

Right to Information - General

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

i) Name and address of the Organization: ICAR-National Bureau of Soil Survey and Land Use Planning, Amravati Road, Nagpur - 440 033.

Tel : +91-712-2500386, 2500545 (O)

: +91-712-2228721 (R)

Fax : +91-712-2500534

Email : director.nbsslup@icar.gov.in

ii) Head of the organization: Dr. B. S. Dwivedi, Director, ICAR –NBSS&LUP, Nagpur.

iii) Vision, Mission and Key objectives:

Vision: To be the National Custodian of country's land and soil resources and land use related database and to support scientific and judicious land use planning at various levels to ensure food and income security.

Mission: To spread the knowledge/awareness on land and soil resources of the country for its preservation, conservation, increasing productivity and ensuring sustainable agricultural production. • To monitor the state of health of soil resources in the country and subsequent need based corrective measures.

Mandate (Key objectives):

- To conduct soil survey and mapping of the soils of the country to promote scientific and optimal land use programmes in collaboration with relevant institutions and agencies.
- To conduct and promote research in the National Agricultural Research System in the areas of Pedology, Soil survey, Remote sensing applications, Land degradation, Land evaluation and Land use planning.

- To impart training and education to create awareness on soil and land resources and their state of health.

iv) Function and duties:

Administration

The Director with whom all the administrative and financial powers of the institute are vested heads the institute. A Chief Administrative Officer and Administrative Officers assist him in matters relating to general administration. A Senior Finance & Accounts Officer look after the financial and accounting aspects and also the internal audit of the institute. In charge, PME Cell and Chief Technical Officer attends to the technical matters including those connected with research projects handled by the institute.

The research work at ICAR-NBSS&LUP is carried by the following heads

Major Research Themes

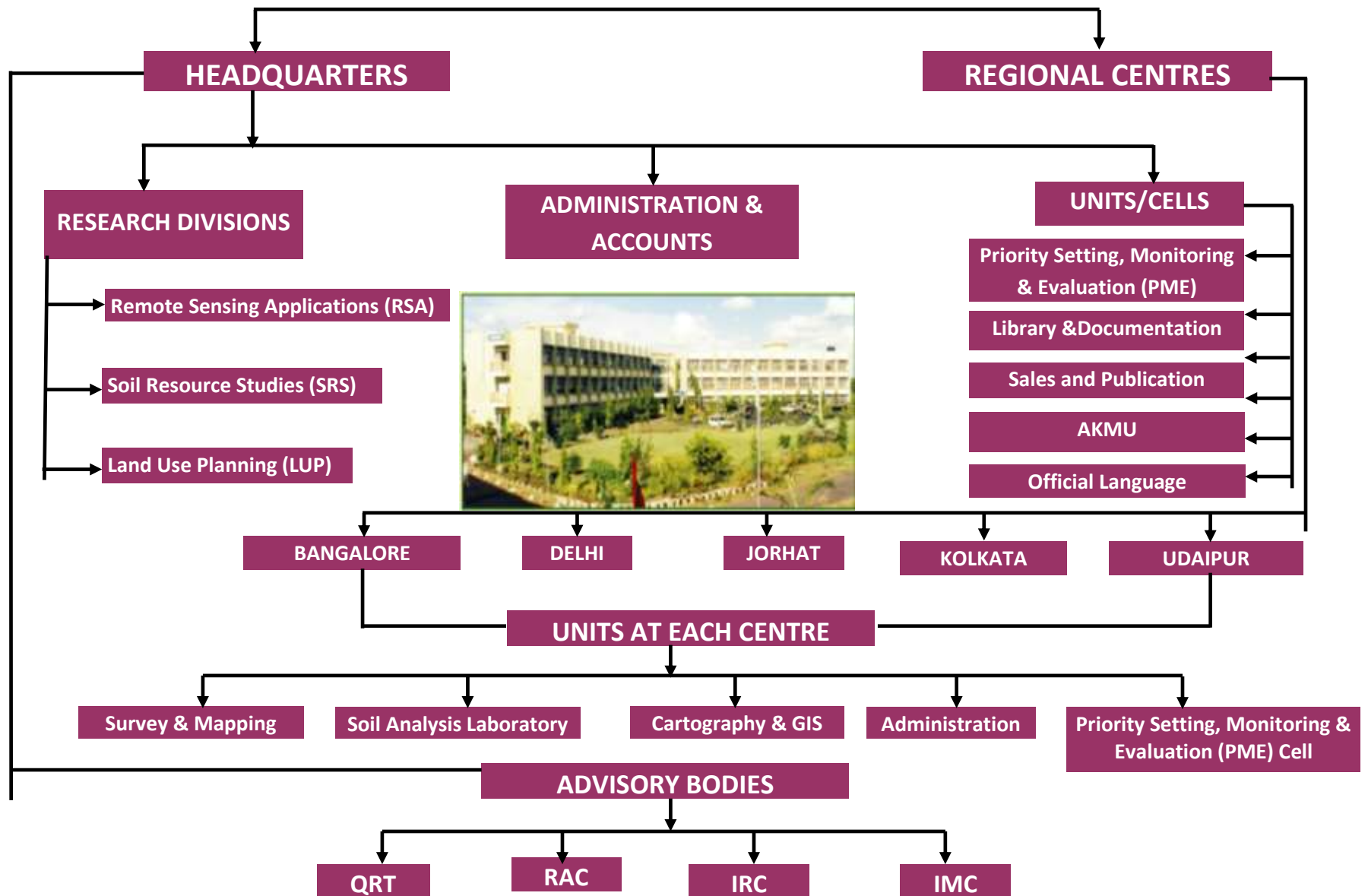
- Inventorying natural resources
- Remote sensing and GIS applications
- Basic Pedological Research
- Soil Survey Data Interpretation and Applications
- Land Evaluation and Land Use Planning

