

## Section 4 (b) (vi): The categories of documents held or under control

### ADMINISTRATION

**Scientific, Technical and Supporting Staff:** Details of Service records in respect of Scientific, Technical, Supporting, their computerized data and details of court cases pertaining to IVRI and also Register for sending quarterly/annual returns are maintained in the Establishment Sections.

The Finance Wing of the Institute is maintaining different type of Documents/records such as cash book, Cheque book, and objection books records pertaining to Pension work, Broadsheet of HBA, Car, Computer, Monthly Account, Annual Account of Institute and GPF A/cs. & other documents as prescribed in the ICAR Audit manual.

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

**Disciplinary Cases:** The following books/documents are being referred while dealing with the Disciplinary cases and other matters pertaining to Confidential Reports in Office Methods and Vigilance Section:

1. Swamys Compilation on CCS (CCA) Rules 1965
2. Swamys Compilation on CCS (Conduct) Rules-1964
3. Swamys Compilation on Confidential Reports
4. Vigilance Manual issued by CVC

### *Statement of documents held in CR Cell*

CR Dossier(s) of all the Scientists, Technical, Administrative officers, officials and Skilled Support Staff Working in IVRI are maintained in the CR Cell.

## EDUCATION

The documents related to Rules and Regulations, Course Contents, Admission procedures and implementation of teaching programmes as dealt by the Academic Council and other students related matters are maintained in the Joint Directorate (Academic).

1) **Joint Directorate (Research)** : The basic and applied researches are conducted through the approved in house projects and externally funded projects. The specific technical programmes and standardized methodologies are followed to accomplish the objectives under the projects. The progress and achievements of the projects are reported in the relevant divisional level and institute level documents like RPFs, Annual reports, SRC report, QRT reports etc.

2) **Joint Directorate (Academic)**: The under-graduate (BVSc & AH) Programme, post graduate teaching is imparted for M.VSc. and Ph.D. degree programmes in the discipline of Animal & Veterinary Science. The PG students researches are documented in the form of theses. The educational achievements are incorporated in the annual reports, Deemed University etc.

### 3) **Joint Directorate Extension:**

(i) The Indian Veterinary Research Institute organizes Annual Animal Fair in the month of October every year, in IVRI Stadium Ground. Almost all the ICAR Research Institutes in Northern India install their Exhibition Stalls in the Fair. Many NGO Groups and Private Industry Groups also install their Stalls. Various Animal Competitions like Best Bull Competition, Equines Competition, etc. are organized.

(ii) Apart from the above, the Indian Veterinary Research Institute also participates with its Mobile Exhibition Stalls in various Agricultural/Animal Fairs throughout the Country during the whole year.

The extension activities are specifically related to (i) information and farm advisory services, (ii) front line demonstrations (FLDs) in collaboration with Directorate of Maize Research (iii) Krishi Vigyan Mela, exhibitions, field days etc. and (iv) coordination work of Extension Council of IVRI.

A suitable criteria/mechanism is followed for selection of participant farmers in the FLD programmes. The significant achievements of extension activities/the FLDs are presented in the relevant reports. The progress reports and action plan of various extension, transfer of technology activities namely Out reach extension programmes, ATIC activities, KVK activities are presented in the Agenda Notes of the Extension Council meetings.

The pertinent information in respect of specified activities of the Institute has also been provided in IVRI website ([www.ivri.nic.in](http://www.ivri.nic.in)) The website information is updated as and when required.

### **ATIC:**

The Agricultural Technology Information Centre (ATIC) is a “single window” support system linking the various units of a research institution with intermediary users and end users (farmers) in decision making and problem solving exercise. Its major mandate are:

- To empower farmers through direct access to information and knowledge
- To create strong linkage between research divisions / units and users of technology
- To help livestock holders in problem solving and decision making
- To facilitate a dynamic feed forward and feedback mechanism
- To bridge the gap between attainable and attained in livestock development and production
- To generate financial resources through sales and services