

MATTERS RELATED TO RIGHT TO INFORMATION ACT

1. Particulars of its organization, functions and duties

ICAR-NINFET was initially set up as Indian Central Jute Committee, Government of India on the recommendation of the Royal Commission on Agriculture in 1936 at Calcutta. Then it was officially established as a research institute on January 3, 1938 by Lord Linlithgow, the then Viceroy and Governor-General of India.

In 1965, the institute became a constituent unit under the centralized administrative control of the Indian Council of Agricultural Research (ICAR), New Delhi and named as Jute Technological Research Laboratory (JTRL). JTRL had prospered with multifarious dimensions and developed many indigenous technologies for jute as well as for allied fibres. In reorganization of R&D activities, ICAR had renamed the institute as "National Institute of Research on Jute and Allied Fibre Technology (NIRJAFT)" in 1998.

Being a lead research institute associated with knowledge transfer and economic development activities for all-natural fibres, the council promoted the institute to work continuously in the area of various natural fibres and accordingly institute renamed as ICAR-National Institute of Natural Fibre Engineering and Technology (ICAR-NINFET) in 2019.

The institute is located (Latitude: 22°28'50.8" N and Longitude: 88°21'10.2" E) on the southern fringe of the metropolis of Kolkata known as Tollygunge with a total plot area measuring around 17,628.67 m² in which the laboratory campus covers 3,957m². The institute is having adequate infrastructure of modern laboratories equipped with sophisticated instruments, equipment, machinery, workshop, library, computer cell etc, along with adjacent campus of staff quarters and guest house. Besides, two sheds of pilot plant have been constructed for conducting pilot scale trials on the technologies developed.

Institute is carrying basic and applied researches related to post harvest processes of natural fibres such as Jute, Mesta, linseed/flax, sisal, ramie, banana, Sunnhemp, pineapple leaf, dhaincha, coconut, yak hair, wool, silk and other lesser-known plant fibres. Institute have formulated and proposed multidisciplinary research programs in the forthcoming five-year plan 2020-2025 in the thrust areas

- (a) Instrumentation and value addition in natural fibres
- (b) Quality improvement, specialty textiles and value chain
- (c) Environmental sustainability with special reference to natural fibres
- (d) Capacity building and dissemination of technologies.

The R&D programmes of the institute are implemented through the following four divisions and one unit:

- i. Quality Evaluation & Improvement Division

- ii. Mechanical Processing Division
- iii. Chemical & Bio-chemical Processing Division
- iv. Transfer of Technology Division
- v. Research & Development Unit

Mandate

- Basic and strategic research on processing jute & allied fibres and their agro-residues, development of value-added products and quality assessment.
- Skill development and business incubation service on jute and allied fibre technologies

2. The powers and duties of its officers and employees

Powers of the Director of the Institute shall exercise all the powers of the Head of the Department for the purpose of various Rules and Regulations of the Government of India, as amended from time to time and applicable *mutatis-mutandis* to the Society. In addition, the Directors of the Institute/ Laboratories shall exercise such powers for the functioning as are delegated to them by the Governing Body or any authority of the ICAR. The powers delegated to the Directors of Research Institutes are detailed in Schedule II. The powers detailed in this schedule however do not in any way restrict their powers as enjoyed by them as Head of the Department. The Governing Body also delegates same powers to the Institute Management Committee, the Director is the ex-officio Chairman of the committee.

Schedule III Powers delegated to the Directors of Research Institutes/Laboratories through Schedule-II of “Delegation of Powers in Indian Council of Agricultural Research” 3rd revised edition updated upto March, 2023. The Schedule III at of the said document enumerates delegation of powers to the Institute Management Committee of the Institute.

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

The Director is assisted in the execution and implementation of various programmes by four Divisional Heads viz. Quality Evaluation & Improvement Division, Mechanical Processing Division, Chemical & Bio-chemical Processing Division and Transfer of Technology Division and Units like Research & Development Unit, Utility Cell, Agricultural Knowledge Management unit (AKMU), Administrative Officer, and Finance and Accounts Officer of the institute provide the needed support. The Institute Management Committee (IMC) guides and supports the Director by periodic review of programmes and approval of investments in new areas of research and policy making, training programmes, workshops and seminars. The Research Advisory Committee (RAC) and Staff Research Council (SRC) provide broad guidelines and assist in developing and implementing specific research.

4. The norms set by it for the discharge of its functions

The norms are set by the ICAR Headquarters, New Delhi. The various functions carried out by the Academy are indicated in the mission, mandate, and objectives of the Academy, outlined in the section (i) on “The particulars of organization, functions, and duties of the NINFET”.

5. The rules, regulations, instructions manuals and records, held by it or under its control

ICAR-National Institute of Natural Fibre Engineering and Technology is a Unit of ICAR, New Delhi. ICAR follows GOI rules *mutatis mutandis*, besides Agricultural Research Service rules, Technical Service Rules specially designed for Scientists and Technical personnel in ICAR. The Academy follows the rules, regulation, and instructions as followed by ICAR, and as indicated in the manuals and records of ICAR, New Delhi.

