

1. Organization and function

1.1 Particulars of organization, functions and duties [Section 4(1)(b)(i)]

(i) Name and address of the Organization

ICAR-National Research Centre for Grapes
P.B. No. 3, Manjari Farm P.O., Solapur Road
Pune - 412307, Maharashtra, India

(ii) Head of the organization Present Director

Dr. K. Banerjee, Director

Telephone: 020-26956002

Email: director.nrcg@icar.gov.in

[Detailed profile of Dr. K. Banerjee](#)

(iii) Vision, Mission and Key objectives

Vision: Harnessing viticulture and enology science to ensure comprehensive and sustained grape production through crop improvement, assessment, refinement and adoption of most appropriate and precise technologies in grape production and value addition thereby increasing net returns to grape growers and all the stakeholders involved in the industry.

Mission: To undertake the programs involving basic and strategic research for resolving the major biotic and abiotic constraints affecting the grape production, productivity and its quality and to have sustained productivity and promote diversification to wine production and other value added products

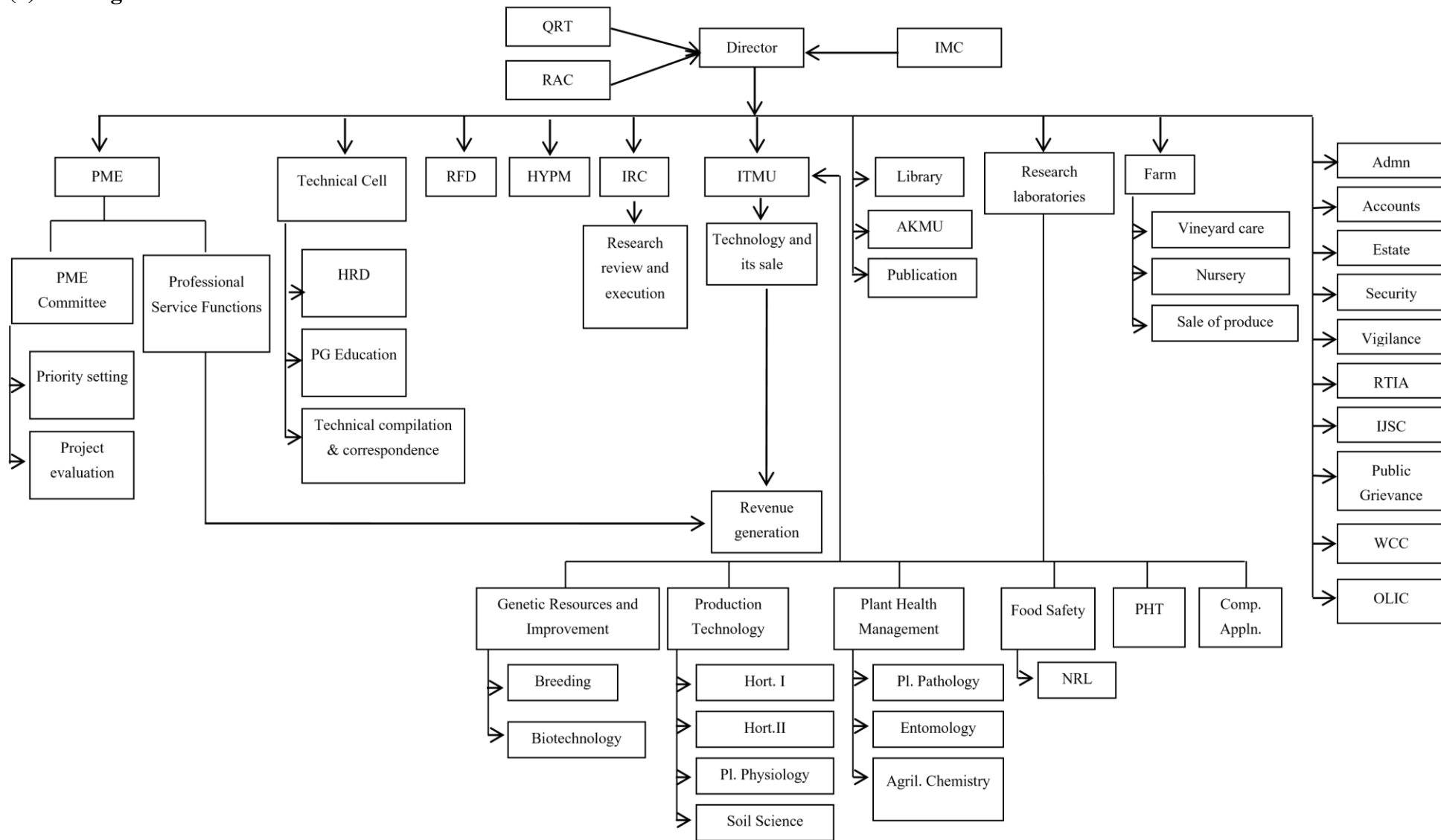
Key objectives:

