

Right to Information

Right to Information Act 2005

Information Published under Section 4 (b) of RTI Act

How to get Information under RTI Act 2005?

Application Form

Public Information Officer

Information Published under Section 4 (b) of RTI Act

1. Particulars of the organization, functions and duties
2. The powers and duties of its officers and employees
3. The procedure followed in the decision making process, including channels of supervision and accountability
4. The norms set for discharge of its functions
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
6. A statement of the categories of documents that are held by it or under its control
7. 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
8. A statement of the boards, councils, committees
9. Directory of its officers and employees
10. List of Designations & their pay Scale in IIOR (Formerly DOR)
11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made
12. The manner of execution of subsidy programmes, including amounts allocated and the details of beneficiaries of such programmes
13. Particulars of recipients of concessions, permits or authorizations
14. Details in respect of the information, available to or held by it, reduced in an electronic form
15. 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
16. The names, designations and other particulars of the Public Information Officers
17. Such other information as may be prescribed; and there after update these particulars every year

Information Published under Section 4 (b) of RTI Act

1. Particulars of the organization, functions and duties

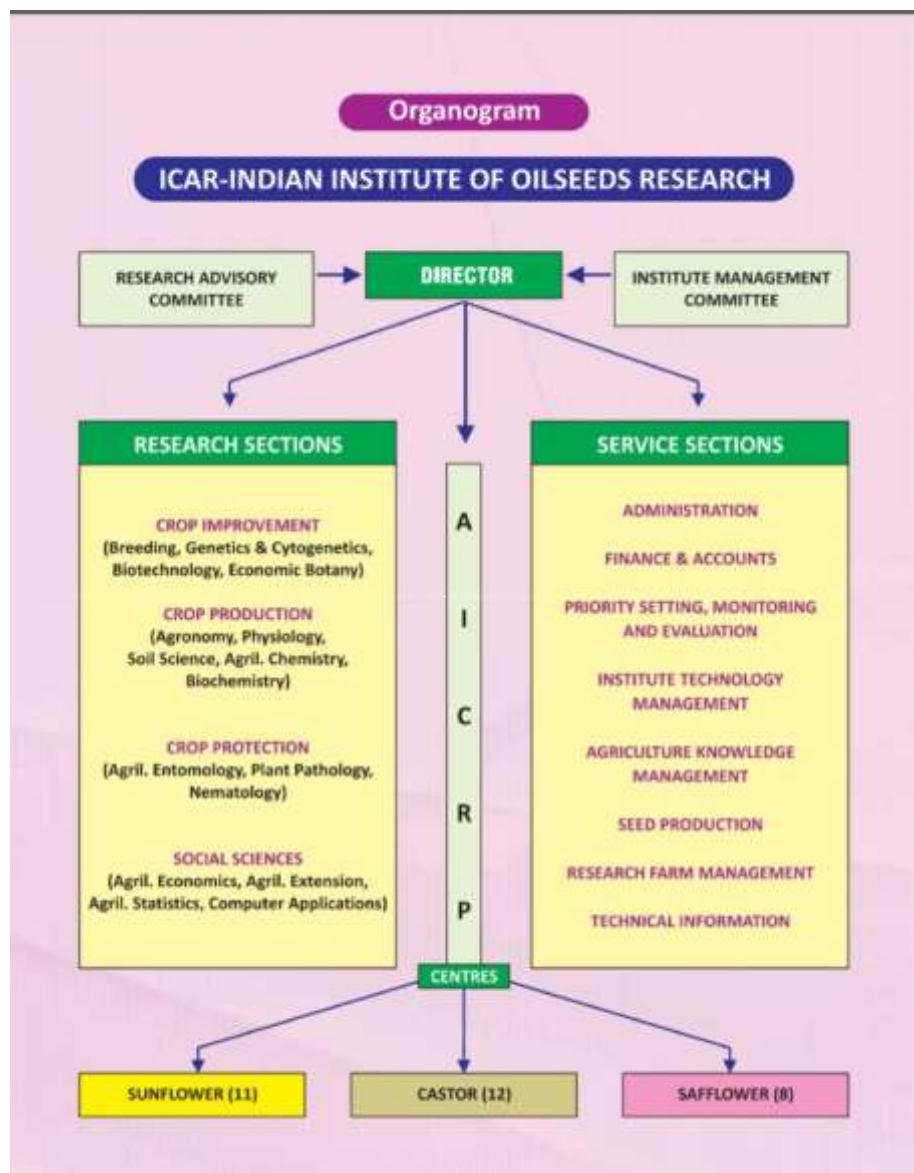
The All India Coordinated Research Project on Oilseeds (AICORPO) was set up in 1967 to plan, fund and execute of oilseeds research in India under a unified control for an organized and systematic research. Initially, the project was headed by a full time Project Coordinator and had 32 research centres covering five major crops viz., groundnut, rapeseed-mustard, sesame, linseed and castor. In 1972, three more crops viz., sunflower, safflower and niger were added to the AICORPO. A Project Coordinator coordinated research programmes of each crop.