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

Property document

- SFC
- Vision 2020
- Vision 2030
- Vision 2047
- Annual Report

Annual reports, Newsletters and research publication and documentation made from time to time. Other documents available are 50 years, 60 years, Journey in Research for 75 years, Data Book on Jute and Monographs on technologies.

7. The particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

The Governing Body delegates same powers to the Institute Management Committee. As per By-laws rule 66(a)5, two non-official persons representing agriculture/ rural interest are nominated. The powers of IMC are laid down in the Schedule III of “Delegation of Powers in ICAR” 3rd edition updated till March, 2023.

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 Institute Management Committee (IMC), Research Advisory Committee (RAC), Institute Research Council (IRC) and Quinquennial Review Team (QRT) are the committees to help the institute in guiding and implementing its various programmes and activities. The composition of these committees is as per the guidelines of ICAR Headquarters, New Delhi.

9. A directory of its officers and employees

The details have been provided and updated in every year in the Institute Annual Report.

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

A list of employees and their Pay levels is enumerated in a list as per sua moto declaration of the RTI Act, 2005.

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

The details have been provided in the Institute Annual Report.

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

Training under various schemes, demonstration, exhibition, small scale entrepreneurs, farmers, women entrepreneurs & under privileged classes.

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

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

ICAR-NINFET Website (www.ninfet.icar.gov.in) financial matter and Library information system ([NINFET Library](#)) are computerized.

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 facility of Library may be provided to all Indian Nationals with valid identity card during office hours (10:00 HRS to 17:00 HRS) subject of approval of the competent authority.

16. The names, designations and other particulars of the Chief Public Information Officer, Asstt. Public Information Officer and Transparency officer

Nodal Officer:

Dr. Avijit Das

Principal Scientist, Quality Evaluation & Improvement Division, ICAR-National Institute of Natural Fibre Engineering and Technology (Erstwhile ICAR-NIRJAFT), 12, Regent Park, Kolkata-700040, West Bengal; Mobile:7059321946; Office:03324212115/16/17 ; Fax No:03324712583 ; Email- avijitcrri@gmail.com

Chief Public Information Officer:

Dr. Avijit Das

Principal Scientist, Quality Evaluation & Improvement Division, ICAR-National Institute of Natural Fibre Engineering and Technology (Erstwhile ICAR-NIRJAFT), 12, Regent Park, Kolkata-700040, West Bengal; Mobile:7059321946; Office:03324212115/16/17 ; Fax No:03324712583 ; Email- avijitcrri@gmail.com

Assistant Public Information Officer:

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Transparency Officer:

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Vigilance Officer:

SL.	Name & Designation	Address	Phone No.	Email
1.	Sh. Shaleen Agrawal, ITS Chief Vigilance Officer, ICAR, Director, DARE	Room No. 102, First Floor Krishi Bhawan New Delhi-110 001.	+91-11- 2338 2375 Extn. 528	dirdare.icar@nic.in
2.	Dr. L Ammayappan Vigilance Officer, ICAR- NINFET, Kolkata	ICAR-NIRJAFT 12, Regent Park, Kolkata, West Bengal. India. PIN - 700 040.	+91-33- 2421 2115/ 16/ 17 ext. 222	l.ammayappan@icar.gov.in

17. Such other information as may be prescribed and thereafter update these publications every year Mode of Seeking Information -

The relevant provisions of the Act towards charging fee are as under:

1. A request for obtaining information under Sub-section (1) of Section 6 shall be accompanied by an application fee of Rs.10.00 by way of cash against proper receipt or by demand draft in the name of "ICAR NINFET payable at "Kolkata".

2. For providing the information under Sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand draft payable to the 'Accounts Officer, ICAR-National Institute of Natural Fibre Engineering and Technology at following rates:

- Rs.2.00 for each page (in A4/ A3 size paper) created or copied.
- Actual charge or cost price of a copy in larger size paper.
- Actual cost or price for samples or models; and

d) For inspection of records, no fee for first hour; and a fee of Rupees 5.00 for each fifteen minutes (or fraction thereof) thereafter.

3. For providing the information under Sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand draft in the name of "ICAR NINFET payable at "Kolkata" at following rates:

a) For information provided on CD Rs.50.00 per CD; and

b) For information provided in printed form at the price fixed for such publication or Rs.2.00 per page of photocopy for extracts from the publications. The payment is required to be dispatched to: Public Information Officer, ICAR-NINFET.

18. Contracts & Procurement Tender

The information is provided in the "[Tender](#)" page.

19. Dissemination of knowledge and training for small entrepreneurs for different products from jute

Training programme

For details contact: Director, ICAR-National Institute of Natural Fibre Engineering and Technology (Erstwhile ICAR-NIRJAFT), 12, Regent Park, Kolkata-700040, West Bengal.

20. Job

The information is provided in the "[Recruitment](#)" page.