- Improving grape productivity, fruit quality and value addition
- Transfer of technology

(iv) Function and duties

ICAR- NRC for Grapes was established to undertake mission oriented research on different aspects of grape. The Centre takes up research on issues relating to all aspects of viticulture and enology research, education and extension at national and international level through collaborations in research involving improvement, production, protection and post-harvest technology, training and dissemination of developed technologies to stakeholders for increasing production and productivity of grapes. The Mandate of the Centre are : Strategic and applied research on safe grape production and productivity, Transfer of technology and capacity building of stakeholders for enhanced and sustained production of grapes and National Referral Laboratory for Food Safety and Pesticide residue in fruits.

(v) **Organization Chart**



- vi. **Any other details, the genesis, inception, formation of the department and the HoDs from time to time as well as the Committees / Commissions constituted from time to time have been dealt.**

Genesis and inception: The grape growers of India were among the first to form a cohesive non-political, non-racial and non-religious group for sharing the knowledge and for garnering technical and administrative support for the grape industry in all facets of grape production, processing and marketing. Owing to several problems faced by grape growers with respect to grape production and to get their problems solved, the group approached the Indian Council of Agricultural Research to establish a dedicated research unit for working on grapes. Thus after due deliberation on the research needs of grape growers and the grape industry and also to address the future challenges and opportunities, the Indian Council of Agricultural Research approved the establishment of National Research Centre for Grapes vide sanction letter No.1 (2)/92-PI&M (PartIII) dated 16 September, 1993.

The then Director General of ICAR, Dr. R. S. Paroda and Deputy Director General of Horticultural Division, Dr. K. L. Chadha, played a very important role in the establishment of the Centre. They were ably assisted by Dr. S.P. Ghosh, then Assistant Director General of Horticultural Division and Dr. S. D. Shikhamany, Head, Division of Fruit Crops, I.I.H.R., Bangalore, Officer on Special Duty, Indian Institute of Horticultural Research, Bangalore.

Selecting the location of the Centre: After due consideration of the soil profile characteristics, climatic factors, proximity to other research and development institutes and nearness to commercial vineyards, of the land offered by the states of Maharashtra, Karnataka and Andhra Pradesh; the ICAR selected the land offered by the Government of Maharashtra at Manjari on Pune-Solapur Road for establishment of the Centre.

Acquiring the land: The official decision to hand over the land by the Vice-Chancellor; MPKV to DG, ICAR was announced on 18th January 1997. However, it was later realized that the selected piece of land belonged to the Maharashtra State forest department even though there was no forest cover. Mahatma Phule Krishi Vidyapeeth (MPKV), Rahuri, facilitated the lease by handing over an equal area of land near Nagpur to the Forest department for which, the ICAR bore the cost of afforestation.

The ICAR and NRC for Grapes will be always indebted to the grape growers, State Department of Agriculture and MPKV, Rahuri for their help for its initial establishment. The actual land measuring 46.78 ha was leased to ICAR-NRC Grapes on 29th January, 1998. To commemorate its birth, ICAR-NRC Grapes, Pune celebrates 18th of January as its “Foundation Day”.