Training Areas

- Soil Survey and Land Evaluation for Land Use Planning
- Remote Sensing and GIS Applications in Soil Resources Mapping

(v) Organization Chart

ORGANOGRAM



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:

Government of India established **All India Soil Survey Organisation** in 1956 with the Headquarters at the Indian Agricultural Research Institute Nagpur with five Regional Soil Correlation Centres at Bangalore, Delhi, Kolkata, Jorhat and Udaipur. Later in 1958, this scheme was integrated with the Land Use Planning Scheme of the Central Soil Conservation Board primarily to carry out detailed soil surveys in the catchment areas of major River Valley projects, with setting-up the organisation, "All India Soil and Land Use Survey".

In 1969, it was re-organized and the research aspects of soil survey, classification and correlation was transferred to the **Indian Council of Agricultural Research (ICAR)**, and the developmental activities was retained under the Department of Agriculture, Ministry of Food and Agriculture. In 1976 it became an independent Institute of ICAR named as **National Bureau of Soil Survey and Land Use Planning (NBSS&LUP)** and continued to function at the IARI, New Delhi. In June 1978, the Headquarters of the Bureau, was shifted to Nagpur. It is located in a new and spacious buildings situated on Amravati Road, 7 km away from main railway station and 1.5 km from Nagpur University Campus.

The NBSS&LUP is one among the chain of ICAR Institutes. In line with the recommendations of the Task Force on Land and Soil Resources (1972) which suggested the need for soil correlation, uniform nomenclature and proper soil mapping and also the presidential notification on December 15, 1973, the duties with respect to research, training, correlation, classification, mapping and interpretation were allotted to the NBSS&LUP.

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

1. Power and duties of officers (administrative, financial and judicial)

Powers of the Director

National Bureau of Soil Survey and Land Use Planning 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.

2. 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 soil survey and land use planning 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.

3. 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.

4. Work allocation

List of various Committees, Officer In-charges and Nodal Officers functioning in ICAR-NBSS&LUP. <https://www.nbsslup.in/assets/uploads/clinks/RTI-Committee210602.pdf>