The project was elevated to the status of Directorate of Oilseeds Research (DOR) in 1977 to strengthen the basic, strategic and applied research and to coordinate activities of the AICORPO. The DOR started functioning with seven Project Coordinators for groundnut (Akola), rapeseed-mustard (Hisar), sesame and niger (Jabalpur), sunflower (Bangalore), safflower (Solapur), linseed (Kanpur) and castor (Hyderabad). Besides DOR and the Project Coordinating Units, there were in all 62 centres during the V Plan, which increased to 98 operating centres in 16 states by the end of VI Plan. The DOR was also provided with a National Communication and Training Centre on Oilseeds (NCTCO) during the VI Plan. Two crops viz., groundnut and rapeseed-mustard were de-linked from DOR with the establishment of National Research Centres for groundnut and rapeseed-mustard at Junagadh and Bharatpur during 1979 and 1993, respectively. Consequently, the AICORPO programme was confined to 61 centres in the VIII Plan. During IX Plan, AICRP on linseed and sesame and niger were separated from DOR as per the recommendations of H.K. Jain Committee. At present, sunflower, safflower and castor are the mandate crops of DOR. Currently, DOR has the responsibility to plan, coordinate and execute the research programmes to augment the production and productivity of sunflower, safflower & castor crops in the country through AICRP, operating at 31 locations spanning over 14 states. The Directorate of Oilseeds Research is upgraded to Indian Institute of Oilseeds Research(IIOR) w.e.f. Feb 3, 2015 as per the approval of XII plan EFC.

The Institute is located in the campus of Professor Jayashankar Telangana State Agricultural University (PJTSAU), Rajendranagar, a suburb about 15 km away from Hyderabad Railway Station and 17 km away from Rajiv Gandhi International Airport, Shamshabad. The Institute has 14.52 ha land at Rajendranagar and 44.55 ha at Narkhoda village, 15 km away from the Institute. The Institute has also got 16.23 ha land (Vertisols) at ICRISAT to undertake research on safflower as well as seed production of IIOR mandate crops.

MANDATE

- Basic and strategic research to augment the productivity, oil content and quality of castor, sunflower, safflower, sesame, niger and linseed.
- Information management on oilseeds to develop policy framework for research and development strategy.
- Coordination of applied research on national and regional issues to develop location specific varieties and technologies.
- Dissemination of technology and capacity building.