Establishment: The Centre initially started functioning from the newly constructed R & D premises of the Maharashtra State Grape Growers' Association (MSGGA) which is adjoining to the site selected and also utilized the newly established vineyards of MSGGA for carrying out small scale research experiments.

Departments

There are not different departments and head of departments. All the scientists, technical and administrative staff works directly under the control of the Director.

Committees So far nine RACs, five QRTs, IMCs have been constituted. [Click here for the details](#)

1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]

(i) Powers and duties of officers (administrative, financial and judicial) Powers of the Director

National Research Centre for Grapes is a Unit of the Indian Council of Agricultural Research (ICAR). Director of the institute shall exercise such powers for their functioning as are delegated by the Governing Body or any authority of the ICAR. Powers are delegated to the Director vide ICAR letter No. F. 11(4)/75-Cdn (A&A) dated 1.4.1977 and modified vide order No. 6-2/90-Cdn (A&A) dated 4.2.1993, 28.5.1993 and 23.9.1994, OO No. 6-3/92-Cdn (A&A) dated 28.7.1992.

In addition, the Director is the Chairman of Official Language and Implementation Committee and ensures implementation of various programmes/targets set by the Official Language Implementation Committee / ICAR / Govt. of India for the promotion of Official Language (Hindi) in official correspondence/matters. **Powers and duties of administrative and financial officers**

F.No. 2(42)/Estt/2018-19/69

OFFICE ORDER

Date: May 14, 2018

In supersession of all the previous office order, the Director, ICAR NRC for Grapes, Pune is pleased to restructured and substituted following sections/cells with immediate effect. This may kindly be noted by all the concerned.

Sr.	Officer In Charge	Assisting Staff
Section: Administration		
1.	Shri B. L. Kokkula, AO & Head of Office & Incharge Store-Purchase Alternative Officer 1. Dr. Anuradha U., Pr. Sci. 2. Dr. A. K. Sharma, Pr. Sci.	Establishment* 1. Pallavi Kataria, Assistant 2. Contractual Assistant - 1 Purchase / Works 1. Ms. Prasad Kalbhor, UDC 2. Administrative Assistant - 1 Stores / Hindi Cell 1. Shri V. D. Gaikwad, UDC 2. Smt. Lata Raju Pawar, SSS 3. Contractual Assistant - 1
Administrative Officer will sanction of Cash Imprest/Permanent advances upto ₹ 2000.00 in each case.		
Section: Vehicle		
2.	Shri B. L. Kokkula, Incharge Vehicle Alternative Officer 1. Shri M. N. Ganti, AF&AO 2. Shri B. M. Chavan, PS	1. Shri P. B. Jadhav, TO 2. Contractual Driver - 2
Section: Cash & Bill		
3.	Shri N. S. Pathan, AAO & DDO Alternative Officer 1. Dr. D. S. Yadav, Scientist 2. Dr. Roshni Samarth, Scientist	1. Shri V. D. Gaikwad, UDC & Cashier 2. Young Professional -I/II 3. Administrative Assistant 4. Contractual Assistant - 1
Section: Recruitment Cell of Temporary Staff, including Pay Bills, TA Bills etc.		
4.	Shri N. S. Pathan, AAO Alternative Officer 1. Dr. D. S. Yadav, Scientist 2. Dr. Roshni Samarth, Scientist	1. Newly Recruited/Promoted Assistant 2. Young Professional -I/II 3. Contractual Assistant -1

