



H A N D B O O K

RIGHT TO INFORMATION ACT 2005

April 2024



**CSIR-National Botanical Research Institute
Rana Pratap Marg, Lucknow – 226 001**

Chapter – 1

INTRODUCTION

1.1 Background of this Handbook (Right to Information Act, 2005)

CSIR-National Botanical Research Institute, Lucknow is Premier Research Organization under the umbrella of Council of Scientific & Industrial Research which is an autonomous organization of Department of Scientific & Industrial Research (DSIR), Government of India. In pursuance of the Right to Information Act 2005 enacted on 15th June 2005, Chapter II Clause 4, this manual is prepared. The manual contains the objectives, mission/vision statement, brief history of the organization, services provided by the organization, research areas being pursued by the Institute, details of committees, duties and powers of the officers of the Institute etc. The manual also contains the details of PIO, APIO, Appellate Authority and procedure to be adopted for filing an application under Right to Information Act 2005.

1.2 Objective/Purpose of this Handbook

- To provide general information about the Institute to the public.
- To provide information about the organizational structure
- To provide information on different procedures, committees etc.
- To provide information about different areas of research being undertaken by CSIR-NBRI.
- To provide information about the services being offered by CSIR-NBRI
- To provide information regarding filing the application under RTI Act 2005

1.3 Who are intended users of this Handbook

- Research Scholars, academicians
- Non Government Organizations
- R&D Organizations
- Industries and Private Partners
- General Public

1.4 Definitions (Please provide definitions of various terms used in the Handbook)

Appropriate Government	Relation to a public authority which is established, constituted, owned, controlled or substantially financed by the Central Government or the Union Territory administration or the State Government, funds provided directly or indirectly – viz. Council of Scientific & Industrial Research.
Competent Authority	Director, CSIR-National Botanical Research Institute, Lucknow
Information	Means any material in any form, including records, documents, memos, emails, opinions, advices, press release, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form.
Record	Includes <ul style="list-style-type: none"> • Any document, manuscript and file; • Any microfilm, microfiche and facsimile copy of a Document • Any reproduction of image or images embodied in such microfilm (whether enlarged or not); and Any other material produced by a computer or any other device
Right to Information	Means the right to information accessible under this Act which is held by or under control of any public and included the right to : <ul style="list-style-type: none"> • Inspection of work, documents, records; • Taking notes, extracts or certified copies of documents or records; • Taking certified sample of materials; • Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in any computer or in any other device.
Third Party	Means a person other than the citizen making a request for information and includes a public authority

1.5 Contact Person(s)

First Appellate Authority	Dr. P.A. Shirke, Chief Scientist
Transparency Officer	Shri Pradip Kumar, Controller of Administration,
Nodal Officer & Central Assistant Public Information Officer (CAPIO)	Dr. Ch.V. Rao, Chief Scientist
Central Public Information Officer (S&T Matters)	Dr. R.N. Gupta, Sr. Technical Officer,
Central Public Information Officer (Administrative Matters)	Shri Dheeraj Pathak, Section Officer
Central Public Information Officer (Finance and Accounts Matters)	Shri Upendra Kumar, Controller, Finance and Accounts
Central Public Information Officer (Store & Purchase Matters)	Shri Ram Badal, Store and Purchase Officer

1.6 Procedure and Fee structure for getting information not available in the Handbook

- A request for obtaining information under Sub-Section (1) of Section 6 shall be accompanied by an application fee of Rs. 10/- by the way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to Director, NBRI, Lucknow. Request may also be made online.
- 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 or bankers cheque or Indian Postal Order payable to the Director, NBRI, Lucknow at the following rates:
 - a. Rupees Rs. 2/- for each page (in A4 or A3 size paper) created or copied;
 - b. Actual charge or cost price of a copy in larger size paper;
 - c. For inspection of records, no fee for the first hour; and a fee or rupees five for each fifteen minutes (or fraction thereof) thereafter.
- For providing the information under Sub-Section (5) of Section 7, the fee shall be charged by the way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to Director, NBRI at the following rates:
 - a. For information provided in diskette or floppy Rs. 50/- per diskette or floppy; and
 - b. For information provided in printed form at the price fixed for such publication of Rs. 2/- per page of photocopy for extracts from the publications.

Chapter – 2

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the Public Authority

To act as a premier plant research centre of India under the umbrella of CSIR by undertaking both basic and applied research in various aspects of plant sciences for the conservation and sustainable utilization of plant genetic resources for human welfare and sustainable development.

2.2 Mission/Vision Statement of the Public Authority

To be a prime catalyst in protection and management of the ecosystem/environment and also resource/referral center for ecologically sound and economically rewarding development programmes of the country. To be a prime catalyst in conversion of plant wealth into economic wealth in an ecologically sound and economically rewarding manner. To develop as a national referral center for all knowledgebase related to plant biodiversity.

2.3 Brief history of Public Authority and context of its formation

A Small royal garden was laid out by Nawab Saadat Ali Khan in 1820 A.D. Nawab Wajid Ali Shah the last king of Oudh, during the first half of 19th Century named this garden as Sikandar Bagh in honour of his beloved Begum – Sikandar Mahal. During British rule the Sikandar Bagh was renamed as Government Horticultural Garden. In 1932 Prof. Birbal Sahni, F.R.S and Dr. S. K. Mukherjee of Lucknow University, Botany Department acquired more land for cultivation and study of medicinal plants. Consequently a proposal was submitted to the U. P. (Upper Provinces) Government. In 1948, UP Government accepted the proposal of development of Botanical Garden. Meager grant of Rs. 50,000 was sanctioned and Government Gardens was rechristened as “National Botanic Gardens” and Prof. K. N. Kaul, Professor of Botany at

Government Agriculture College, Kanpur was appointed as its Honorary Director, with his office in a small room in the garden that presently houses the laboratory for children. Prof. Kaul functioned initially from Kanpur. National Botanical Gardens was taken over by “Council of Scientific & Industrial Research” on 13th April 1953 and Prof. K. N. Kaul became its first full-fledged Director. Since then it has been functioning as one of the CSIR’s premier laboratory of Plant Sciences research.