A1	Akola (PDKV)	B1	Akola (PDKV)	C1	Anand (AAU)
A2	Bangalore (UAS-B)	B2	Annigeri (UAS-D)	C2	Bhavanipatna (OUAT)
A3	Coimbatore (TNAU)	B3	Indore (JNKVV)	C3	Bawal (CCSHAU)
A4	Hisar (CCSHAU)	B4	Parbhani (MAU)	C4	Hiriyur (UAS-B)
A5	Dholi (RAU)	B5	Phaltan (NARI)	C5	Yethapur (TNAU)
A6	Latur (MAU)	B6	Raipur (IGKVV)	C6	Junagadh (JAU)
A7	Ludhiana (PAU)	B7	Solapur (MPAU)	C7	Kanpur (CSAUA&T)
A8	Nandyal (ANGRAU)	B8	Tandur (PJ TSAU)	C8	Mandor (RAU-Raj.)
A9	Raichur (UAS-R)			C9	S.K.Nagar (SDAU)
A10	Savalvahir (MPKV)			C10	Palem (PJ TSAU)

2. The powers and duties of its officers and employees

IIOR is headed by its Director, who looks after the management of research and administration of the Institute. Director is assisted by one Senior Administrative Officer, one Assistant Administrative Officer in day-to-day administration. They are assisted by administrative staff belonging to different categories such as Assistants, Senior Clerks, Junior Clerks, Personal Assistants and stenographers. The administrative wing is organized into Establishment, Bills, Stores, Works, Vehicles and dispatch and functions under the overall control of Senior Administrative Officer. The Assistant Administrative Officer is also functioning as Drawing and Disbursing Officer. Adequate administrative powers have been delegated to the Senior/Assistant Administrative Officer. So far as the Accounts and Finance management is concerned, Director is assisted by a Finance & Accounts Officer, with a JAO and other staff members. The Finance wing also deals with financial matters of AICRP Research Centres and monitors the utilization funds granted to each of the AICRP centres in the mandate crops of the Institute. The other service sections which functions at IIOR include Farm, Technical Cell and Library each headed by Senior Technical Officers. Principal Scientists, Senior Scientists and Scientists in different disciplines carry out approved research programmes in mandate crops of sunflower, safflower, castor, sesame, niger and linseed under the direction of the Director. Scientific staff also carry out research work of sanctioned externally funded projects. The technical staff help scientists in attaining the research mandate of the Institute.

3. The procedure followed in the decision making process, including channels of supervision and accountability

The Director is the Head of the Institute. Senior Administrative Officer and Finance & Accounts Officer guide the Director in day-to-day administration while scientists carry out approved research programmes on mandated crops under the direction of the Director. The Director as a Chairman of the Institute Research Council (IRC) reviews the research projects in the IRC meetings held twice in a year. External subject experts are also invited to the meetings. Detailed project-wise Technical programmes and Guidelines for implementation are prepared. The Research Advisory Committee (RAC) suggests research programmes based on national and global context of research in the thrust area. It also reviews the research achievements of IIOR and see that they are consistent with the mandate of IIOR. The Institute Management Committee (IMC) periodically reviews the progress of development schemes, consider proposals for the annual budget and the items of expenditure which are beyond the powers of Director. The Quinquennial Review Team (QRT) constituted by ICAR reviews the progress of research programmes of IIOR and AICRP programmes once in five years. Institute budget is presented and sanction obtained from the five year plans of Government of India. Institute Joint Staff Council (IJSC) meetings are regularly held to discuss and take care of the staff problems. AICRP technical programmes in sunflower, safflower and castor are discussed in the Annual group meetings of sunflower and castor and Annual group meeting of safflower held every year and further technical programmes and Implementation guidelines for the ensuing year are drawn up for each of the mandate crops in the annual group meetings.

4. The norms set for discharge of its functions (part of decision making process)

The following sections are identified for smooth functioning at IIOR

Scientific Sections

Crop Improvement
Crop Production
Crop Protection
Social Sciences
Seed Production
Agricultural Knowledge Management Unit (AKMU)

Services

Administration
Finance and Accounts
Technical Information
Farm
Library and Documentation
Priority setting, monitoring and evaluation

Each administrative function is initiated from one of the above administrative sections and forwarded to the Director through Senior Administrative Officer and Finance & Accounts officer by the Section In-charge for final approval. While passing the files / proposals through these sections, Senior Administrative Officer and the Finance Officer are free to add their views and submit a final proposal to the Director for his approval. Several complex and technical matters are processed through specially constituted committees such as Purchase Committee, Estate Management Committee, etc. These committees are headed by a Senior Principal Scientist and the FACO and SAO are also members of all such committees. All files are processed as per rules and regulations and guidelines set by ICAR.