Section: Guest House		
5.	M. N. Ganti, AF&AO Alternative Officer 1. Dr. D. N. Gawande, Scientist	1. Shri S. S. Donde, SSS 2. Contractual Care Taker - 3
Section: Director's Cell, Dispatch & Diary		
6.	Shri B. M. Chavan, PS Alternative Officer 1. Ms. Shalaja Satam, STA	Dispatch & Diary 1. Shri K. G. Raskar, SSS 2. Shri K. K. Kale, SSS
Shri N. K. Najan, SSS will Pick and drop the Official Dak from/to SPM, Manjri Farm Post Office.		
Section: Finance & Ac's & Taxes		
7.	Shri M. N. Ganti, AF&AO Alternative Officer 1. Shri B. M. Chavan, PS 2. Dr. Ahammed Shabeer TP, Sci.	1. Shri S. S. Donde, SSS 2. Contractual Assistant -2
Section: Grape Sales		
8.	Shri B. M. Chavan, PS Alternative Officer 1. Shri B. B. Khade, STA	1. Shri P. B. Jadhav, TO 2. Shri K. K. Kale, SSS 3. Contractual Assistant -1
Section: Security & Surveillance		
9.	Shri B. L. Kokkula, AO Alternative Officer 1. Shri N. S. Pathan, AAO	1. Shri V. D. Gaikwad, UDC 2. Shri S. S. Donde, SSS


(B. L. Kokkula)
Administrative Officer

Distribution:

1. All Staff Members of the Centre (by circulation)
2. Notice Board (Ground Floor & 1st Floor of Main Building and APEDA - NRL Building)
3. PS to Director for information
4. Personal files of the concerned Officers/officials.

(ii) Power and duties of other employees

Other employees of the Institute are categorized as scientific, technical and supporting. Scientific staff is mainly involved in research and extension work on different aspects of grape supported by technical and supporting in laboratories and field. Besides these

activities different committees have been constituted by the Director to undertake different institutional activities.

(iii) Rules/ orders under which powers and duty are derived and exercised

Director, Administration and Finance and all the Committees follow the guidelines issued by ICAR time to time.

(iv) Work allocation

[Click here for](#) List of various Committees, Officer Incharges and Nodal Officers functioning in ICAR-NRC Grapes

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

(i) Process of decision making Identify key decision making points

The Director heads the Centre. The Director is assisted in his day-to-day work by Heads/In charge of various sections, an Administrative Officer and an Assistant Finance & Administrative Officer. All the decisions are taken after due consideration of ICAR policies and guidelines.

(ii) Final decision making authority

The Director is the final decision making authority, who takes decisions after taking into considerations different provisions, acts and rules.

(iii) Related provisions, acts, rules etc.

- ☐ [Establishment & Administration Manual](#)
- ☐ [General Financial Rules](#)
- ☐ [Circular No. 38\(2\)/2011-Per.IV \(Pt.\) dated 19th April 2018 related to Transfer Policy for ARS Scientists](#)
- ☐ [Transfer Guidelines with Mutual Transfer Clause](#)
- ☐ [Transfer Policy and transfer orders](#)
- ☐ [ICAR Rules and Guidelines for Professional Service Functions \(Training, Consultancy, Contract Research and Contract Service\)](#)
- ☐ [ICAR guidelines for intellectual property management and technology transfer / commercialization](#)

(iv) Time limit for taking a decisions, if any

The research is carried out as per the targets set during annual institutional research council meeting and progress is reported on weekly basis.

On administrative matters, time limit set by ICAR is followed.

(v) Channel of supervision and accountability

The administrative staff and their work is supervised by Administrative office, field staff by in-charge farm, research activities by respective scientist and reviewed by the Director. Accountability lies with the concerned supervising authority.

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

The details of functions and services offered, norms/standard for service delivery, process for accessing service, time limit and process for redressal of grievance are given in [Citizen's / Client's Charter](#)

The norms for discharge of the function are as per ICAR Rules and Guidelines.

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

(i) Title and nature of the record/ manual /instruction.

- ☐ [Establishment & Administration Manual](#)
- ☐ [General Financial Rules](#)
- ☐ [ICAR Rules and Guidelines for Professional Service Functions \(Training, Consultancy, Contract Research and Contract Service\)](#)
- ☐ [ICAR guidelines for intellectual property management and technology transfer / commercialization](#)

(ii) List of Rules, regulations, instructions manuals and records. List given in 1.5 (i)

(iii) Acts/ Rules manuals etc.

