

INFORMATION DISPLAYED UNDER RTI ACT 2005 [SECTION 4]

1.2 Power and Duties of Officers and Employees [Section 4(1) (b) (ii)]:

1.2.1 Powers and duties of Officers (administrative, financial and judicial):

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

1.2.2 Power and duties of other employees:

S. No.	Name of officials	Designation	Responsibilities in brief
1.	Shri S.B. Singh	Assistant	Accounts related work, supervision of 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	Store Work, GeM, General Typing, Office Website 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. Srichand	MTS	Field, office works/ watch & ward duty etc
8.	Sh. Satbir	MTS	-do-
9.	Sh. Sadhu Ram	MTS	-do-
10.	Sh. Raj Singh	MTS	-do-
11.	Sh. Nek Ram	MTS	-do-
12.	Sh. Ram Niwas	MTS	-do-
13.	Sh. Mahesh Pratap Singh	MTS	-do-
14.	Sh. Uday Singh	MTS	-do-
15.	Smt. Savita	MTS	-do-
16.	Sh. Dharampal	MTS	-do-
17.	Sh. Surender	MTS	-do-
18.	Sh. Pritam Shankla	MTS	-do-

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

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

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

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

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

1.3.2 Final Decision making Authority: Director I/c*

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

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

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

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

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

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

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

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

1.4.5 Process of redress of Grievances: As prescribed by DAHD

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

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

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

1.5.3 Acts/ Rules manuals etc.:

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

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

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

1.6.2 Custodian of Documents/ categories: Director Incharge /Assistant

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

S. No	Name of the Employees S/Sh.	Designation	Contact No.	E-Mail Address	Date of Initial Appointment	Date of Birth	Date of Superannuation
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	Mahesh Pratap Singh	Multitasking staff	9255957886	mpsingh2060@gmail.com	18.06.1994	20.07.1960	31-07-2020
9	Srichand	Multitasking staff	8950319708	-	18.06.1994	04.01.1961	31-01-2021
10	Dharampal	Multitasking staff	9466331577	-	07.11.2005	10.04.1961	30-04-2021
11	Raj Singh	Multitasking staff	9315465737	-	18.06.1994	01.02.1962	28-02-2022
12	Nek Ram	Multitasking staff	9255957996	-	18.06.1994	26.02.1962	28.02.2022
13	Sadhu Ram	Multitasking staff	9992157926	-	18.06.1994	10.04.1962	30-04-2022
14	Uday Singh	Multitasking staff	8684927712	-	28.08.2000	21.11.1962	30-11-2022
15	Satbir	Multitasking staff	9467243155	-	18.06.1994	20.10.1963	31-10-2023
16	Smt.Savita	Multitasking staff	9728782471	-	01.09.2000	01.05.1964	31-05-2024
17	Ram Niwas	Multitasking staff	9992348630	-	18.06.1994	04.03.1969	31-03-2029
18	Sh. Surender	Multitasking staff	9996523573	-	09.09.2019	29.12.1989	31.12.2049
19	Sh. Pritam Shankhla	Multitasking staff	9671289771	-	03.09.2019	04.01.1999	31.01.2059

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

1.9.1 List of Employees with Gross Monthly Remuneration:

For the month of January 2020:-

Sr. No.	Name of the Employees	Designation	Gross Salary
1.	Dr. P.P. Singh	Director I/c	84942
2.	Sh. S.B. Singh	Assistant	79326
3.	Ms. Vandana Kapoor	Stenographer	72774
4.	Ms. Kiran	LDC	25038
5.	Sh. Ashish Kumar Verma	Farm Assistant	33813
6.	Sh. Nafe Singh	DCM	51610
7.	Sh. Sanjay Kumar Singh	Driver	41886
8.	Sh. Srichand	MTS	41886
9.	Sh. Satbir	MTS	44606
10.	Sh. Sadhu Ram	MTS	44606
11.	Sh. Raj Singh	MTS	43992
12.	Sh. Nek Ram	MTS	41886
13.	Sh. Ram Niwas	MTS	44606
14.	Sh. Mahesh Pratap Singh	MTS	41886
15.	Sh. Uday Singh	MTS	43356
16.	Smt. Savita	MTS	37440
17.	Sh. Dharampal	MTS	36387
18.	Sh. Surender	MTS	24606
19.	Sh. Pritam Shankhla	MTS	23553

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

1.10 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 and rfshisardirector@gmail.com

Appellate Authority – Shri P.K. Anand, Joint Director (NLM)

Address: -Room No. 432A, Krishi Bhavan, New Delhi. Telephone No. 011-23389606

Email ID: pradip.anand60@gov.in

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

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

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

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

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

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

Budget and Programme

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

Actual Receipt & Expenditure 2018-19 and BE 19-20

Actual Receipt (2018-19) - 33.72 lakh

Head of Accounts	Budget Rs. 2018-19	Expenditure 2018-19	Budget Estimated during 2019- 20
	Non Plan	Non Plan	
Salaries	107.50	107.5	120.00
Wages	7.25	6.98	7.00
Over Time Allowance	0.00	0.00	0.00
Medical Treatment	3.00	1.99	2.00
Domestic Travel Expenses	2.97	2.97	3.00
Office Expenses	13.00	12.96	10.00
Rent, Rates & Taxes	20.64	20.64	5.00
Publication	0.20	0.05	0.05
Other Administrative Expenses	0.30	0.19	0.50
Supplies & Materials	8.00	7.99	9.00
Advertisement & Publicity	0.20	0.00	0.20
Minor Works	0.50	0.32	10.00
Professional Services	0.00	0.00	1.20
Sub-Total	163.56	161.59	167.95
Office Expenses(I.T.)	1.00	0.40	0.50
(MH-4403) Machinery & Equipment	2.00	1.90	2.00
Minor Works(Swachata)	0.00	0.00	3.50
Sub-Total	3.00	2.30	6.00
Grand Total	166.56	163.89	173.95

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

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