

CITIZEN'S CHARTER



ICAR-Indian Institute of Rice Research
Rajendranagar, Hyderabad
Telangana 500030



Citizen Charter

**Indian Institute of Rice Research,
Rajendranagar, Hyderabad,
Telangana 500030
Website : www.icar-iirr.org**

Compiled by:

Sri. Shitanshu Kumar, Chief Administrative Officer

Ms. Sudha Nair, Asst. Administrative Officer

CITIZEN'S CHARTER

VISION

Welfare of the present and future generations of Indian rice farmers and consumers by ensuring food, nutritional and livelihood security Mission.

MISSION


Mission Develop technologies to enhance rice productivity, resource and input use efficiency and profitability of rice cultivation without adversely affecting the environment

Administration Section

Nodal Person: 1. Chief Administrative Officer,
2. Asst. Administrative Officers

General Administrative works.		
S.No	Name of work	Time frame for Administration
1	General Correspondence with ICAR	7 working days/time frame given by Council
2	Misc. correspondence	7 working days
3	Maintenance of Diary /Dispatch Register	2 working days
4	Preparation of Quarterly, Half Yearly & Yearly Returns	At stipulated intervals
5	Processing/disposal of all kinds of leave	3 days
6	Maintenance of Service Book/Personal file/vehicle	periodical
7	Providing information under RTI	10-15 days
8	Fixation of pay	30 days
9	Conducting the DPC /IMC meetings/ Process Pension cases	As per ICAR guidelines
10	Processing recruiting of Research Scholars/YPs/Technical Assistant	10 days
11	Process of AIPR/APAR	As per the time stipulated by respective custodians
12	Maintenance of stamp/despatch register	Daily basis
Store / Purchase and Works		
1	Maintenance of DSR Register/issue register	Ongoing basis
2	Processing of purchase proposal	10-15 days
3	Invitation of tenders/quotation	Subject to requirement
4	Preparation of comparative statement	3 working days
5	Award of contract	As per time frame given
6	Verification of stores	Once in a year
7.	Process for undertaking work and issue of order	10 days/emergency basis
8.	Processing all bills purchase, works, contractual claim etc	3-5 days
9.	All types of constructions/Maintenance of office buildings	As per requirement

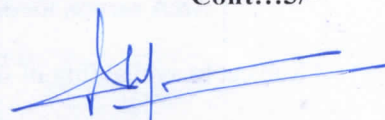
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मुख्य प्रशासनिक अधिकारी
Chief Administrative Officer

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Drawing and Disbursing Officer's related works		
1	Maintenance of Income tax register/Salary Registers/Pay Bill	Ongoing basis
2	Preparation of Research scholars/YPs bill	To be completed before 5 th of every month and sent to Accounts
3	Preparation of T A bills/LTC/FVC/DC/pension claim/GPF/Newspaper/CEA	3-5 days
4	Preparation of Arrear bills	10-15 days
5	Preparation of Medical bills	Fortnightly
6	Preparation of Imprest bills	Recoupment after 50% exhaustion.
7	Maintenance of Subsidiary Cash Book	Daily basis
8	Submission of professional challan	1-2 days(After clearing of cheque)
9	Submission of Income tax challan/service tax	1-2 days
10	Maintenance of Income Tax Register	1-2 (After submission of challan)
11	Payment of GST	Before 5 th of every month
12	Processing of advance proposals 1. Contingent / advance/Others 2. TA/LTC/GPF	1. Same day 2. 3-5 days

Cont...3/-



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Chief Administrative Officer
माकृअनुप-भारतीय चावल अनुसंधान संस्थान
ICAR Indian Institute of Rice Research
राजेन्द्रनगर, हैदराबाद-५०० ०३०. (तेलंगाना)
Rajendranagar, Hyderabad-500 030. (T.S.)

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Audit and Accounts Section

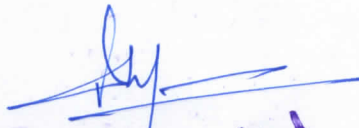
Nodal Person: Senior Finance and Account Officer

S.No.	Name of work	Time frame *+
1	Bill of Advances all types 1. Contingent 2. Others	1. Same day 2. 1-3 days
2	a) All FVC/DC bill b) Salary bills c) T.A./L TC claims d) Vetting the purchase proposals files/Estt files etc. e) E.M.D./ S.M.D. bill f) Other bills (i.e. fellowship, etc.)	3-5 days Ongoing 3 days 2 days 2 days 2 days
3	C.E.A. claims/ Medical/newspaper claims	3 days
5	Arrears bills	7 days
6	Vetting of pay fixation cases/Pension cases	5 days
7	Vetting of other cases & proposals etc. (i.e. TTA, tender documents, auction cases etc.)	5-7 days
8	Submission of different monthly/quarterly/half yearly/annual reports/returns/B RS/ Annual Account to ICAR	As per the directions of the ICAR Hqs..
9	Depositing of Cheques/DDs into Institute Bank received in A&A section for different purposes.	1-3 days after receiving in A&A section.

* Subject to availability of funds & other resources etc.

+ Time frame days are after receiving bills in A&A section from the administration and actual working days

Cont..4/-


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Library

Nodal Person: 1. Chairman Library Committee

2. Library In-Charge

S.No.	Name of work	Time frame *
1	Monitoring the availability of research paper from other institute and provide research paper	15-30 Days
2	Collection of indent for books and journals/Library etc	Quarterly basis
3	Processing of proposal of purchase of books, Journals(Indian/Foreign)	15 days after receiving indent.

Agriculture Knowledge Management Unit

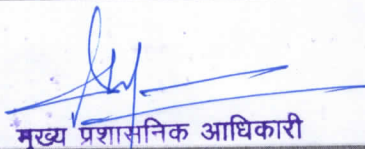
Nodal Person: In charge AKMU cell

1	Up loading of office circular/Notices	Same day
2	Up dating of database on website	On regular basis
3	Maintenance and up keeping of computer systems and peripheral/network/ EPBAX/ biometric system	Same day departmentally
4	Maintenance and up keeping of on line ARS examination centre/AKMU	Regular basis

Prioritization Monitoring and Evaluation (PME) Cell

Nodal Person: In charge PME cell

Sr.No	Work	Time frame
1	Publication of Annual Report	15th July of the year
2	Publication of News Letter 1. News letter (Jan-June) 2. News letter (July-Dec.)	1. 15th August of the year 2. 26th January of the year
3	Approval of Publication	Within 3 day after submission
4	Permission for attending training seminars conference etc.	Decision of the competent authority to be communicated within 3 days
5	Research proposal for in-house projects	As per ICAR norms
6	Research meetings 1. Institute Research Committee (IRC) 2. Research Advisory Committee (RAC) 3. Quinquennial Review Team (QRT)	As per ICAR's guidelines
7	Submission of research reports 1. Monthly Cabinet Report 2. Quarterly progress Report 3. Half Yearly Progress Report 4. Half Yearly Progress Monitoring	1. 15th of each month 2. First week of each quarter 3. First week of April and October 4. As per ICAR guidelines
8	Short term summer/winter research works for completion of <i>degree</i> dissertation, etc.	Decision of the competent authority to be communicated within 3 days
9	Processing of application for registration of germplasm/patents/IPR related <i>items</i> etc.	Within 7 days after receipt of the application


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Chief Administrative Officer
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Bharat Kisan University of Rice Research