List given in 1.5 (i)

(iv) Transfer policy and transfer orders

- ☐ [Circular No. 38\(2\)/2011-Per.IV \(Pt.\) dated 19th April 2018 related to Transfer Policy for ARS Scientists](#)
- ☐ [Transfer Guidelines with Mutual Transfer Clause](#)
- ☐ [Transfer Policy and transfer orders](#)

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

(i) Categories of documents Research (maintained by I/c PME)

- Research project proposals (RPP I, II, III, IV) Proceedings of the meetings of various committees like Prioritization, Monitoring and Evaluation; Quinquennial Review Team, Research Advisory Committee, Institute Research Committee etc.
- Research and technical articles

Professional Service Functions: (maintained by I/c PME)

- Training: Training manuals, Training proposals and reports (TR-1, TR-2, TR-3, TR-4, TR-5)
- Consultancy: Proposals and Reports (CS-1 and CS-2)
- Contract Research: Proposals and Reports (CR-1 and CR-2)

Technical Correspondence (Maintained by I/c Technical Cell) HRD (Maintained by Nodal Officer (HRD))

- [Annual Training Plan \(ATP\)](#)

Administration (Maintained by Administrative Officer)

- Service books, Personal files of the employees,
- Dead Stock Registers,
- Records pertaining to purchase and works
- Correspondence with the headquarters and other sister organizations, □ Reports sent to ICAR.

Audit and Accounts: (Maintained by Assistant Finance and Accounts Officer)

- Cash book, ledgers, registers and other documents
- Account and expenditure statements
- Correspondence with banks and headquarters

(ii) Custodian of documents/categories

Documents / categories	Custodian
Research and Professional Service Functions	I/c PME Cell
Technical Correspondence	I/c Technical Cell
HRD	Nodal Officer, HRD
Administration	Administrative Officer
Audit and Accounts	Assistant Finance and Accounts Officer

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

(i) Name of the board, council, committee etc.	Quinquennial Review Team (QRT)	Research Advisory Committee	Institute Management Committee	Institute Joint Staff Council
(ii) Composition	QRT Composition	RAC Composition	IMC Composition	IJSC Composition
(iii) Dates from which constituted	03/07/2012 and 16/08/2012	05/03/2020		18/08/2016
(iv) Term / Tenure	Six months	Three years	Three years	Three years

(v) Powers and functions	Monitors the progress of research, its relevance and excellence and provides guidelines for the ICAR for taking steps for fulfilment of the mission and achievement of the goals of the institute	Reviews the research progress and advises on future line of research	Considers budget proposals beyond the powers of Director and reviews progress of development and policy issues relating to rights and obligations of staff	
(vi) Whether their meetings are open to the public?	No	Two farmers representatives are members of the Committee	Two farmers representatives are members of the Committee	No
(vii) Whether the minutes of the meetings are open to the public?	No	Yes	Yes	Yes
(viii) Place where the minutes if open to the public are available?	—	Published in Annual Report of the Institute.	Published in Annual Report of the Institute.	Published in Annual Report of the Institute.

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]

Directory of officers and employees of ICAR-NRCG, Pune WITH Gross monthly remuneration (as on 30/06/2021) is given below:

Sl. No.	Name and Designation	Pay Scale	Contact Details
1.	Dr. R. G. Somkuwar, Director (Acting)	Rs. 199600/- (Level 14, Cell 12) Gross Salary Rs.2,81,436/-	Tel.: 91-20-26956001 Email: rgsgrapes@gmail.com
2.	Dr. Anuradha Upadhyay, Pr. Scientist (Biotech.)	Rs. 199600/- (Level 14, Cell 12) Gross Salary Rs.2,89,860/-	Tel.: 91-7888000660 Email: anuradha.upadhyay@icar.gov.in
3.	Dr. A. K. Upadhyay, Pr. Scientist (Soil Science)	Rs. 199600/- (Level 14, Cell 12) Gross Salary Rs.2,89,860/-	Tel.: 91-20-26956040 Email: ajay.upadhyay@icar.gov.in
4.	Dr. K. Banerjee, Pr. Scientist, (Agril. Chemistry)	Rs. 182700/- (Level 14, Cell 9) Gross Salary Rs. 2,66,031/-	Tel.: 91-20-26956000 Email: kbgrape@yahoo.com