2.4 Duties of Public Authority

To undertake both basic and applied research on plant sciences in classical taxonomy, conversation biology, pharmacognosy, ethnopharmacology, biomass biology, environment sciences, microbiology, plant biotechnology (molecular biology and genetic engineering), plant physiology, phytochemistry, genetics and plant breeding, floriculture and bioinformatics of the non-crop and wild plant genetics resources of India.

2.5 Main activities/functions of the Public Authority

The R&D areas of the institute are:

- Plant Diversity, Systematics and Herbarium
- Pharmacognosy, Phytochemistry and Product Development
- Plant Ecology and Environmental Technologies
- Molecular Biology and Biotechnology
- Plant Genetic Resources and Improvement
- Botanical Garden, Plant Conservation and Agrotechnologies
- Biodiversity research by inventorying, monitoring, assessment, conservation and sustainable utilization of plant genetic resources of India with special focus on medicinal aromatic, dye and gum yielding plants.
- Bio-prospecting for search of commercially valuable genes, biodynamic compounds and development of scientifically validated, value added and standardized novel plant products-herbal drugs, pharmaceuticals, nutraceuticals and cosmaceuticals.
- Biofertilizers, biopesticides, and environmental sciences including phytoremediation and abatement of terrestrial and aquatic pollution including studies on greenhouse gas emission.
- Bioinformatics by developing computerized/electronic databases on Indian plants with special focus on medicinal, aromatic dyes, gum and tannin yielding plants and rare & threatened plants of botanic gardens

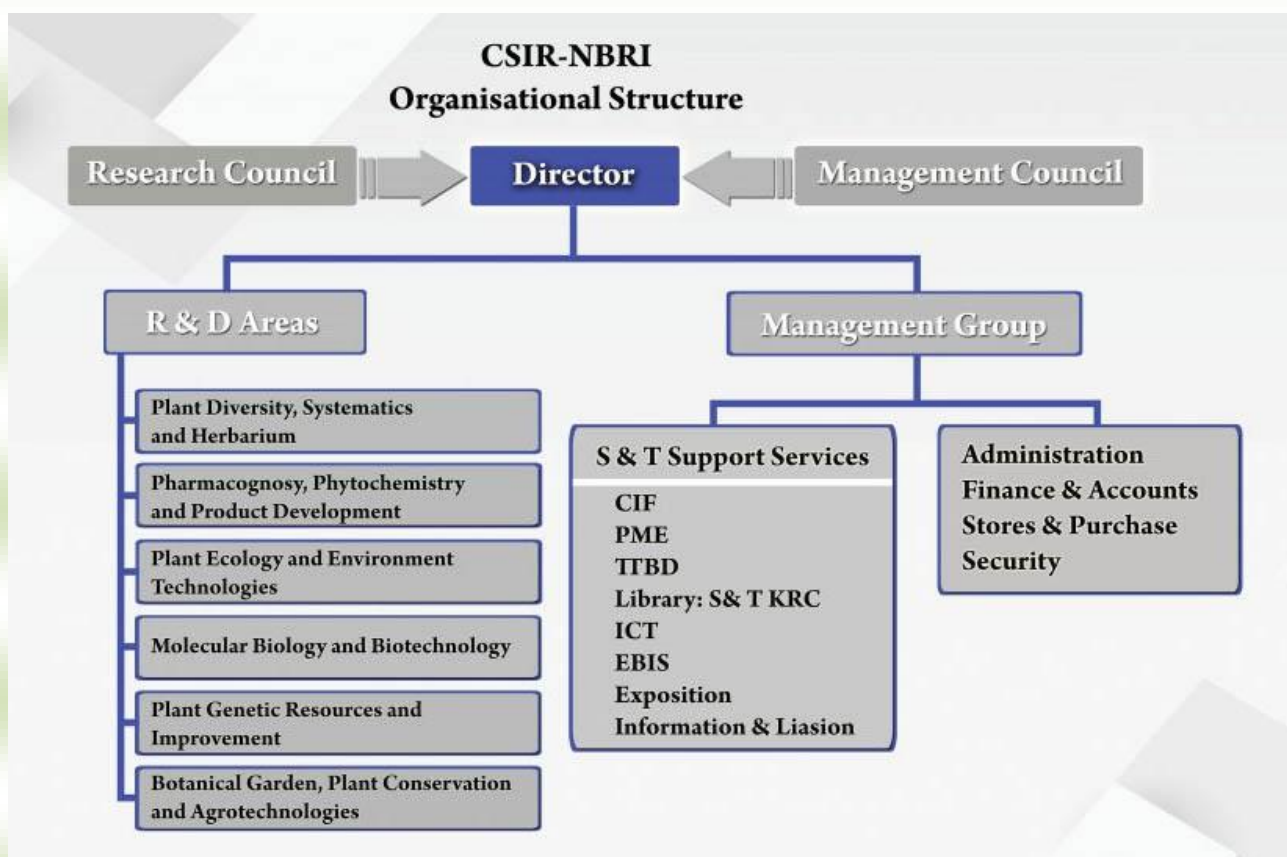
and implementing applications of IT in plant science research & develop bio-information products.

- Biotechnology (biotech processes/ products) including trans-disciplinary studies on molecular biology and genetic engineering for development of transgenic plants.
- Genetics, Plant Breeding and Agro Technology: Selection and genetic enhancement for development for development of new promising varieties of economically important non-crop plants.
- Enriching national herbarium and maintaining over 2,70,000 national reference collection (lower and higher plants) and making them accessible to a large number of users.
- Developing and maintaining a National Botanic Garden of over 7,000 species/cultivars with theme gardens for eco-education including special facilities for the physically challenged and visually impaired persons.
- Participating in National and International network programmes in niche areas of Plant sciences

2.6 List of Services being provided by the Public Authority with a brief write-up on them

- **Consultancy, training, education, advise, information and services** for identification of plants, floristic studies, conservation of rare and endangered plants and their sustainable utilization, cultivation and standardization of herbal plants and plant products including herbal drugs and pharmaceuticals, nutraceutical, cosmaceuticals, dehydration of flowers and foliage, horticulture, floriculture, gardening, landscaping, bioinformatics, - plant biodiversity databases, and IT applications in plant sciences, biotechnology – tissue culture protocols and transgenic plants, etc.
- Undertaking **National and International exchange/collaborative/consultancy programmes**
- **Informing the public about Institute's activities** by disseminating R&D results through library, IT and outreach programmes.