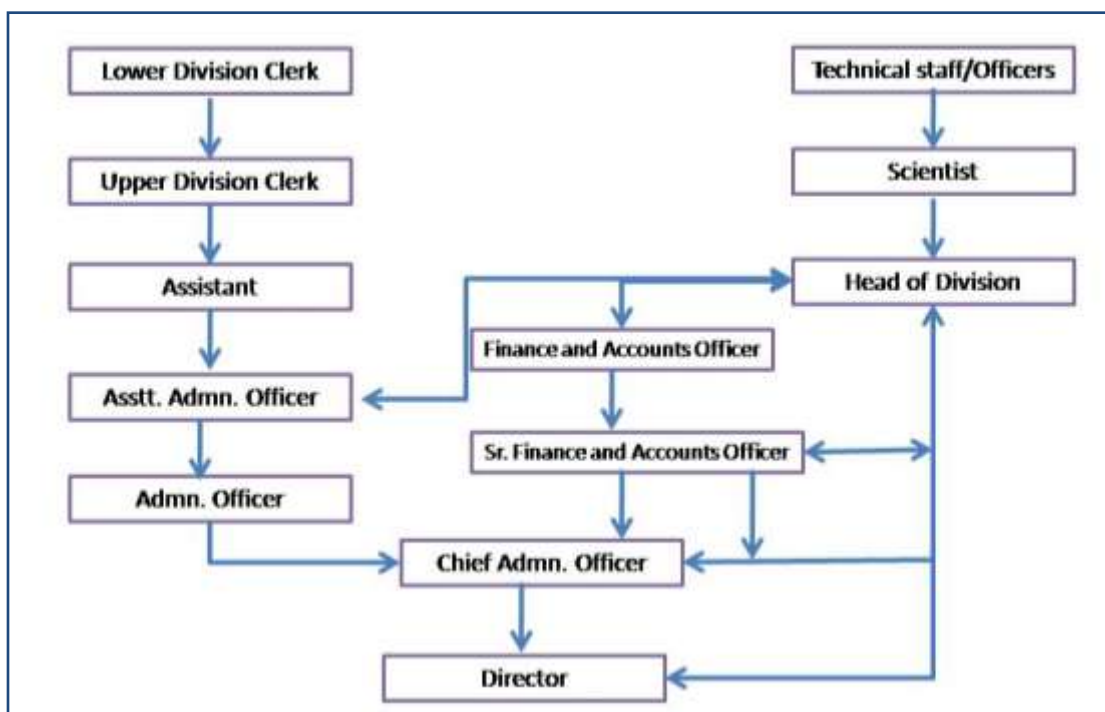
1.3. Procedure followed in decision making process [Section 4(1)(b)(iii)]

The Director heads the Centre. The Director is assisted in his day-to-day work by Heads/In charge of various sections, Chief Administrative Officer and Senior Finance & Administrative Officer. All the decisions are taken after due consideration of ICAR policies and guidelines. The Director is the final decision making authority, who takes decisions after taking into considerations different provisions, acts and rules as given below.

- [Establishment & Administration Manual](https://icar.gov.in/node/5877) <https://icar.gov.in/node/5877>
- [General Financial Rules](#)
- [Circular No. 38\(2\)/2011-Per.IV \(Pt.\) dated 19th April 2018 related to Transfer Policy for ARS Scientists](https://icar.org.in/content/circular-no-3822011-periv-pt-dated-19th-april-2018-related-transfer-policy-ars-scientists) <https://icar.org.in/content/circular-no-3822011-periv-pt-dated-19th-april-2018-related-transfer-policy-ars-scientists>
- [Transfer Guidelines with Mutual Transfer Clause](https://icar.org.in/content/transfer-guidelines-mutual-transfer-clause) <https://icar.org.in/content/transfer-guidelines-mutual-transfer-clause>

- [Transfer Policy and transfer orders https://icar.org.in/files/EA-Manual/EAM-Chapter-11.pdf](https://icar.org.in/files/EA-Manual/EAM-Chapter-11.pdf)
- [ICAR Rules and Guidelines for Professional Service Functions \(Training, Consultancy, Contract Research and Contract Service\) https://icar.org.in/files/ICAR-Guidelines-PSF-2014.pdf](https://icar.org.in/files/ICAR-Guidelines-PSF-2014.pdf)
- [ICAR guidelines for intellectual property management and technology transfer / commercialization https://icar.org.in/sites/default/files/ICAR%20Guidelines%20for%20IPM%20and%20Technology%20Transfer_2018-1.pdf](https://icar.org.in/sites/default/files/ICAR%20Guidelines%20for%20IPM%20and%20Technology%20Transfer_2018-1.pdf)

Channel of supervision and accountability is as per the flowchart displayed.



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

The norms for discharge of the function are as per ICAR Rules and Guidelines and the details functions and services offered are given in Citizen's / Client's Charter.

https://www.nbsslup.in/assets/uploads/clinks/RFD-Citizen_Charter21-22.pdf

- Nature of functions/ services offered:** Research

- ii. **Norms/ standards for functions/ service delivery:** . As per [Citizen Charter](https://www.nbsslup.in/assets/uploads/clinks/RFD-Citizen_Charter21-22.pdf) https://www.nbsslup.in/assets/uploads/clinks/RFD-Citizen_Charter21-22.pdf
- iii. **Process by which these services can be accessed:** Through Online or can forward the requests to the Director, ICAR-NBSS&LUP by hand or by post.
- iv. **Time-limit for achieving the targets:** Since the mandate is Research, IRC decides the priority and duration of research project.
- v. **Process of redress of grievances:** [Grievance Committee](#) has been constituted at the Institute level for addressing grievances of the Staff of ICAR-NBSS&LUP. <https://www.nbsslup.in/assets/uploads/clinks/RTI-GC210729.pdf>

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

The various Divisions / Sections of the NBSS&LUP have the files, documents /records relating to their Sections along with the references and the correspondence. The administrative and financial work of the institute is governed by the rules, regulations and circulars issued by ICAR time to time. <https://icar.gov.in/node/5877> .

