

CENTRAL INSTITUTE OF HORTICULTURE
Department of Agriculture, Cooperation & Farmers Welfare
Ministry of Agriculture & Farmers Welfare, Government of India
Medziphema: Dimapur Nagaland- 797 106
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Information under Right to Information (RTI) Act 2005

Information made available by the Institute under Section 4 (1) (B) of the RTI Act 2005

1. The particulars of organization, functions and duties

The Government of India sanctioned a Central Sector Scheme for setting up of Central Institute of Horticulture in Nagaland under the Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture during January, 2006 as there was a need to strengthen and tap the huge potential of horticulture sector in North East region. CIH is one of the National Level Agencies responsible for coordinating the activities of technology generation, transfer and dissemination of improved production technologies available in North East Region as well as focusing on HRD and capacity building of officials and farmers under Mission for Integrated Development of Horticulture (MIDH) a Centrally sponsored programme sanctioned by the Govt. of India.

VISION

To emerge as the pioneering, innovative, farmer focused and self-supporting horticultural Institute in the country.

MISSION

To provide excellent, innovative and relevant training to all the stakeholders so as to empower individuals and enable horticulture industry to bring about socio-economic development and sustainability in North East Region.

OBJECTIVES & PROGRAMMES OF THE INSTITUTE

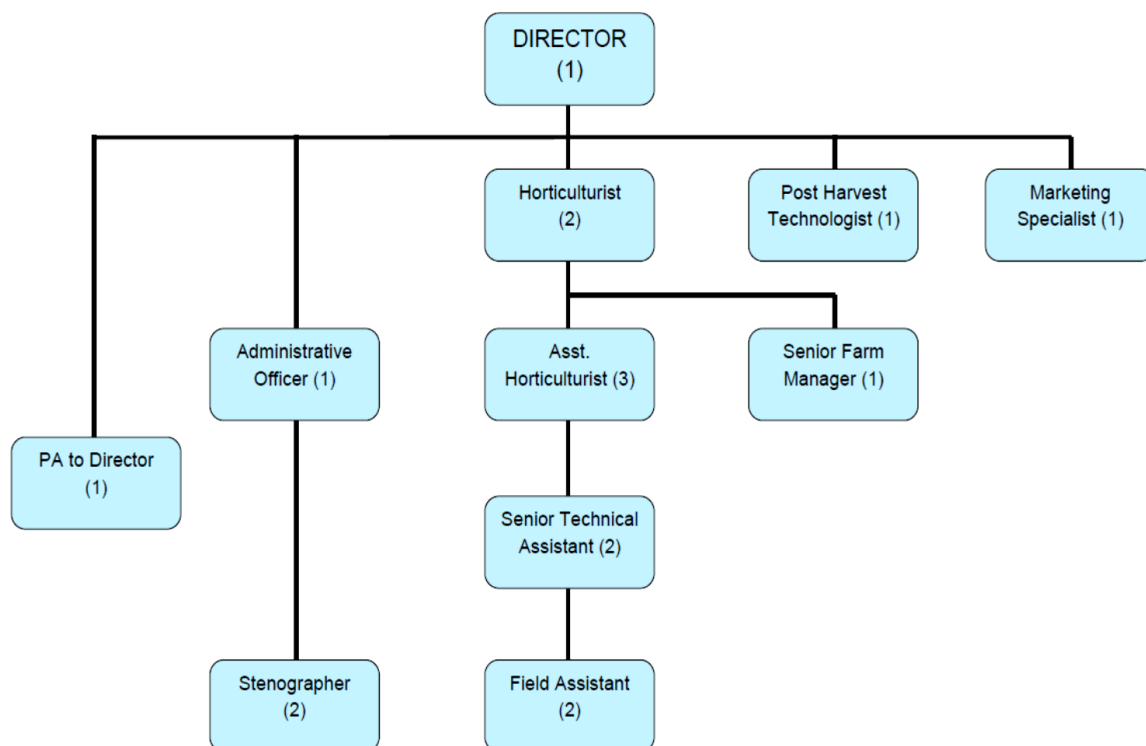
- ❖ Capacity building by training of trainers and farmers/beneficiaries.
- ❖ Demonstration of improved production technologies.
- ❖ Accreditation and Certification of Nurseries in NE region.
- ❖ Certificate courses in horticulture.
- ❖ Follow-on extension support in the field of horticulture.
- ❖ Promotion of organic cultivation of horticulture crops.
- ❖ Establishing convergence and synergy among programmes in the field of horticulture.
- ❖ Monitoring of Centrally Sponsored Programmes in the area of horticulture.