2.7 Organizational Structure



2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency

It is expected that the general public will make use of the outcome of the research activities undertaken by the Institute. It is also expected that the public will utilize the knowledge base and the high end technologies/products developed by the Institute. The public would also be expected to make use of the trainings being provided by the Institute for generation of Self-Employment opportunities.

2.9 Arrangements and methods made for seeking public participation/contribution

Generally the research projects being undertaken by the Institute are funded by the sponsoring agencies with set objectives wherein the

public participation is not possible. However, public participation is in the form of participating in flower shows (Chrysanthemum & Coleus, Rose & Gladiolus). Student and general public are encouraged base during functions/special days like Science Day, Foundation Day, National Technology Day etc. Farmers are encouraged to participate in specially organized meet under different programmes for their suggestions for implementing the activities of CSIR-NBRI in field trial. Under Eco Education Programme rural people are encouraged to participate. Students are encouraged to participate in different activities like essay competition, environmental awareness programme and CPYLS (Youth Leadership Programmes). CSIR-NBRI receives a large number of morning walkers who provide valuable suggestions for improving the garden and its facilities.

2.10 Mechanism available for monitoring the service delivery and public resolution

General public can approach to the Head of the Institute or Head of the Office along with their grievances. The general public is expected to provide written grievance/suggestions for attending their grievance and for improving the efficiency/working of the personnel of the Institute. A box is also placed at the reception counter to submit their grievance.

2.11 Addresses of the main office and other offices at different levels. (Please categorize the addresses district wise for facilitating the understanding by the user)

CSIR-National Botanical Research Institute
Rana Pratap Marg,
Lucknow - 226 001

2.12 Officer Timing Hours

Morning hours of the office : 09:30 A.M
Closing hours of the office : 06:00 P.M

Chapter – 3

POWERS OF DIRECTOR, RESEARCH COUNCIL (RC), MANAGEMENT COUNCIL (MC), DG, CSIR, CSIR HQRS

SOURCE : Handbook on Delegation of Power in CSIR

LINK : <http://www.csir.res.in/PDF/HDPC SIR2011.pdf>

Chapter - 4

RULES, REGULATIONS, INSTRUCTION, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS.

4.1 List of rules/regulations, instructions manuals and records:

Sl. No	Name/Title of Document	Type of Document	Brief Write-Up on the Document
1.	Memorandum of Association Rules, Regulation and bye-laws of CSIR	Booklet	Contains aims, objects, authorities of Society and functions etc.
2.	CSIR Service Rules, 1994 for recruitment of Scientific, Technical & Support Staff	Booklet	CSIR Service Rules, 1994 for recruitment of Scientific, Technical & Support Staff
3.	CSIR Scientific Recruitment and Promotion Rules 2001	Booklet	CSIR Scientific Recruitment and Promotion Rules 2001
4.	Revised Merit and Normal Assessment Scheme 1992	Booklet	Procedure on Assessment and Promotion for Scientific and Technical Staff
5.	Administrative Services (Recruitment & Promotion) Rules, 1982	Booklet	Rules for Recruitment and Promotion of Administrative Staff
6.	Guidelines for technology transfer and utilization of Knowledgebase 2017	Booklet	Guidelines for technology transfer and utilization of Knowledgebase 2017
7.	Handbook of Delegation of Powers in CSIR 2011	Booklet	Handbook of Delegation of Powers in CSIR 2011
8.	Guidelines - 1996 Revised	Booklet	Guidelines for overseas

	in Booklet August, 2005) for overseas visits of – a. CSIR Personnel b. CSIR Supported other than Indian Scientists c. Foreign Scientists to CSIR		visit which include attending symposia/ seminars, trainings, business tours etc. for a. CSIR Personnel b. CSIR Supported other Indian Scientists c. Foreign Scientists to CSIR
9.	CSIR (Purchase Allotment) Rules	Booklet	Rules or procedure for Allotment of residential accommodation
10.	Purchase Procedure	Booklet	Procedure for Purchase of store items
11.	Research Fellowship Associateship	Booklet	Procedure for grant of Fellowship
12.	CSIR House Building Advance Rules	Booklet	Guidelines for grant of advance to CSIR Employees

From where one can get a copy of rules, regulations, instructions, manuals and records:

1. Council of Scientific & Industrial Research,
Anusandhan Bhawan,
2, Rafi Marg,
New Delhi – 110001
Email: dgcsir@csir.res.in (DG Office)
jsa@csir.res.in [JS(A) Office]
2. CSIR-National Botanical Research Institute,
Rana Pratap Marg, Post Box No. 436, Lucknow – 226001
Telephone No.: 0522- 2297800-999
Fax: 0522-2205839, 2205836
Email: director@nbri.res.in

Fee Charged by the department for a copy As per norms fixed under RTI Act of rules, regulations, manual and records (if any)

Chapter – 5

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF

5.1 Formulation of Policy

Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in the following format:

CSIR-NBRI works under the broad framework of the CSIR which is an autonomous organization. CSIR rules and regulations are being followed hence; public participation in policy matters is not possible.

5.2 Implementation of Policy

Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provision in following formats.

There is no such provision for seeking public participation in implementation of the policies. However, public participation is required for implementation of extension activities.

Chapter – 6

CATEGORIES OF DOCUMENTS HELD BY CSIR-NBRI

6.1 Categories of Documents

Sl. N.	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.	Administrative	(i) Documents relating to service matters (ii) All documents relating to general Administration	By requisition	Head of Office/ CoA
2.	Vigilance/Disciplinary & Legal Matters & Confidential Reports	All documents relating to Vigilance / Disciplinary/Legal Case	Privileged Documents	Head of Office/ CoA
3.	Recruitment and Promotions	All documents related to recruitment; assessment and promotion of staff	By requisition*	Head of Office/ CoA
4.	Purchase & Stores	Document relating to all purchase, stores and issue	By requisition*	Controller of Stores & Purchase (CoSP)/ Stores Purchase Officer (SPO)
5.	Finance & Accounts	Documents relating to Accounts and Payment	By requisition*	Finance & Accounts Officer (FAO)
6.	Works & Services	Documents relating to construction &	By requisition*	Head, SE Civil Engg.

		maintenance works (Civil, Electrical, Mechanical)		Services Unit
7.	Business Development Activities	Documents relating to Sponsored projects, industrial projects, patents public information relating to the Lab	By requisition*	Head, TTBD
8.	Projects (Grant- in- Aid, Consultancy)	All documents relating to Grant-in- Aid projects, consultancy and CSIR Networked projects	By requisition*	Head, PME Unit
9.	Publication and Science Communication	All documents relating to publication and science communication	By requisition*	Head, IPL

*to the extent admissible

Chapter – 7

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

7.1 Research Council (RC)

For each National Laboratory, there shall be a Research Council comprising:-

- i. Five external experts, one of whom shall be designated as Chairman
- ii. Representative of concerned Scientific Departments/ Agencies of Government of India
- iii. Director of the Laboratory
- iv. Director/ Sr. Scientist from a sister laboratory

Director General or his representative shall be permanent invitee.

