

**INFORMATION DISPLAYED UNDER RTI ACT 2005 [ SECTION 4]****Power and Duties of Officers and Employees [Section 4(1) (b) (ii)]:****Powers and duties of Officers (administrative, financial and judicial):**

<b>S. No.</b>	<b>Name of Officer</b>	<b>Designation</b>	<b>Responsibilities in brief</b>
01.	Dr. P.P. Singh	Fodder Agronomist (Director I/c)	Implementation/supervision of all Administrative/ Financial/ Technical matters. Drawing & Disbursing Officer.

**Power and duties of other employees:**

<b>S. No.</b>	<b>Name of officials</b>	<b>Designation</b>	<b>Responsibilities in brief</b>
1.	Shri S.B. Singh	Assistant	Supervision of Accounts/establishment/administrative work etc. of the Station
2.	Smt. Vandana Kapoor	Jr. Steno. Grade 'D'	Dictation/transcription, General Typing /Establishment work etc.
3.	Ms. Kiran	LDC	Accounts related work in supervision of Assistant/ Store Work, GeM, General Typing, OfficeWebsite handling etc.
4.	Mr. Ashish Kumar Verma	Farm Assistant	Implementation of technical cropping programme, organizing extension activities, supervision of field operations etc.
5.	Shri Nafe Singh	Driver-cum-Mechanic	Maintenance/ Minor repairing of farm machinery, vehicles, driving duty etc.
6.	Shri Sanjay Kumar Singh	Driver	Driving duty
7.	Sh. Satbir	MTS	Field, office works/ watch & ward duty etc
8.	Sh. Sadhu Ram	MTS	-do-
9.	Sh. Raj Singh	MTS	-do-
10.	Sh. Nek Ram	MTS	-do-
11.	Sh. Ram Niwas	MTS	-do-
12.	Sh. Uday Singh	MTS	-do-
13.	Smt. Savita	MTS	-do-
14.	Sh. Surender	MTS	-do-
15.	Sh. Pritam Shankla	MTS	-do-

**Rules/Orders under which powers and duty are derived:** Central Civil Service Rules  
Applicable in Central Government Offices

**Rules/ Orders under which powers and duty are Exercised:** Central Civil Service  
Rules Applicable in Central Government Offices

**Work allocation:** Work allocated in accordance with duties attached to other post  
/as per requirement

**Procedure followed in decision making process [Section 4(1) (b) (iii)]**

**Process of decision making, Identify Key Decision Making Points:** Dealing Hand  
<Assistant <Director I/c (<https://www.rfshisar.com/downloads.php>)\*

**Final Decision making Authority:** Director I/c\*

**Related Provisions, Acts, Rules etc.:** Central Civil Service Rules

**Time limit for taking a decision, If any:** Work is disposed off at the earliest.

**Channel of Supervision and accountability:** Working under Ministry of Fisheries,  
Animal Husbandry and Dairying, Department of Animal Husbandry & Dairying

**Norms for discharge of functions [Section 4(1) (b) (iv)]**

**Nature of functions/ services offered:** <https://www.rfshisar.com/services.php>

**Norms/ standards for functions/ service delivery:** As per the Guidelines of DAHD

**Process by which these services can be accessed:** By visiting the website  
<https://www.rfshisar.com> \*

**Time limit for achieving the targets:** As prescribed by DAHD.

**Process of redress of Grievances:** As prescribed by DAHD

**Rules, Regulations, Instructions manual and records for discharging functions  
[Section 4(1) (b) (v)]**

**Title and nature of the record/ manual/ instruction:**

**List of Rules, regulations, instructions manuals and records:**

**Acts/ Rules manuals etc.:**

**Transfer policy and Transfer Orders:**  
<https://www.rfshisar.com/downloads/files/n5e297a888d97f.pdf>

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

**Categories of Documents:** Administrative / Technical Records related to Office.

**Custodian of Documents/ categories:** Director Incharge /Assistant

**Directory of Officers and Employees [Section 4(1) (b) (ix)]:**

<b>S. No</b>	<b>Name of the Employees S/Sh.</b>	<b>Designation</b>	<b>Contact No.</b>	<b>E-Mail Address</b>	<b>Date of Initial Appointment</b>	<b>Date of Birth</b>	<b>Date of Superannuation</b>
1	2	3	4	5	6	7	8
1	Dr.P.P. Singh	Fodder Agronomist (Director I/c)	9416300997	prempal.singh72@gov.in	03.12.2001	25.03.1972	31.03.2032
2	S.B. Singh	Assistant	8059214145	shiv.bahadur@gov.in	19.02.1987	01.01.1963	31.12.2022
3	Smt.Vandana	Stenographer	9416926633	vandana.kapoor.70@gov.in	21.05.1991	13.04.1970	30-04-2030
4	Ms. Kiran	LDC	8307012993	kiran.verma05@gov.in	11.12.2018	07.01.1993	31.01.2053
5	Ashish Kumar Verma	Farm Assistant	7309842478	ashish.verma16031993@gmail.com	09.05.2018	16.03.1993	31.03.2053
6	Nafe singh	Driver-cum-Mechanic	9416925921	-	08.06.1995	20.03.1967	31-03-2027
7	Sanjay Singh	Driver	9034451808	-	18.06.1994	05.07.1966	31.07.2026
8	Raj Singh	Multitasking staff	9315465737	-	18.06.1994	01.02.1962	28-02-2022
9	Nek Ram	Multitasking staff	9255957996	-	18.06.1994	26.02.1962	28.02.2022
10	Sadhu Ram	Multitasking staff	9992157926	-	18.06.1994	10.04.1962	30-04-2022
11	Uday Singh	Multitasking staff	8684927712	-	28.08.2000	21.11.1962	30-11-2022
12	Satbir	Multitasking staff	9467243155	-	18.06.1994	20.10.1963	31-10-2023
13	Smt.Savita	Multitasking staff	9728782471	-	01.09.2000	01.05.1964	31-05-2024
14	Ram Niwas	Multitasking staff	9992348630	-	18.06.1994	04.03.1969	31-03-2029
15	Sh. Surender	Multitasking staff	9996523573	-	09.09.2019	29.12.1989	31.12.2049
16	Sh. Pritam Shankhla	Multitasking staff	9671289771	-	03.09.2019	04.01.1999	31.01.2059