5.	Dr. S. D. Ramteke, Pr. Scientist (Pl. Physiology)	Rs. 182700/- (Level 14, Cell 9) Gross Salary Rs. 2,66,031/-	Tel.: 91-20-26956075 Email: sdramteke@yahoo.com
6.	Dr. A. K. Sharma, Pr. Scientist (Hort.)	Rs. 172200/- (Level 14, Cell 7) Gross Salary Rs.2,51,226/-	Tel.: 91-20-26956065 Email: ajay.sharma1@icar.gov.in
7.	Dr. Sujoy Saha, Pr. Scientist (Pl. Path.)	Rs. 167200/- (Level 14, Cell 6) Gross Salary Rs.2,44,176/-	Tel.: 91-20-26956031 Email: sujoyta@gmail.com
8.	Dr. D. S. Yadav, Sr. Scientist (Entomology)	Rs. 101100/- (Level 12, Cell 9) Gross Salary Rs.1,62,804/-	Tel.: 91-20-26956035 Email: deependra.yadav@icar.gov.in
9.	Mrs. Kavita Mundankar, Scientist (Computer Applications)	Rs. 110400/- (Level 12, Cell 12) Gross Salary Rs.1,64,088/-	Tel.: 91-20-26956081 Email: kavita.mundankar@icar.gov.in
10.	Dr. Roshni R. Samarth, Sr. Scientist (Plant Breeding)	Rs. 101100/- (Level 12, Cell 9) Gross Salary Rs.1,62,804/-	Tel.: 91-20-26956000 Email: sroshnir@gmail.com

Sl. No.	Name and Designation	Pay Scale	Contact Details
11.	Dr. Ahammed Shabeer T.P., Sr. Scientist (Agril. Chemistry)	Rs. 98200/- (Level 12, Cell 8) Gross Salary Rs.1,58,375/-	Tel.: 91-20-26956000 Email: 'shabsnrcg@gmail.com'
12.	Dr. N.A. Deshmukh, Scientist (Fruit Science)	Rs. 92600/- (Level 11, Cell 11) Gross Salary Rs.1,49,824/-	Tel.: 91-20-26956060 Email: nishant.deshmukh@icar.gov.in
13.	Dr. D.N. Gawande, Scientist (Plant Breeding)	Rs. 89900/- (Level 11, Cell 10) Gross Salary Rs.1,45,701/-	Tel.: 91-20-26956000 Email: dngawande2016@gmail.com
14.	Dr. S. K. Holkar, Scientist (Plant Pathology)	Rs. 77600/- (Level 11, Cell 5) Gross Salary Rs.1,35,343/-	Tel.: 91-20-26956032 Email: holkar.kadappa@icar.gov.in
15.	Dr. P.H. Nikumbhe, Scientist (Fruit Science)	Rs. 77500/- (Level 10, Cell 11) Gross Salary Rs.1,26,767/-	Tel.: 91-20-26956050 Email: prashant.nikumbhe@icar.gov.in
16.	Mrs. Anupa T., Scientist (Fruit Science)	Rs. 73000/- (Level 10, Cell 9) Gross Salary Rs.1,19,895/-	Tel.: 91-20-26956050 Email: anupatnayak@gmail.com
17.	Ms. Sharmistha Naik, Scientist (Fruit Science)	Rs. 66800/- (Level 10, Cell 6) Gross Salary Rs.85,972/-	Tel.: 91-20-26956055 Email: naiksharmistha@gmail.com
18.	Mrs. Yukti Verma, Scientist (Soil Science)	Rs. 61200/- (Level 10, Cell 3) Gross Salary Rs.1,01,876/-	Tel.: 91-20-26956044 Email: vermayukti98@gmail.com
19.	Shri. B. L. Kokkula, Administrative Officer	Rs. 77700/- (Level 10, Cell 12) Gross Salary Rs.1,17,981/-	Tel.: 91-20-26956008 Email: kokkulablncrg@gmail.com