Members at (i), (ii) and (iv) including the Chairman shall be nominated by the Director General. The Secretary for Research Council shall be nominated by the Director. The Secretariat for Research Council shall be provided by the National Laboratory. The Chairman of RC shall preside the meeting. In the absence of the Chairman, members present shall elect a member to preside the meeting. The term of nominated members of Research Council shall be for a period of three years. The Research Council shall meet not less than two times a year.

7.1.1: Functions of the Research Council:

The Research Council Shall:-

- i. Advise on the formulation of R&D programmes and future directions of activities of the laboratory keeping in view the Five Year Plans, National priorities and opportunity areas.
- ii. Suggest networking with other CSIR National Laboratories on programmes of mutual interest
- iii. Review R&D activities and research programmes and advice on future directions

- iv. Advise on fostering linkages between the laboratory, industry and potential clients
- v. Constitute Selection Committees and assessment Committees/Peer Group for selection, merit and assessment promotions of Scientific staff and Technical Officers.
- vi. Any other function as may be assigned by Director General/Governing Body.

The proceedings of the Research Council shall be approved by its Chairman. In the absence of Chairman of RC, one of its member who presides the meeting, as Chairman shall approves the Proceedings of the said meeting. The Director-General may amend any of the decisions of the Research Council which shall be binding.

7.1.2: Composition of Research Council (w.e.f. 01 September 2023 – 31 August 2026)

<https://nbri.res.in/about-us/organisational-structure/>

7.2: Management Council (M.C.)

There shall be Management Council for each National Laboratory for management of affairs of the Laboratory within the framework of Rules and Regulations, directions and guidelines issued by Society, Governing Body, Director General and the Director. The Management Council shall comprise:-

- i. Director of the National Laboratory – Chairman
- ii. Four Scientist of the Laboratory representing the staff of various age groups.
- iii. One representative of the technical personnel
- iv. One Director level scientist from the same laboratory or sister laboratory
- v. Head, Research Planning Business Development/Planning Monitoring and Evaluation of the National Laboratory
- vi. Controller of Finance & Accounts/ F&AO of the Lab
- vii. Controller of Administration/Administrative Officer of the Laboratory as Member Secretary

Members at (ii) to (vi) to be nominated by the Director-General, CSIR. The term of the nominated members shall be for a period of two years. All matter at the Management Council meeting shall be decided by the majority view. Each member including Chairman shall have one vote. The Chairman of Management Council shall preside the meeting and in the event of temporary vacancy in the office of the Director or absence of Director on account of illness, leave, deputation abroad, etc., the Acting Director of the Laboratory shall be the Chairman of the Management Council. The Chairman of the MC shall preside the meeting of the MC and also approve the proceedings. The Management Council shall meet as and when required for effective management of the Lab./Instt. but not less than thrice in a financial year.

7.2.1: Function of Management Council

- i. To administer and manage the affairs and environs of the laboratory.
- ii. To write off irrecoverable monetary losses and Stores within the limits prescribed by CSIR.
- iii. To recommend the resource allocation for R&D activities/facilities of the Lab./Institute.
- iv. To monitor the progress of R&D and other activities of the Lab./Institute.
- v. To recommend devolution of powers to the project leaders for the proper implementation of the projects/activities.
- vi. To approve contract R&D, consultancy projects and licensing of IPR beyond powers of Director.
- vii. To consider the annual report of the National Laboratory
- viii. To constitute selection committees and assessment committees for all Technical and Support Staff.
- ix. Any other matter, as may be referred by the Director-General

The proceedings of the Management Council shall be approved by its Chairman. The Governing Body or Director-General as its Principal Executive Officer may review /amend any of the decisions of the Management Council, and pass such orders as considered necessary, which shall be binding on the Management Council.

7.2.2: Composition of the Management Council (w.e.f. 01.01.2022 to 31.12.2023)

<https://nbri.res.in/about-us/organisational-structure/>

Chapter – 8

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

8.1 Name & Details of Current Public Information Officers:

First Appellate Authority	Dr. P.A. Shirke, Chief Scientist CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Email: pashirke@nbri.res.in Phone: 0522 2297928
Transparency Officer	Shri Pradip Kumar, Controller of Administration, CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Phone: 0522 2297876, 0522 2297877 Email: coa@nbri.res.in
Central Public Information Officer (S&T Matters)	Dr. R.N. Gupta, Sr. Technical Officer, CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Phone:0522-2297815; Email: rn.gupta@nbri.res.in
Central Public Information Officer (Administrative Matters)	Shri Dheeraj Pathak, Section Officer CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Phone:0522-2297894; Email: kk.saxena@nbri.res.in
Central Public Information Officer (Finance and Accounts Matters)	Shri Upendra Kumar, CoFA CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Email: sanjeevshekhar44@yahoo.com Phone: 0522 2297884
Central Public Information Officer	Shri Ram Badal, SPO CSIR-National Botanical Research Institute,

(Store & Purchase Matters)	Rana Pratap Marg, Lucknow-226001 (UP) Phone: 0522 2297879 Email: d.kumar@nbri.res.in
Nodal Officer & Central Assistant Public Information Officer (CAPIO)	Dr. Ch.V. Rao, Chief Scientist CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Email: chvrao72@nbri.res.in Phone: 0522 2297976

