

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))

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***Number of employees against whom disciplinary action has been proposed/ taken
(Under Section 4(2))***

As per available records, this office has taken disciplinary action (major penalty) on one employee who was given Compulsory Retirement.

Programmes to advance understanding of RTI (Under Section 26)

This Institute does not provide any direct training programmes for understanding of Right to information Act, 2005. However, employees can nominate to participate in trainings and workshop related to RTI Act 2005 which are being organized by ICAR and ISTM from time to time.