

Date of Last Update: 10-10 -2023

## **1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]**

### **1.6.1 & 1.6.2 ADMINISTRATION**

**Scientific, Technical and Supporting Staff:** Details of Service records in respect of Scientific staff, Technical staff, Supporting Staff, their computerized data and details of court cases pertaining to ICAR-CIAH and also Register for sending quarterly/annual returns are maintained in Establishment Section The Finance Wing of the Institute is aintaining different type of Documents/records such as cash book, Cheque book, and objection books records pertaining to Pension work, Broadsheet of HBA, Car, Computer, Monthly Account, Annual Account of Institute and GPF A/cs. & other documents as prescribed in the ICAR Audit manual.

#### **Administrative Staff:**

1. Personal files of all the staff members
2. Recruitment files
3. Seniority List files of all staff members
4. Reservation Rosters for all the posts except for Group 'A' officers posted by the Council
5. Different information files sought by the Council and other Govt. Agencies.
6. Files related to Compassionate Appointment Cases
7. Files related to RTI Cases
8. Files related to staff sanctioned in different Projects and schemes
9. Service Books of all staff
10. Files for granting MACP to admin category staff except for Group 'A' staff posted by the Council
11. Files related to cases of clearance of Probation Period / Confirmation of staff
12. File related to Delegation of Powers among senior officers
13. File regarding allocation of duties for staff
14. File regarding Extension of revised Pay Scales & to all staff
15. File regarding grant of pension on superannuation / VRS
16. Files regarding Audit Paras
17. Files regarding Pay Fixation /Periodical Increment
18. Miscellaneous Files
19. Different reference books refer rule position
20. Dak Diary Register / Despatch Register / Personal file Index Register / RTI cases diary register

#### ***Statement of documents held in Directors office and Establishment Section***

APAR Dossiers of Scientists Working in ICAR-CIAH
APAR Dossiers of Technical Working in ICAR-CIAH

APAR Dossiers of Ministerial Working in ICAR-CIAH
APAR Dossiers of Supporting Staff Working in ICAR-CIAH
Diary Register
Movement Register
Peon Books
Despatch Register
Miscellaneous files

### **ICAR-CIAH Activities**

- 1) **Research:** The basic and applied researches are conducted through the approved in house projects and externally funded projects. The specific technical programmes and standardized methodologies are followed to accomplish the objectives under the projects. The progress and achievements of the projects are reported in the relevant divisional level and institute level documents like RPPs, Annual reports, IRC and reviewed by RAC and QRT committees.
- 2) **Teaching:** The scientists acted as mentor/advisor of UG/PG students of SAUs.
- 3) **Extension:** The ICAR-CIAH has dissemination varieties and technologies through field demonstration/ training/ visits/ exhibition/ melas .
- 3) **Human Resource Development :** The HRD activities are pursued through organization of training programmes. A wider publicity is given about the training courses well in advance through circulation of training brochure/folders and digital mode via ICAR-CIAH web site. The applications/nominations, duly recommended by the

concerned authorities are invited on the prescribed proforma. The selection of trainees is based on eligibility criteria and individual merits. The training manuals in the form of compendium are brought out for the benefit of participants.

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