8.2. Name & Details of earlier Public Information Officers:

Appellate Authority	<p>Dr. K.N. Nair, Scientist CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p> <p>Dr. D. K. Upreti, Scientist CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p> <p>Dr. P.B. Khare, Scientist CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p> <p>Dr. S. Kumar, Scientist CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p>
Transparency Officer	<p>Shri Bhaskar J. Deuri, CoA CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP)</p> <p>Shri Mahendra Singh, Administrative Officer CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP)</p> <p>Shri Mukund Sahai, COA CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p> <p>Shri Pankaj Bahadur, AO CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p>

<p>Public Information Officers (PIO) -</p>	<p>Shri Prasenjeet Mitra, SPO CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Phone: 0522 2297879</p> <p>Shri Bhaskar Kumar Ravi, FAO CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Phone:0522-2297890</p> <p>Shri Rajeev Kumar Verma, Section Officer CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Phone:0522-2297890</p> <p>Shri Dinesh Kumar, SPO CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Phone: 0522 2297879</p> <p>Shri Dinesh Kumar, FAO CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226001 (UP) Phone: 0522 2297879</p> <p>Mr. Sachin Mehrotra, SO (G) CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p> <p>Dr. Vivek Srivastava, Scientist CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p> <p>Dr. S.K.S. Rathore, Scientist CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p>
<p>Assistant Public Information Officer (APIO)</p>	<p>Dr. Shekhar Mallick, Scientist CSIR-National Botanical Research Institute, Rana Pratap Marg, Lucknow-226 001 (UP)</p>

Dr. Vivek Srivastava, Scientist
CSIR-National Botanical Research Institute,
Rana Pratap Marg, Lucknow-226 001 (UP)

Dr. Anil Kumar Gauniyal, Scientist
CSIR-National Botanical Research Institute,
Rana Pratap Marg, Lucknow-226 001 (UP)

Dr. B. Kumar, STO
CSIR-National Botanical Research Institute,
Rana Pratap Marg, Lucknow-226 001 (UP)

Chapter – 9

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulation etc can be made)

- a) For management of the Institute's functioning, management council is there to consider various issues. The functions of the Management Council are as under:
 - i. To administer and manage the affairs and environs of the laboratory.
 - ii. To write off irrecoverable monetary losses and Stores within the limits prescribed by CSIR.
 - iii. To recommend the resource allocation for R&D activities/facilities of the Lab./Institute.
 - iv. To monitor the progress of R&D and other activities of the Lab./Institute.
 - v. To recommend devolution of powers to the project leaders for the proper implementation of the projects/activities.
 - vi. To approve contract R&D, consultancy projects and licensing of IPR beyond powers of Director.
 - vii. To consider the annual report of the National Laboratory.
 - viii. To constitute selection committees and assessment committees for all Technical and Support Staff.
 - ix. Any other matter, as may be referred by the Director-General
- b) For day to day functioning "Internal Management Committee (IMC)" considers various issues. The meeting of IMC takes place generally once in a month.
- c) For service matters rules and regulations of Government of India/CSIR are followed in the Institute
- d) For business matter there is a business development group which considers the business negotiations with the different parties/partners.

9.2 What are the documented procedures/laid down procedures/defined criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

- a) For service matters all the rules and regulations of CSIR
- b) For ascertaining different categories of project/services and also for providing incentives to Scientists and S&T staff the procedure is followed as laid down in "Guidelines for technology transfer and utilization knowledgebase June 2005"
- c) For foreign deputation matters guidelines of CSIR guidelines - 1996 for overseas visits of CSIR personnel, CSIR supported other Indian scientists, foreign scientists to CSIR revised on August 2005.

9.3 What are the arrangements to communicate the decision to the public? Decisions to public normally are conveyed by Scientist, Information on behalf the Director of the Institute.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

Policy decisions are considered in the meeting of Management Council. Matters related with Research and Development is decided in the meeting of Research Council.

9.5 Who is the final authority that vets the decision?

In most of the cases, the Final decision taking authority is Director, CSIR-NBRI. however, in cases, where it requires the approval of CSIR headquarters, the Institute refers to CSIR headquarters for necessary clearance/ approval as required under the rules and regulations of CSIR

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority

9.7 Internal Management Committee (IMC)

- a) Subject on which the decision is to be taken Day to Day Routine matters
- b) Guideline/Direction, if any
- c) Process of Execution

All matters at the Management Committee meeting shall be decided by the majority view. Each member including the Chairman shall have one vote.

The Chairman of Management Committee shall preside the meeting and in the event of temporary vacancy in the office of the Director or absence of Director on account of illness, leave, deputation abroad, etc., the Acting Director of the Laboratory shall be the Chairman of the Management Committee.

The Chairman of IMC shall preside the meeting of the IMC and also approve the Proceedings. The Management Committee shall meet as and when required for effective management of the Lab./Instt. But not less than thrice in a financial year.

9.8 Designation of the officers involved in decision making

- i. Director of the National Laboratory – Chairman
- ii. Four scientists of the Laboratory representing the staff of various age groups.
- iii. One representative of the technical personnel.
- iv. One Director level scientist from the same Laboratory or sister laboratory.
- v. Head, Research Planning Business Development/Planning, Monitoring and Evaluation of the National Laboratory.
- vi. Controller of Finance & Accounts/F&AO of the Lab.
- vii. Controller of Administration/Administrative Officer of the Laboratory as Member Secretary

9.9 Research Council (RC)

- a) Subject on which the decision is to be taken
 - i. Advise on the formulation of R&D programmes and future directions of activities of the laboratory keeping in view the Five Year Plans, national priorities and opportunity areas.
 - ii. Suggest networking with other CSIR National Laboratories on programmes of mutual interest.
 - iii. Review R&D activities and research programmes and advise on future directions.

- iv. Advise on fostering linkages between the Laboratory, industry and potential clients.
- v. Any other function as may be assigned by Director General / Governing Body.

b) Guideline/Direction, if any : Generally held twice in a year

c) Process of Execution

- i. Members at (I), (ii) and (iv) including the Chairman shall be nominated by Director General. The Secretary of the Research Council shall be nominated by the Director. The Secretariat for Research Council shall be provided by the National Laboratory.
- ii. The Chairman of RC shall preside the meeting. In the absence of the Chairman, members present shall elect a member to preside the meeting.
- iii. The term of nominated members of Research Council shall be for a period of three years. The Research Council shall meet not less than two times a year.

d) Designation of the officers involved in decision making

- i. Five external experts, one of whom shall be designated as Chairman
- ii. Representative of concerned Scientific Departments/Agencies of Government of India
- iii. Director of the Laboratory
- iv. Director/Sr. Scientist from a sister laboratory.