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

The Indian Institute of Oilseeds Research works as per rules and regulations of ICAR Society under the Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India. ICAR follows GOI rules *mutatis mutandis*. All Government of India Rules and Regulations as endorsed by ICAR are applicable in discharging the functions at IIOR. Agricultural Research Service rules, Technical Service Rules specially designed for Scientists and Technical personnel in ICAR are applicable to IIOR also. The technical Cell at IIOR maintains Research Projects Files and other related records of research. The Library maintains books, journals and subscribed

Databases in CDs. Farm section maintains farm related documents/files. Documents for farmer's service including books, booklets, bulletins, folders, videos and CDs are also available. Purchase related documents/files are held with administration. Service related documents and manuals are maintained by the concerned sections in the administration and accounts wing.

Details of Rules, Regulations etc., used in discharging the Functions at IIOR

Rules and By-Laws of the ICAR Society

Delegation of Powers

Handbook of Agriculture Research Service of ICAR

Handbook of Technical Services

ICAR Finance Circulars

ICAR Other Circulars, Archive

ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization

GOI-GFR 2017

7 Central Pay Commission, 7CPC-Annex, 7CPC-Errata

6. A statement of the categories of documents that are held by it or under its control

The documents held by the Institute are mostly unclassified which includes Academic, Research related, Development related and Service related documents. However, certain classified files and documents as per the guidelines of ICAR are also held by the Institute.

7. 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

ICAR nominates two members chosen from public for IMC and RAC who attend the meetings of IMC and RAC held at the Institute. The IMC guides and supports the Institute by periodic review of programmes and approval of investments in new areas of research and development. The Research Advisory Committee (RAC) and Institute Research Council (IRC) provide broad guidelines and assist in developing and implementing specific research programmes and projects.

8. 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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

The IMC, RAC, and IRC are the committees, which help the Institute in guiding and implementing its various programmes and activities. The Composition of these committees is as per the guidelines of ICAR, New Delhi.

Research Advisory Committee

Institute Management Committee

Institute Research Council

Institute Joint Staff Council

Institute Grievance Committee

Women Cell

Institute Bio-safety Management Committee

Purchase Advisory Committee

Estate Management Committee

Farm Management Committee

Institute Foreign Deputation Committee

Prioritization, Monitoring and Evaluation Cell

Institute Technology Management Unit Cell

Publication Committee

Official Language Committee

9. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Director: DR. A.VISHNUVARDHAN REDDY

Director's Cell

Name	Designation
Mr. P. Srinivasa Rao	Personal Assistant
Mrs. R. Raji	Personal Assistant
Mr.G.Srinivas Yadav	Personal Assistant

Crop Improvement

Name	Designation
Dr. M. Sujatha	Head & Pr. Scientist (Gene. & Cyto.)
Dr. K. Anjani	Pr. Scientist (Pl. Breeding)
Dr. V. Dinesh Kumar	Pr. Scientist (Biotechnology)
Dr. N. Mukta	Pr. Scientist (Eco. Botany)
Dr. C. Lavanya	Pr. Scientist (Pl. Breeding)
Dr.A.L.Rathnakumar	Pr. Scientist (Pl. Breeding)
*Dr. Senthilvel Senapathy	Pr. Scientist (Pl. Breeding)
Dr. Kadirvel Palchamy	Pr. Scientist (Genetics)
Dr. H.H. Kumaraswamy	Scientist (Biotechnology)
Dr. Mangesh.Y. Dudhe	Sr.Scientist (Plant Breeding)
Mrs. B. Usha Kiran	Scientist (Biotechnology)
Dr.J.Jawaharlal	Scientist (Plant Breeding)
Dr. Hari Prakash Meena	Scientist (Plant Breeding)