20.	Shri. N. S. Pathan, Asstt. Admin. Officer	Rs. 50500/- (Level 7, Cell 5) Gross Salary Rs.75,417/-	Tel.: 91-20-26956011 Email: nasirkhan.pathan@icar.gov.in
21.	Shri. M. N. Ganti, Assistant Finance & Accounts Officer	Rs. 55200/- (Level 7, Cell 8) Gross Salary Rs.88,502/-	Tel.: 91-20-26956012 Email: auditnrcgrapes@gmail.com munish.gmn@gmail.com
22.	Shri. B. M. Chavan, Private Secretary	Rs. 81200/- (Level 8, Cell 19) Gross Salary Rs.1,18,704/-	Tel.: 91-20-26956002 Fax: 91-20-26956099 Email: babasaheb.chavan@icar.gov.in
23.	Shri. P. P. Kalbhor, Assistant	Rs. 37600/- (Level 6, Cell 3) Gross Salary Rs.61,627/-	Tel.: 91-20-26956015 Email: prasadkalbhor@yahoo.com
24.	Mrs. Priyanka Kumari, Assistant	Rs. 43600/- (Level 6, Cell 8) Gross Salary Rs.70,789/-	Tel.: 91-20-26956000 Email: priyanka_ruby14@rediffmail.com
25.	Shri. V. D. Gaikwad, UDC	Rs. 36400/- (Level 4, Cell 13) Gross Salary Rs.56,236/-	Tel.: 91-20-26956019 Email: Vitthal.Gaikwad@icar.gov.in
26.	Shri. U. N. Borse, Asstt.Chief Technical Officer	Rs. 74000/- (Level 11 Cell 4) Gross Salary Rs.1,12,764/-	Tel.: 91-20-26956000 Email: uttamborse@gmail.com,
Sl. No.	Name and Designation	Pay Scale	Contact Details
27.	Shri. P. B. Jadhav, Technical Officer	Rs. 55200/- (Level 7, Cell 8) Gross Salary Rs.82,044/-	Tel.: 91-20-26956000 Email: prakash.jadhav@icar.gov.in
28.	Shri. B. B. Khade, Technical Officer	Rs. 53600/- (Level 7, Cell 7) Gross Salary Rs.79,788/-	Tel.: 91-20-26956000 Email: bhausahab.khade@icar.gov.in
29.	Ms. Shailaja Satam, Technical Officer	Rs. 53600/- (Level 7, Cell 7) Gross Salary Rs.79,788/-	Tel.: 91-20-26956000 Email: shailaja.satam@icar.gov.in,
30.	Shri. B. J. Phalke, Technical Officer	Rs. 52000/- (Level 7, Cell 6) Gross Salary Rs.77,532/-	Tel.: 91-20-26956000 Email: Balu.Phalke@icar.gov.in
31.	Shri. S. S. Bhoite, Technical Officer	Rs. 55200/- (Level 7, Cell 8) Gross Salary Rs.82,044/-	Tel.: 91-20-26956000 Email: Sham.Bhoite@icar.gov.in
32.	Shri. E. G. Kamble, Technical Assistant	Rs. 42800/- (Level 5, Cell 14) Gross Salary Rs.64,560/-	Tel.: 91-20-26956000 Email: Eknath.Kamble@icar.gov.in
33.	Shri. P. V. Sawant, Technical Assistant	Rs. 31000/- (Level 5, Cell 3) Gross Salary Rs.51,549/-	Tel.: 91-20-26956000 Fax: 91-20-26956099
34.	Shri. S. S. Donde, S.S.S.	Rs. 36100/- (Level 3, Cell 18) Gross Salary Rs.46,449/-	Tel.: 91-20-26956013 Fax: 91-20-26956099