Director General or his representative shall be permanent invitee.

Chapter - 10

THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES

There is no subsidy programme in CSIR-NBRI.

Chapter - 11

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS FOR AUTHORIZATION GRANTED BY IT

There is no concession scheme at CSIR-NBRI.

Chapter – 12

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

12.1 Responsibilities of Director:

- Realizing the mission of the CSIR-NBRI
- Creating an environment in the CSIR-NBRI conducive to nurturing of innovation and high class R&D and the other S&T activities of the laboratory.
- Managing the affairs of the CSIR-NBRI as per the decisions of the Management Council.
- Director shall in all matters have powers delegated to him by the Governing Body.

12.2 Assistance to Director:

- Director is assisted by Administrative functionaries (Controller of Administration, Controller of Finance & Accounts and Controller of Stores & Purchase) to advise him in respect of all administrative and financial matters.
- In regard to the matters concerning the service conditions of the employees of the Council, all the Rules & Regulations framed by the Govt. of India are made applicable by the Council in accordance with CSIR Bye-laws

Chapter – 13

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

13.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information

NBRI has the following means/methods/facility for dissemination of information to public.

- Official Library
- Through Newspaper
- Exposition
- Notice Board
- Inspection of Records in the Office
- System of issuing of copies of documents
- Publications of NBRI available at Economic Botany Information Service Section (EBIS) for sale
- NBRI Website: www.nbri.res.in

Chapter - 14

OTHER USEFUL INFORMATION

14.1 Frequently Asked Questions (FAQs) about Right to Information Act

1. **When does it come into force?**

It comes into force on the 12th October 2005 (120th day of its enactment on 15th June, 2005). Some provisions have come into force with immediate effect viz. obligations of public authorities [S.4(1)], designation of Public Information Officers and Assistant Public Information Officers[S.5(1) and 5(2)], constitution of Central Information Commission (S.12 and 13), constitution of State Information Commission (S.15 and 16), non-applicability of the Act to Intelligence and Security Organizations (S.24) and power to make rules to carry out the provisions of the Act (S.27 and 28).

2. **What does information mean?**

Information means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force but does not include "file notings" [S.2(f)].

3. **What does Right to Information mean?**

It includes the right to -

- i. inspect works, documents, records.
- ii. take notes, extracts or certified copies of documents or records.
- iii. take certified samples of material.
- iv. obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.[S.2(j)]

4. What are the obligations of public authority?

It shall publish within one hundred and twenty days of the enactment:-

- i. the particulars of its organization, functions and duties;
- ii. the powers and duties of its officers and employees;
- iii. the procedure followed in its decision making process, including channels of supervision and accountability;
- iv. the norms set by it for the discharge of its functions;
- v. the rules, regulations, instructions, manuals and records used by its employees for discharging its functions;
- vi. a statement of the categories of the documents held by it or under its control;
- vii. the particulars of any arrangement that exists for consultation with, or representation by the members of the public, in relation to the formulation of policy or implementation thereof;
- viii. a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes' of such meetings are accessible to the public;
- ix. a directory of its officers and employees;
- x. the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi. the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xii. the manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes;
- xiii. particulars of recipients of concessions, permits or authorizations granted by it;
- xiv. details of the information available to, or held by it, reduced in an electronic form;
- xv. 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;

xvi. the names, designations and other particulars of the Public Information Officers.[S.4(1)(b)]

5. What is not open to disclosure?

- i. information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence
- ii. information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- iii. information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- iv. information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- v. information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
- vi. information received in confidence from foreign Government;
- vii. information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- viii. information which would impede the process of investigation or apprehension or prosecution of offenders;
- ix. cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;
- x. information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual;

- xi. Notwithstanding any of the exemptions listed above, a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

6. Is partial disclosure allowed?

Only that part of the record which does not contain any information which is exempt from disclosure and which can reasonably be severed from any part that contains exempt information, may be provided.

7. What does a "public authority" mean?

It means any authority or body or institution of self-government established or constituted:

- i. by or under the Constitution;
- ii. by any other law made by Parliament;
- iii. by any other law made by State Legislature;
- iv. by notification issued or order made by the appropriate Government and includes any-
 - a) body owned, controlled or substantially financed
 - b) non-Government organization substantially financed directly or indirectly by the appropriate Government.

8. Who is excluded?

Central Intelligence and Security agencies specified in the Second Schedule like IB, R&AW, Directorate of Revenue Intelligence, Central Economic Intelligence Bureau, Directorate of Enforcement, Narcotics Control Bureau, Aviation Research Centre, Special Frontier Force, BSF, CRPF, ITBP, CISF, NSG, Assam Rifles, Special Service Bureau, Special Branch (CID), Andaman and Nicobar, The Crime Branch-CID-CB, Dadra and Nagar Haveli and Special Branch, Lakshadweep Police. Agencies specified by the State Governments through a Notification will also be excluded. The exclusion, however, is not absolute and these organizations have an obligation to provide information pertaining to allegations of corruption and human rights violations. Further, information relating to allegations of human rights valuations could be given but only with the approval of the Central or State Information Commission, as the case may be.

9. Who are 'Third Parties'?

A third party means a person other than the citizen making a request for information and includes a public authority. Third parties have a right to be heard in respect of applications and appeals dealing with information submitted by them to the Government in confidence. [S.2(n) and S.11]

10. Who are Public Information Officers (PIOs)?

PIOs are officers designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information under the Act. Any officer, whose assistance has been sought by the PIO for the proper discharge of his or her duties, shall render all assistance and for the purpose of contraventions of the provisions of this Act, such other officer shall be treated as a PIO.