Dr.T.Manjunatha	Sr.Scientist (Plant Breeding)
Dr. Ramya.K.T	Scientist (Plant Breeding)
Dr.Pushpa H.D	Scientist (Plant Breeding)
Mr. P. Gopinathan	Technical Officer
Mr. G. Srinivasa Rao	Technical Officer
Mrs.P.Mary	Technician
Mr.J.Narsimha	Technician

*Officer I/c, PME Cell

Crop Production

Name	Designation
*Dr. S.N. Sudhakara Babu	Pr. Scientist (Agronomy)
Dr. P. Padmavathi	Pr. Scientist (Agronomy)
Dr. P. Lakshamma	Pr. Scientist (Pl. Physiology)
Dr. Lakshmi Prayaga	Pr. Scientist (Pl. Physiology)
Dr. G. Suresh	Head & Pr. Scientist (Agronomy)
Dr. Md. A. Aziz Quereshi	Pr. Scientist (Soil Science)
Dr.K.Ramesh	Pr. Scientist(Agronomy)
Dr.P.Ratnakumar	Sr. Scientist(Pl. Physiology)
Dr. Praduman Yadav	Scientist (Biochemistry)
Mrs.K.S.V.P.Chandrika	Scientist(Agril.Chemicals)
Mrs. Ch.V.Haripriya	Senior Technical Officer
Mr. S. Narasimha	Technical Officer

*Head seed section

Crop Protection

Name	Designation
Dr. R. Durga Prasad	Head & Pr. Scientist (Pl. Pathology)
Dr. M. Santha Lakshmi Prasad	Pr. Scientist (Pl. Pathology)
Dr. P. S. Srinivas	Pr. Scientist (Agric. Entomology)
Dr.P. Duraimurugan	Sr. Scientist (Agric. Entomology)
Dr.K.Sakthivel	Scientist(Pl.Pathology)
Mrs.B.Gayatri	Scientist (Nematology)
Mr. Ch. Anjaiah	Senior Technician
Mr. S. Saida Reddy	Senior Technician

Social Sciences

Name	Designation
*Dr.S.V.Ramana Rao	Head& Pr. Scientist (Agric. Economics)
Dr. Ch. Sarada	Pr. Scientist (Agric. Statistics)
Dr. G.D. Satish Kumar	Pr. Scientist (Agric. Extension)
Dr. K. Alivelu	Sr. Scientist (Agric. Statistics)
Mrs.P.Madhuri	Scientist (Comp. Applications)

*Head (Social Science)&
Officer Incharge ITMU

SUPPORT SERVICES:

AKMU Cell

Name	Designation
Mr. P. Srinivasa Rao	Senior Technical Officer
Library and Documentation	
Mr. G.Raghunath	Assistant Chief Technical Officer
Mr. V.Sambasiva Rao	Assistant Chief Technical Officer

Farm Section

Name	Designation
Mr. M. Bhaskara Reddy	CTO & Head (Farm Operations & Management)
Mr.G.Balakishan	Chief Technical Officer
Mr. C. Prabhudas	DMO (Duplicating Machine Operator)
Mr. A.Srinivasa Raju	Technical Assistant (A.C. Mech.- cum Operator)
Mr. N.Vasanth	Technical Assistant (Fitter)
Mr. K.Srinivas	Technical Assistant (Generator Operator)
Mr. M. Indrasena Reddy	Technical Assistant (Tractor Driver)
Mr. Y. Venkateshwara Rao	Technical Assistant (Tractor Driver)
Mr. T.Bichanna	UDC