FOCUS AREAS

- ❖ Training of State Government Officials and Farmers/Beneficiaries of North Eastern Region.

- ❖ Production and supply of Quality Planting Material.
- ❖ Accreditation and certification of horticulture nurseries in NER.
- ❖ Certificate courses in horticulture.
- ❖ Skill development courses in horticulture.
- ❖ Transfer of technology through method & result demonstration & publication of folders, manuals, leaflets etc.
- ❖ Promotion of Organic Farming.
- ❖ Marketing and agri-business promotion through exhibitions, seminars, workshops, exposure trips, buyers & sellers meet.
- ❖ Coordination with State Horticulture Departments of NER and other National Organizations, NGOs, Farmers' Group and Self Help Groups.

Organizational Setup



2. The powers and duties of officers and employees

Sl.	Designation of the Official	Powers/Duties
1	Director	All statutory administrative and financial powers of a Head of Department as vested by the Delegation of Financial power rule and other powers as delegated by the Ministry of Agriculture from time to time for the successful implementation of various programmes for horticulture development of NER
2	Horticulturist	Assist Director by providing technical support in the implementation of various programmes of the Institute as per the Annual Action Plan of the Institute. Act as course

		coordinators for various certificate courses and resource persons for various trainings.
3	Post Harvest Technologist	Assist Director by providing technical support in the implementation of various programmes of the Institute as per the Annual Action Plan of the Institute especially in the field of Post Harvest Management. Act as course coordinators for various certificate courses and resource persons for various trainings.
4	Marketing Specialist	Assist Director by providing technical support in the implementation of various programmes of the Institute as per the Annual Action Plan of the Institute especially in the field of marketing and agri-business promotion. Facilitate for organizing of various certificate and skill development courses and act as resource persons for various trainings.
5	Assistant Horticulturist	Support the Horticulturist for assisting the Director in the implementation of various programmes of the Institute as per the Annual Action Plan of the Institute. Facilitate for various trainings, nursery accreditation and act as resource person for various trainings.
6	Senior Farm Manager	Supervision and farm management of the various plants and crops that are grown in the Institutes farm as well as carry out various operational activities as per the Annual Action Plan of the Institute under the instruction of the Technical staffs.
7	Senior Technical Assistant	Data collection and analysis of all field and polyhouse crops of the Institute as per the instruction of other senior officials
8	Field Assistants	Support the senior officers in the supervision and maintenance of the institutes farm and polyhouses
9	Administrative Officer	Assist Director in all administrative, accounting and all financial matters of the Institute within the ambit of delegated power as per statutory rules and orders issued by the Government
10	PA to Director	Assist Director in all official matters as per the direction, prepare tour programmes, fix appointments of the Director etc.
11	Stenographers	Handling of all matters related to establishment, administrative and accounts as per the directions of the officers of the Institute.

3. **The procedure followed in decision making process, including channels of supervision and accountability**

For conducting of day to day business, the Institute is following Functional File system and other standards of operating procedures and practices as prescribed in the Manual of Office Procedures. Issues requiring decisions making are forwarded to the Director by the concern staff through file whereby final decisions are taken. Wherever necessary, matters are transferred to the Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare for further decisions.

4. **The norms set by it for discharge of its functions**

For all official procedures the Institute follows the norms set by the Government of India by way of rules/regulations/guidelines formulated by the Government of India on administrative matters and in the matters relating to disciplinary proceedings and Vigilance activities. The Institute also follows the financial rules/cost norms under MIDH for various developmental works related to horticulture sector and conducting of trainings, exposure visits, organizing national seminars, demonstration at farmer's field etc.

5. **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

CCS Rules, GFR, FRSR, delegation of financial power rules, manual of office procedures and operational guidelines of Mission for Integrated Development of Horticulture (MIDH)

6. **A Statement of the categories of documents that are held by it or under its control.**

Annual Action plan 2008-2009 onwards, Annual Report 2008-2009 onwards and Guidelines of Mission for Integrated Development of Horticulture (MIDH)

7. **The 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 thereof.**

Not applicable

8. **A statement of the boards, council, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such, meetings are accessible for public.**

Board of Management Committee, Technical Advisory Committee and Nursery Accreditation Committee. The above committees are constituted by the Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare for giving technical guidance and recommendation of Annual Action Plan of the Institute as well as accreditation and certification of nurseries in NER. The meetings of the above committees are attended by its members only. However, the minutes of the meeting of the Committees are accessible to public.