11. What are the duties of a PIO?

- i. PIO shall deal with requests from persons seeking information and where the request cannot be made in writing, to render reasonable assistance to the person to reduce the same in writing.
- ii. If the information requested for is held by or its subject matter is closely connected with the function of another public authority, the PIO shall transfer, within 5 days, the request to that other public authority and inform the applicant immediately.
- iii. PIO may seek the assistance of any other officer for the proper discharge of his/her duties.
- iv. PIO, on receipt of a request, shall as expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in S.8 or S.9.
- v. Where the information requested for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.
- vi. If the PIO fails to give decision on the request within the period specified, he shall be deemed to have refused the request.
- vii. Where a request has been rejected, the PIO shall communicate to the requester - (i) the reasons for such rejection, (ii) the period within which an appeal against such rejection may be preferred, and (iii) the particulars of the Appellate Authority.
- viii. PIO shall provide information in the form in which it is sought unless it would disproportionately divert the resources of the Public

Authority or would be detrimental to the safety or preservation of the record in question.

- ix. If allowing partial access, the PIO shall give a notice to the applicant, informing:
 - a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
 - b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
 - c) the name and designation of the person giving the decision;
 - d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
 - e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided.
- x. If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration.
- xi. Third party must be given a chance to make a representation before the PIO within 10 days from the date of receipt of such notice.

12. What is the Application Procedure for requesting information?

- i. Apply in writing or through electronic means in English or Hindi or in the official language of the area, to the PIO, specifying the particulars of the information sought for.
- ii. Reason for seeking information are not required to be given;
- iii. Pay fees as may be prescribed (if not belonging to the below poverty line category).

13. What is the time limit to get the information?

- i. 30 days from the date of application
- ii. 48 hours for information concerning the life and liberty of a person
- iii. 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.

- iv. If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).
- v. Failure to provide information within the specified period is a deemed refusal.

14. What is the fee?

- i. Application fees to be prescribed which must be reasonable.
- ii. If further fees are required, then the same must be intimated in writing with calculation details of how the figure was arrived at;
- iii. Applicant can seek review of the decision on fees charged by the PIO by applying to the appropriate Appellate Authority;
- iv. No fees will be charged from people living below the poverty line
- v. Applicant must be provided information free of cost if the PIO fails to comply with the prescribed time limit.

15. What could be the ground for rejection?

- i. If it is covered by exemption from disclosure. (S.8)
- ii. If it infringes copyright of any person other than the State. (S.9)

16. Who are the Appellate Authorities?

- i. First Appeal: First appeal to the officer senior in rank to the PIO in the concerned Public Authority within 30 days from the expiry of the prescribed time limit or from the receipt of the decision (delay may be condoned by the Appellate Authority if sufficient cause is shown).
- ii. Second Appeal: Second appeal to the Central Information Commission or the State Information Commission as the case may be, within 90 days of the date on which the decision was given or should have been made by the First Appellate Authority. (delay may be condoned by the Commission if sufficient cause is shown).
- iii. Third Party appeal against PIO's decision must be filed within 30 days before first Appellate Authority; and, within 90 days of the decision on the first appeal, before the appropriate Information Commission which is the second appellate authority.
- iv. Burden of proving that denial of Information was justified lies with the PIO.

- v. First Appeal shall be disposed of within 30 days from the date of its receipt. Period extendable by 15 days if necessary. (S.19)

17. How is Central Information Commission constituted?

- i. Central Information Commission to be constituted by the Central Government through a Gazette Notification.
- ii. Commission includes 1 Chief Information Commissioner (CIC) and not more than 10 Information Commissioners (IC) who will be appointed by the President of India.
- iii. Oath of Office will be administered by the President of India according to the form set out in the First Schedule.
- iv. Commission shall have its Headquarters in Delhi. Other offices may be established in other parts of the country with the approval of the Central Government.
- v. Commission will exercise its powers without being subjected to directions by any other authority. (S.12).

18. What is the eligibility criterion and what is the process of appointment of CIC/IC?

- i. Candidates for CIC/IC must be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- ii. CIC/IC shall not be a Member of Parliament or Member of the Legislature of any State or Union Territory. He shall not hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession. (S.12)
- iii. Appointment Committee includes Prime Minister (Chair), Leader of the Opposition in the Lok Sabha and one Union Cabinet Minister to be nominated by the Prime Minister.

19. What is the term of office and other service conditions of CIC?

- i. CIC shall be appointed for a term of 5 years from date on which he enters upon his office or till he attains the age of 65 years, whichever is earlier.
- ii. CIC is not eligible for reappointment.

- iii. Salary will be the same as that of the Chief Election Commissioner. This will not be varied to the disadvantage of the CIC during service. (S.13).

20. What is the term of office and other service conditions of IC?

- i. IC shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier and shall not be eligible for reappointment as IC.
- ii. Salary will be the same as that of the Election Commissioner. This will not be varied to the disadvantage of the IC during service.
- iii. IC is eligible for appointment as CIC but will not hold office for more than a total of five years including his/her term as IC. (S.13)

21. How is the State Information Commission constituted?

- i. The State Information Commission will be constituted by the State Government through a Gazette notification. It will have one State Chief Information Commissioner (SCIC) and not more than 10 State Information Commissioners (SIC) to be appointed by the Governor.
- ii. Oath of office will be administered by the Governor according to the form set out in the First Schedule.
- iii. The headquarters of the State Information Commission shall be at such place as the State Government may specify. Other offices may be established in other parts of the State with the approval of the State Government.
- iv. The Commission will exercise its powers without being subjected to any other authority.

22. What is the eligibility criterion and what is the process of appointment of State Chief Information Commissioner/State Information Commissioners?

- i. The Appointments Committee will be headed by the Chief Minister. Other members include the Leader of the Opposition in the Legislative Assembly and one Cabinet Minister nominated by the Chief Minister.
- ii. The qualifications for appointment as SCIC/SIC shall be the same as that for Central Commissioners.

- iii. The salary of the State Chief Information Commissioner will be the same as that of an Election Commissioner. The salary of the State Information Commissioner will be the same as that of the Chief Secretary of the State Government. (S.15).