35.	Shri. K. G. Raskar, S.S.S.	Rs. 35000/- (Level 3, Cell 17) Gross Salary Rs.53,562/-	Tel.: 91-20-26956017 Fax: 91-20-26956099
36.	Shri. B. R. Chakankar, S.S.S.	Rs. 35000/- (Level 3, Cell 17) Gross Salary Rs.53,562/-	Tel.: 91-20-26956000 Fax: 91-20-26956099
37.	Mrs. Lata Pawar, S.S.S.	Rs. 34000/- (Level 3, Cell 16) Gross Salary Rs.52,152/-	Tel.: 91-20-26956019 Fax: 91-20-26956099
38.	Shri. N. K. Najan, S.S.S.	Rs. 35000/- (Level 3, Cell 17) Gross Salary Rs.45,162/-	Tel.: 91-20-26956000 Fax: 91-20-26956099

1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

- (i) **List of employees with Gross monthly remuneration Provided**
under 1.8.
- (ii) **System of compensation as provided in its regulations**
Not applicable

1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

Appellate Authority	Name: Sex: Designation: Address: PIN Code: Phone: Fax: Email:	Dr. K. Banerjee Male Director ICAR-National Research Centre for Grapes, P.B. No. 3, P.O. Manjari Farm, Solapur Road, Pune – 412307, Maharashtra, India 412307 91-20-26956001, 26956000 (EPABX) 91-20-26956099 director.nrcg@icar.gov.in
Central Public Information Officer (w.e.f. 30/1/2023) (Only for enquiries under Right to Information Act 2005)	Name: Sex: Designation: Address: PIN Code: Phone: Fax: Email:	Dr. Sharmistha Naik Female Scientist ICAR-National Research Centre for Grapes, P.B. No. 3, P.O. Manjari Farm, Solapur Road, Pune – 412307, Maharashtra, India 412307 91-20-26956000 (EPABX) 91-20-26956099 Sharmistha.Naik@icar.gov.in

Assistant Public Information Officer (w.e.f. 19/10/2016) and Nodal Officer (w.e.f. 18/11/2016)	Name: Sex: Designation: Address: PIN Code: Phone: Fax: Email:	Dr. D.S. Yadav Male Scientist ICAR-National Research Centre for Grapes, P.B. No. 3, P.O. Manjari Farm, Solapur Road, Pune – 412307, Maharashtra, India 412307 91-20-26956035, 26956000 (EPABX) 91-20-26956099 deependra.yadav@icar.gov.in
Transparency Officer (w.e.f. 27/12/2019)	Name: Sex: Designation: Address: PIN Code: Phone: Fax: Email:	Dr. Sujoy Saha Male Pr. Scientist ICAR-National Research Centre for Grapes, P.B. No. 3, P.O. Manjari Farm, Solapur Road, Pune – 412307, Maharashtra, India 412307 91-20-26956031, 26956000 (EPABX) 91-20-26956099 sujoyta@gmail.com

1.11 No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))

Nil

1.12 Programmes to advance understanding of RTI (Section 26)

(i) Educational programmes

A sensitization programme was undertaken for all the staff members by the CPIO

(ii) Efforts to encourage public authority to participate in these programmes

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(iii) Training of CPIO/APIO

Workshop on “Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.” on 20-21 May 2021 conducted by IRMRA, Thane West, Maharashtra attended by Dr Anuradha Upadhyay, CPIO.

(iv) Update & publish guidelines on RTI by the Public Authorities concerned

[Compilation of OMs, Circulars, Guidelines & Notifications on Right To Information Act, 2005](#)

1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]

ICAR-NRCG follows transfer policies of ICAR.

- [Circular No. 38\(2\)/2011-Per.IV \(Pt.\) dated 19th April 2018 related to Transfer Policy for ARS Scientists](#)
- [Transfer Guidelines with Mutual Transfer Clause](#)

- [Transfer Policy and transfer orders](#)