**Monthly Remuneration received by Officers & Employees including system of compensation [Section 491) (b) (x)]**

**List of Employees with Gross Monthly Remuneration:**

For the month of June 2021:-

<b>Sr. No.</b>	<b>Name of the Employees</b>	<b>Designation</b>	<b>Gross Salary</b>
1.	Dr. P.P. Singh	<b>Director I/c</b>	<b>87399</b>
2.	Sh. S.B. Singh	<b>Assistant</b>	<b>81666</b>
3.	Ms. Vandana Kapoor	<b>Stenographer</b>	<b>74880</b>
4.	Ms. Kiran	<b>LDC</b>	<b>25740</b>
5.	Sh. Ashish Kumar Verma	<b>Farm Assistant</b>	<b>34749</b>
6.	Sh. Nafe Singh	<b>DCM</b>	<b>52182</b>
7.	Sh. Sanjay Kumar Singh	<b>Driver</b>	<b>43056</b>
8.	Sh. Satbir	<b>MTS</b>	<b>45856</b>
9.	Sh. Sadhu Ram	<b>MTS</b>	<b>43056</b>
10.	Sh. Raj Singh	<b>MTS</b>	<b>45162</b>
11.	Sh. Nek Ram	<b>MTS</b>	<b>43056</b>
12.	Sh. Ram Niwas	<b>MTS</b>	<b>45856</b>
13.	Sh. Uday Singh	<b>MTS</b>	<b>44606</b>
14.	Smt. Savita	<b>MTS</b>	<b>38493</b>
15.	Sh. Surender	<b>MTS</b>	<b>25231</b>
16.	Sh. Pritam Shankhla	<b>MTS</b>	<b>24178</b>

**System of Compensation as provided in its regulations:** Rules issued by GOI from time to time

**Name, Designation and other Particulars of Public Information Officers [Section 4(1) (b) (xvi)]**

**PIO – Dr. P.P. Singh, Director I/c**

Address : Regional Fodder Station, Hisar, P.O. Textile Mills, Hisar-125001 (Haryana)

Telephone No: 01662-259184

Email ID: [rfs.hisar-ahd@gov.in](mailto:rfs.hisar-ahd@gov.in) and [rfshisardirector@gmail.com](mailto:rfshisardirector@gmail.com)

**Appellate Authority – Dr. H. R. Khanna, Joint Commissioner, Deptt. of AH&D Address: - Room No. 334, Krishi Bhavan, New Delhi. Telephone No. 011-23389606**

**No. of Employees against whom Disciplinary action has been proposed/taken[Section 4(2)]**  
**NIL**

**No. of Employees against whom disciplinary action has been (i) Pending for minor penalty or Major penalty proceedings:** **NIL**

**(ii) Finalized for Minor penalty or major penalty proceedings:** **NIL**

**Transfer policy and transfer orders [FNo. 1/6/2011-IR dt. 15.04.2013]**

**Transfer Policy and Transfer Orders:** Transfers are made at HQ Level.

<https://www.rfshisar.com/downloads/files/n5e297a888d97f.pdf>

**Budget and Programme**

**Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1) (b) (xi)]**

**Actual Receipt & Expenditure 2020-21 and BE 21-22**

**Actual Receipt (2020-21) – 48.76 lakh**

Head of Accounts	Budget Rs.2020- 21	Expenditure 2020-21	Budget Estimated during 2021- 22
	Non Plan	Non Plan	
Salaries	107.80	107.27	110.00
Wages	13.25	13.25	10.00
Over Time Allowance	0.00	0.00	0.10
Medical Treatment	0.75	0.74	3.00
Domestic Travel Expenses	1.50	0.87	3.00
Office Expenses	12.50	12.49	13.00
Rent, Rates & Taxes	5.00	0.00	7.00
Publication	0.20	0.18	0.50
Other Administrative Expenses	2.00	1.11	5.00
Supplies & Materials	9.40	9.40	10.00
Advertisement & Publicity	0.10	0.08	0.78
Minor Works	0.00	0.00	2.00
Professional Services	1.02	1.01	3.00
<b>Sub-Total</b>	<b>153.52</b>	<b>146.40</b>	<b>167.38</b>
Office Expenses(I.T.)	0.60	0.51	1.42
(MH-4403) Machinery & Equipment	11.50	1.99	10.00
Minor Works(Swachata)	0.00	0.00	1.50
<b>Sub-Total</b>	<b>12.1</b>	<b>2.50</b>	<b>12.92</b>
<b>Grand Total</b>	<b>165.62</b>	<b>148.90</b>	<b>180.30</b>

**Foreign and Domestic Tours (F. No. 1/8/2012-IR dt. 11.9.2012)**

**Budget:** Budget not allocated for Foreign Tours and funds allocated for Domestic tours are shown in T.E. Head of Budget.