Seed Section

Name	Designation
Mr. T. Veeraiah	Senior Technical Assistant

Administration

Name	Designation
Mr.Shitanshu Kumar	Senior Administrative Officer (SAO)
Mr. Pradeep Singh	Assistant Director (OL)
Mrs. S. Swarupa Rani	Assistant
Mrs. C. Lalitha	Personal Assistant
Mr. P.R.Varaprasada Rao	Assistant
Mr. B. Giri	UDC
Ms. P. Swapna	LDC
Mrs. G. Maheshwari	LDC
Stores	
Mrs. R.A. Nalini	Assistant
Mr. G.B.N. Prasad	UDC
Mr. Rakesh Geeda	Assistant
Mr. G. Raghava Kiran Kumar	Jr. Steno
Drivers	
Mr. V.Y. Swamy	Sr.Technical Assistant
Mr. G. Ramulu	Technical Assistant
Mr. G. Parthasaradhi	Senior Technical Assistant
Mr. E. Ravi Kumar	Technical Assistant

Audit & Accounts

Name	Designation
Mr. K.Srinivasa Rao	Finance & Accounts Officer
Mr. A. Prem Kumar	Junior Accounts Officer
Mr. E.V.R.K. Nagendra Prasad	Assistant
Mr. G. Srinivasa Rao	Assistant
Mrs.P. Gyaneshwari	UDC

Skilled Support Staff

Name	Designation
Mr. G. Mallesh	Skilled Support Staff
Mr. M. Venkatesh	Skilled Support Staff
Mr. A. Rambabu	Skilled Support Staff
Mr. D. Balaiah	Skilled Support Staff
Mrs.B. Kistamma	Skilled Support Staff
Mr. K. Sanjeeva	Skilled Support Staff
Mr. B. Vishnu	Skilled Support Staff
Mrs.G. Bharathamma	Skilled Support Staff
Mr. Narasimha	Skilled Support Staff
Mr.B. Gyaneshwar	Skilled Support Staff
Mr. P. Srinivas	Skilled Support Staff
Mrs.K. Kalavathi	Skilled Support Staff
Mrs. A.Lalitha	Skilled Support Staff
Mrs. K.Suseela	Skilled Support Staff
Mrs. K.Narasamma	Skilled Support Staff
Mrs. G.Chennama	Skilled Support Staff

10. The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations

List of Various Designations & their Pay

Sl. No.	Name of the post	Pay Band (in Rs.)	Grade Pay (in Rs.)
GROUP 'A'			
1.	Director	37400-67000	10000
2.	Principal Scientist	37400-67000	10000
3	Senior Scientist (with 3 years service)	37400-67000	9000
4.	Senior Scientist (with below 3 years service)	15600-39100	8000
5.	Scientist	15600-39100	6000

List of Various Designations & their Pay (As Per 7th CPC)

Sl. No.	Name of the post	PAY Band as per 6 th cpc (in Rs.)	Pay Level
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1.	Chief Technical Officer (CTO)	15600-39100	Level-12
			Level-11
2.	Senior Administrative Officer	15600-39100	
3.	Asst. Chief Technical Officer (ACTO)	15600-39100	Level-11
4.	Finance & Accounts Officer	15600-39100	Level-10
5.	Senior Technical Officer	15600-39100	Level-10
6.	Assistant Director (OL)	15600-39100	Level-11
GROUP 'B'			
7.	Technical Officer	9300-34800	Level-7
8.	Assistant Administrative Officer	9300-34800	Level-7
9.	Jr. Accounts Officer	9300-34800	Level-7
10.	Personal Assistant	9300-34800	Level-6,7,8
11.	Private Secretary	9300-34800	Level-8
12.	Assistant	9300-34800	Level-6
13.	Senior Technical Assistant	9300-34800	Level-6
GROUP 'C'			
13.	Technical Assistant	5200-20200	Level-5
14.	UDC	5200-20200	Level-5
15.	Senior Technician	5200-20200	Level-5
16.	Technician	5200-20200	Level-5
17.	LDC	5200-20200	Level-2
18.	Skilled Support Staff	5200-20200	Level-1,2,3,4

Each employee draws a monthly salary which includes pay, DA and other allowances as applicable under ICAR approved pay structure