23. What are the powers and functions of Information Commissions?

- i. The Central Information Commission/State Information Commission has a duty to receive complaints from any person
 - a) who has not been able to submit an information request because a PIO has not been appointed ;
 - b) who has been refused information that was requested;
 - c) who has received no response to his/her information request within the specified time limits ;
 - d) who thinks the fees charged are unreasonable ;
 - e) who thinks information given is incomplete or false or misleading and
 - f) any other matter relating to obtaining information under this law.
- ii. Power to order inquiry if there are reasonable grounds.
- iii. CIC/SCIC will have powers of Civil Court such as -
 - a) summoning and enforcing attendance of persons, compelling them to give oral or written evidence on oath and to produce documents or things;
 - b) requiring the discovery and inspection of documents;
 - c) receiving evidence on affidavit ;
 - d) requisitioning public records or copies from any court or office
 - e) issuing summons for examination of witnesses or documents
 - f) any other matter which may be prescribed.
- iv. All records covered by this law (including those covered by exemptions) must be given to CIC/SCIC during inquiry for examination.
- v. Power to secure compliance of its decisions from the Public Authority includes-

- a) providing access to information in a particular form;
- b) directing the public authority to appoint a PIO/APIO where none exists;
- c) publishing information or categories of information;
- d) making necessary changes to the practices relating to management, maintenance and destruction of records ;
- e) enhancing training provision for officials on RTI;
- f) seeking an annual report from the public authority on compliance with this law;
- g) require it to compensate for any loss or other detriment suffered by the applicant ;
- h) impose penalties under this law; or
- i) reject the application. (S.18 and S.19)

24. What is the reporting procedure?

- i. Central Information Commission will send an annual report to the Central Government on the implementation of the provisions of this law at the end of the year. The State Information Commission will send a report to the State Government.
- ii. Each Ministry has a duty to compile reports from its Public Authorities and send them to the Central Information Commission or State Information Commission, as the case may be.
- iii. Each report will contain details of number of requests received by each Public Authority, number of rejections and appeals, particulars of any disciplinary action taken, amount of fees and charges collected etc.
- iv. Central Government will table the Central Information Commission report before Parliament after the end of each year. The concerned State Government will table the report of the State Information Commission before the Vidhan Sabha (and the Vidhan Parishad wherever applicable). (S.25).

25. What are the penalty provisions?

Every PIO will be liable for fine of Rs. 250 per day, up to a maximum of Rs. 25,000/-, for -

- a) not accepting an application;

- b) delaying information release without reasonable cause;
- c) malafidely denying information;
- d) knowingly giving incomplete, incorrect, misleading information;
- e) destroying information that has been requested and
- f) obstructing furnishing of information in any manner.

The Information Commission (IC) at the Centre and the State levels will have the power to impose this penalty. The Information Commission can also recommend disciplinary action for violation of the law against an erring PIO. (S.20)

26. What is the jurisdiction of courts

Lower Courts are barred from entertaining suits or applications against any order made under this Act. (S.23) However, the writ jurisdiction of the Supreme Court and High Courts under Articles 32 and 225 of the Constitution remains unaffected.

27. What is the role of Central/State Governments?

- i. Develop educational programmes for the public especially disadvantaged communities on RTI.
- ii. Encourage Public Authorities to participate in the development and organization of such programmes.
- iii. Promote timely dissemination of accurate information to the public.
- iv. Train officers and develop training materials.
- v. Compile and disseminate a User Guide for the public in the respective official language.
- vi. Publish names, designation postal addresses and contact details of PIOs and other information such as notices regarding fees to be paid, remedies available in law if request is rejected etc. (S.26)

14.2. Related to seeking Information: How to fill an application form?

A sample copy of a written application form is provided below;
 [Please make your request by completing the form below. The personal information provided on this form is protected under the provisions of Right to Information Act and the Privacy Act. (कृपया अपना अनुरोध निम्नांकित

प्रारूप में भर कर दें। इस प्रारूप में दी गई व्यक्तिगत सूचना प्राप्त करने के अधिनियम तथा गोपनीयता अधिनियम के अंतर्गत सुरक्षित है]]

सार्वजनिक अनुरोध (Public Request)	
नाम (Name):	
ईमेल (Email):	
फोन नंबर (Phone Number) :	
पता (Address):	
शुल्क विवरण (Fee Details):	
शुल्क राशि (Fee Amount)	
डीडी सं०/आईपीओ सं०(DD No./IPO No.):	
बैंक का नाम (Name of Bank):	
शाखा (Branch):	
शहर (City):	
अनुरोध का संक्षिप्त विवरण(Brief Description of Request):	

14.3 Fee details

- i. A request for obtaining information under Sub-Section(1) of Section 6 shall be accompanied by an application fee for Rs. 10/- by the way of cash against proper receipt or by demand draft/bankers cheque/IPO payable to Director, NBRI, Lucknow.
- ii. 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 or bankers cheque payable to the Accounts Officer of the public authority at the following rates:
 - a) Rupees 2/- for each page (in A4 or A3 size paper) created or copied;
 - b) Actual charge or cost price of a copy in larger size paper;
 - c) For inspection of records, no fee for the first hour; and a fee or rupees five for each fifteen minutes (or fraction thereof) thereafter.

- iii. 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 or bankers cheque payable to Director, NBRI at the following rates:
- a) For Information provided in diskette or floppy Rs. 50/- per diskette or floppy; and
 - b) For information provided in printed form at the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publications.

14.4 How to write a precise information request – Few Tips

The information seeker need to pinpoint the information like year for which he/she is asking, specific details of the person/subject for whom he/she seeks details. Regarding purchase matters, information seeker may focus on the name of items/person,. This would also be applicable to finance and administrative matters. As far as research activities are concerned the name of the scientist or title of the project are desirable to compile the information.

14.5 Rights of the Citizen in case of denial of information and procedure to appeal

In case of denial/delay requests can be made to First Appellate Authority. The details of the First Appellate Authority is as under:-

Dr. PA Shirke, Chief Scientist
CSIR-National Botanical Research Institute,
Rana Pratap Marg, Lucknow-226 001
Ph.: 0522-2297928
[\[Email: pashirke@nbri.res.in\]](mailto:pashirke@nbri.res.in)

14.6 With relation to training imparted to public by Public Authority

Institute organizes training either under project mode or on demand (on payment). There is no fixed schedule of the training organized by the institute. Institute also offers summer training in the areas wherein basic and applied researches are carried out.

14.7 Details of any other public services provided by the Public Authority

1. Flower Shows
2. Testing facilities on payment basis
3. Library
4. Sale of Ornamentals
5. Sale of Institute's Publications
6. Plant Identification Facility
7. Skill Development / Training Programmes
