

Custodian of Document /Categories

Administrative Documents

Details of service records in respect of scientific, technical, administrative and supporting staff, their computerized data and details of court cases pertaining to CARI, Izatnagar and also register for sending quarterly/annual returns are maintained in the Establishment Sections.

However, ACR/APAR dossiers of all the scientists, technical, administrative and skilled support staff working in CARI are maintained in the director's personal section.

Business Planning Documents

The documents pertaining to planning and preparation of budgetary documents etc. in respect of the Institute are held with the Prioritization, Monitoring and Coordination Section of the Institute.

The documents related to promotion of technologies developed by the Institute and building enterprises based on the technologies are held in the Agribusiness Incubation Centre.

Training and Education Documents

These documents include details of students enrolled for various PG programme as part of IVRI deemed university. The Post graduate Education and Training section (PGE&T) holds all such documents. The documents pertaining to specialized trainings conducted by the Institute are also held by the PGE&T Section.

The details of various short terms and sponsored training programmes etc. are held in the Technology Transfer Section of the Institute.

Financial Management / Operational Documents

The finance wing, namely Audit and Accounts Section of the Institute maintains different type of documents/records such as cash book, cheque books, and objection books records pertaining to pension work, broadsheet of HBA, car, computer advances, monthly accounts, annual accounts of Institute and GPF A/cs. And other related documents as prescribed in the ICAR Audit Manual.

Human Resource

The Head of Office is the custodian of all the records pertaining to all the employees of the Institute. The service books, family details, and all other relevant matters pertaining to the employees and their families are maintained by the Head of Office who is the overall custodian of all administrative records.

Legal Records

The documents pertaining to various court cases, legal obligatory documents, contracts, etc. are maintained by the Head of Office who is the overall custodian of all administrative documents.

Policy Records

All documents pertaining to ongoing and completed research projects, externally funded projects, reports, etc. including perspective plan documents of the Institute are held by the Prioritization, Monitoring and Coordination Section of the Institute.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/Under control of
1.	Registers	The statutory registers to be maintained by different Sections and Units	Through request to the Director, CARI, Izatnagar	Assistant Administrative Officers/ Officers-in- charge
2.	Government Manuals	The Manual of Office Procedure, financial rules, Supplementary Rules, GFR	May be downloaded from the ICAR/Institute website.	Units-in-charge/Assistant Administrative Officers
3.	Files	On the relevant subjects	Through request to the Director, CARI, Izatnagar	Assistant Administrative Officers/Officers-in-charge