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Plan Period	Rs. in Lakhs
1969-74 (IV)	150.00
1974-79 (V)	292.00
1978-83 (Interim)	304.58
1980-85 (VI)	484.66
1985-90 (VII)	729.20
1990-91 (Annual)	244.00
1991-92 (Annual)	319.87
1992-97 (VIII)	489.74
1997-2002 (IX)	670.99

2002-2007 (X)	939.79
2007-2012 (XI)	1848.76
2012-2017(XII)	2457.60

FINANCIAL STATEMENT (2016-17)

Head of Account	Allocation (Rs. in lakhs)				Expenditure (Rs.in lakhs)			
	IOR Plan	AICRPO (OS + S&N + LIN)	Non Plan	TOTAL	IOR Plan	AICRPO (OS + S&N + LIN)	Non Plan	TOTAL
A. GRANT IN AID - CAPITAL								
1 Works	198.87	0.00	0.00	198.87	198.87	0.00	0.00	198.87
1. Equipment	20.84	0.00	7.00	27.84	18.71	0.00	6.80	25.51
2. Library	8.29	0.00	6.00	14.29	8.28	0.00	5.61	13.89
3. Furniture	0.00	0.00	6.00	6.00	0.00	0.00	5.99	5.99
B. GRANT IN AID - SALARIES								
Establishment Charges	0.00	1897.90	1436.07	3333.97	0.00	1821.85	1436.07	3257.92
Overtime Allowance	0.00	0.00	0.09	0.09	0.00	0.00	0.09	0.09
Pension	0.00	0.00	147.19	147.19	0.00	0.00	147.19	147.19
Wages	0.00	0.00	279.09	279.09	0.00	0.00	279.09	279.09
C. GRANT IN AID - GENERAL								
TA	12.00	44.20	12.00	68.20	12.00	44.20	11.97	68.17
Res. & Operational Expenses	240.84	110.80	75.81	427.45	240.84	186.85	69.33	497.02
Administrative Expenses	23.44	0.00	192.25	215.69	23.43	0.00	189.43	212.86
Miscellaneous Expenses	3.00	0.00	11.50	14.50	3.00	0.00	9.96	12.96
Need Based Research	6.35	0.00	0.00	6.35	5.75	0.00	0.00	5.75
TRIBAL SUB-PLAN	12.50	15.00	0.00	27.50	12.50	15.00	0.00	27.50
TOTAL	526.13	2067.90	2173.00	4767.03	523.38	2067.90	2161.53	4752.81

12. The manner of execution of subsidy programmes, including amounts allocated and the details of beneficiaries of such programmes

Not Applicable at this Institute

13. Particulars of recipients of concessions, permits or authorizations granted by it

Not Applicable at this Institute

14. Details in respect of the information, available to or held by it, reduced in an electronic form

<http://www.icar-iior.org.in>

<http://www.icar-iior.org.in/HINDI/default.htm>

15. 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

The institute is open on all week days except Sundays and Second Saturday of every month and declared holidays in a year. The working hours on all working days are 9:00 AM to 4:00 PM with a lunch break from 12.30 PM to 1 PM. The Library is also follows the same working hours of the Institute on all the working days.

16. The names, designations and other particulars of the Public Information Officers

Appellate Authority :

Dr. A.Vishnuvardhan Reddy
Director
Indian Institute of Oilseeds Research
Rajendranagar, Hyderabad -500 030
Phone: 040- 24598100/24015222
E-mail: director.iior@icar.gov.in

Transparency Officer :

Dr. H.H. Kumarawamy
Scientist (Biotechnology)
Indian Institute of Oilseeds Research
Rajendranagar, Hyderabad -500 030
Phone: 040- 24598121/24015222
E-mail: hhk.swamy@icar.gov.in

Public Information Officer :