- [Establishment & Administration Manual](https://icar.gov.in/node/5877) <https://icar.gov.in/node/5877>
- [General Financial Rules](#)
- [Circular No. 38\(2\)/2011-Per.IV \(Pt.\) dated 19th April 2018 related to Transfer Policy for ARS Scientists](https://icar.org.in/content/circular-no-3822011-periv-pt-dated-19th-april-2018-related-transfer-policy-ars-scientists) <https://icar.org.in/content/circular-no-3822011-periv-pt-dated-19th-april-2018-related-transfer-policy-ars-scientists>
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- [Transfer Policy and transfer orders](https://icar.org.in/files/EA-Manual/EAM-Chapter-11.pdf) <https://icar.org.in/files/EA-Manual/EAM-Chapter-11.pdf>
- [ICAR Rules and Guidelines for Professional Service Functions \(Training, Consultancy, Contract Research and Contract Service\)](https://icar.org.in/files/ICAR-Guidelines-PSF-2014.pdf) <https://icar.org.in/files/ICAR-Guidelines-PSF-2014.pdf>
- [ICAR guidelines for intellectual property management and technology transfer / commercialization](https://icar.org.in/sites/default/files/ICAR%20Guidelines%20for%20IPM%20and%20Technology%20Transfer_2018-1.pdf) https://icar.org.in/sites/default/files/ICAR%20Guidelines%20for%20IPM%20and%20Technology%20Transfer_2018-1.pdf

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

Research (Maintained by In-Charge, PME)

- Research project proposals (RPP I, II, III) and project reports, 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 Nodal Officer/PME)

- Training: Training manuals, Training proposals and reports
- Consultancy: Proposals and Reports
- Contract Research: Proposals and Reports

Technical Correspondence (Maintained by In-Charge, PME)

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

1.7 Boards, councils, committees and other Bodies constituted as part of the Public Authority

Name of the board, council, committee etc.	Quinquennial Review Team (QRT)	Research Advisory Committee	Institute Management Committee	Institute Joint Staff Council
Composition	QRT Composition	RAC Composition	IMC Composition	IJSC Composition
Dates from which constituted	18 th December, 2017	30.08.2020 to 29.08.2023	04.12.2020 to 03.12.2023	09.12.2020 to 08.12.2023
Term / Tenure	Six months	Three years	Three years	Three years
Powers and functions	Monitors the progress of research, its relevance and excellence and provides guidelines for the ICAR for taking steps for fulfillment 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	
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
Whether the minutes of the meetings are open to the public?	No	Yes	Yes	Yes
Place where the minutes if open to the public are available?	—	Institute website	Institute website	Institute website

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

- i. List of Staff : <https://www.nbsslup.in/staff.html>
- ii. ICAR-NBSS&LUP Telephone Directory <https://www.nbsslup.in/telephone-directory.html>

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: Link to be provided as per the list enclosed. <https://www.nbsslup.in/staff.html>
- ii. System of compensation as provided in its regulations: As per GOI/ICAR Guidelines.

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

- i. Name and Designation of public information officers (PIO), Assistant Public Information Officer (APIO) & Appellate Authority
<https://www.nbsslup.in/assets/uploads/clinks/RTI210729.pdf>
- ii. Address, telephone numbers and email ID of each designated official
<https://www.nbsslup.in/assets/uploads/clinks/RTI210729.pdf>

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

- i. No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings: **NIL**
- ii. Finalised for Minor penalty or major penalty proceedings: **NIL**

1.12. Programme 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.

- iii. Training of CPIO / APIO : CPIO and Nodal Officer time to time attended training programmes / workshops related to RTI Act.

[Update and publish guidelines on RTI by the public authorities concerned.](#)

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

ICAR-NBSS&LUP follows transfer policies of ICAR.

- [Circular No. 38\(2\)/2011-Per.IV \(Pt.\) dated 19th April 2018 related to Transfer Policy for ARS Scientists](https://icar.org.in/content/circular-no-3822011-periv-pt-dated-19th-april-2018-related-transfer-policy-ars-scientists) <https://icar.org.in/content/circular-no-3822011-periv-pt-dated-19th-april-2018-related-transfer-policy-ars-scientists>
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