Shri. Shitanshu Kumar
Senior Administrative Officer (SAO)
Indian Institute of Oilseeds Research
Rajendranagar, Hyderabad -500 030
Phone 040-24598200
Mail-id: sao.iior@icar.gov.in

17. Such other information as may be prescribed; and there after update these particulars every year

Annual Report

Newsletter

How to get Information under RTI Act 2005

In accordance with the RTI (Regulations of fee and costs) Rule 2005 made by the Govt. of India, it is considered necessary to bring to the notice of all concerned citizens of Republic of India that information in respect of this Institute can be obtained from the PIO of this Institute for which a written application has to be submitted to the PIO, IIOR, Hyderabad along with the application fee and costs of copy as given below:

- 1) the request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs. 10/-;
- 2) for providing the information under Section 4(4), Section 7(1) and Section 7(5), as the case may be, shall be charged at the following rates
 - (a) Rs. 2/- for each page in A-3 or smaller size paper created or copied;
 - (b) actual charge or cost price of a copy in larger size paper;
 - (c) actual cost or price for samples or models; and
 - (d) for inspection of records, no fee for the first hour; and a fee of Rs. 5/- for each subsequent hour (or fraction thereof);
 - (e) for information provided in diskette or floppy Rs. 50/- per diskette or floppy; and
 - (f) for information provided in printed form at the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication.
 - (g) The actual amount spent by public authority on hiring a machine or any other equipment, if any, to supply information;
 - (h) Postal charges, in excess of Rupees ten, if any, involved in supply of information

However, in case of applications which involve search of documents for a considerable duration and search of voluminous documents or involved substantial amount of man power cost will require payment of costs as determined by PIO, IIOR and intimated to the applicant under section 7(3) of RTI Act.

The fee may be paid in cash to the Cashier, IIOR, and Hyderabad against proper receipt or by demand draft or by banker's cheque or IPOs drawn in favour of ICAR Unit-IIOR payable at Hyderabad. The applications conforming to the various provisions given under RTI Act and received by PIO, IIOR shall be processed and information and copies of documents within the purview of RTI Act will be provided to the applicant within 30 days from the date of receipt of application by PIO. Exempted information as per section 8 and 9 of RTI Act 2005 and instructions and guidelines issued by CIC from time to time in respect of exempted information shall not be provided.

APPLICATION FORM

U/S 6(1) OF RIGHT TO INFORMATION ACT- 2005, FOR SEEKING INFORMATION

Application ID No.

File No.

Date:

(For Official use)

To

The Public Information Officer

ICAR-Indian Institute of Oilseeds Research

Rajendranagar, Hyderabad -500 030

PART - I

1. Name of the applicant	
2. Date of Birth:	
3. Sex (Male / Female)	
4. Father's Full name	
5 Present address with Pin Code	
Tel. No.:	Mobile:
7. Permanent address with Pin Code	
8. Email I.D., if any	

PART- II

9. (i) Specify the particulars of the information sought and the period to which information is sought (a separate sheet may be attached, if necessary)	
(ii) Whether the information sought for is required to be supplied	(a) In printed form (b) In diskette or floppy
(iii) Whether inspection of records also sought	Yes/No
(iv) Whether application fee of Rs. 10/- (Rupees Ten only) paid and, if so, please specify mode of payment	
a) Please give details of the demand draft/Banker's cheque/IPOs enclosed	
(b) In case of cash payment, please enclose original receipt (No fee is required to be paid if the requester belongs to 'Below poverty line' category for which proof should be furnished).	

DECLARATION OF THE APPLICANT

- (i) I am a bona fide citizen of India and owe allegiance to the sovereignty, unity and integrity of India and have not voluntarily acquired the citizenship of another country.
- (ii) The information given by me in this form is true and I am solely responsible for its accuracy.

Place:

Date:

(Signature of the Applicant)

Enclosures:

Public Information Officer

Shri.Shitanshu Kumar

Senior Administrative Officer

ICAR-Indian Institute of Oilseeds Research

Rajendranagar, Hyderabad -500 030

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