Local management committees like Central Purchase Advisory Committee (CPAC) & Tender Opening Committee, Standing purchase committee, Work Committee, Farm Development Committee, Demonstration Committee, Publication Committee and Store Verification Committee are constituted by the Head of the Department with members from ICAR and Nagaland University for the smooth functioning of various administrative matters of the Institute.

9. A directory of officers and employees

Sl.	Name of employee	Designation	E-mail address
1	Dr.Lallan Ram	Director	cihnerdir@gmail.com lallanram09@gmail.com
2	Mr. Anjani Kumar Singh	Horticulture Specialist	anjani55@ymail.com
3	Mrs. Meribeni Shitiri	Horticulture Specialist	beni_saggi@yahoo.com
4	Mr. Prabin Das	Marketing Specialist	prabin.cih@gmail.com
5	Mr. Md. Manzar Hossain	Post Harvest Technologist	manzar.cih@gmail.com
6	Mr. Arvind Singh	Technical Consultant	arvin2_d@yahoo.co.in
7	Ms. Shisarenla Aier	Assistant Horticulture Specialist	shisaren.aier@gmail.com
8	Mr. Lichamo Yanthan	Assistant Horticulture Specialist	lijayan28@gmail.com
9	Mr. Babu Singh	Administrative Officer	singhbabu34@gmail.com
10	Mr. Diganta Gohain	Senior Farm Manager	digantagohain.glt@gmail.com
11	Mr. Ngupani P.S.	Senior Technical Assistant	ngupanilinus@gmail.com
12	Mr. Tokivi Zhimomi	Senior Technical Assistant	Tokivizhimomi05@gmail.com
13	Ms. Imtinaro Jamir	PA to Director	imtinaro@gmail.com
14	Mr. Anukul Roy	Field Assistant	-----
15	Mr. Eliyamo Humtsoe	Field Assistant	elihumtsoe@gmail.com
16	Mrs. Achibeni Yanthan	Stenographer	achi.yanth@gmail.com
17	Mrs. Sharda Devi	Stenographer	roysharda690@gmail.com

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Sl.	Name of employee	Designation	Remuneration received (Rs.)
1	Dr.Lallan Ram	Director	37400-67000 G.P. 8900 2,23,281.00
2	Mr. Anjani Kumar Singh	Horticulture Specialist	42000.00
3	Mrs. Meribeni Shitiri	Horticulture Specialist	42000.00
4	Mr. Prabin Das	Marketing Specialist	42000.00
5	Mr. Md. Manzar Hossain	Post Harvest Technologist	42000.00
6	Mr. Arvind Singh	Technical Consultant	42000.00
7	Ms. Shisarenla Aier	Assistant Horticulture Specialist	34000.00
8	Mr. Lichamo Yanthan	Assistant Horticulture Specialist	34000.00

9	Mr. Babu Singh	Administrative Officer	34000.00
10	Mr. Diganta Gohain	Senior Farm Manager	34000.00
11	Mr. Ngupani P.S.	Senior Technical Assistant	28000.00
12	Mr. Tokivi Zhimomi	Senior Technical Assistant	28000.00
13	Ms. Imtinaro Jamir	PA to Director	28000.00
14	Mr. Anukul Roy	Field Assistant	19000.00
15	Mr. Eliyamo Humtsoe	Field Assistant	19000.00
16	Mrs. Achibeni Yanthan	Stenographer	19000.00
17	Mrs. Sharda Devi	Stenographer	19000.00

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Budget Projection for the year 2017-2018		
Sl	Head of Account	Approved Budget for 2017-18 (Rs. In Lakhs)
A	Major Head -2401	
1	Salary	24.60
2	Wages	40.00
3	Medical Treatment	8.00
4	Domestic Travel Expenses	20.00
5	Office expenses	50.00
6	Rent, Rates & Taxes	2.00
7	Publication	15.00
8	Other Administrative Expenses	70.00
9	Advertisement & Publicity	5.00
10	Minor works	60.00
11	Professional Services	10.00
12	Other Charges	220.40
	Sub Total	525.00
B	Major Head -4552	
1	Major works	
	a. C/o Training hostel (Total cost Rs.650 lakhs) 1st Installment	390.00
2	Machinery & Equipment	10.00
	Sub Total	400.00
	Grand Total	925.00

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable

13. Particulars of recipients of concessions, permits or authorizations granted by it.

Authorization has been granted for accreditation of horticulture nurseries in North East Region by the Institute for production of quality planting material. The list of accredited nurseries is available in the official website of the Institute.

14. Details in respect of the information, available to or held by it, reduced in an electronic form.

The complete details of all programmes, activities and annual Action plan is available in the official website of the Institute.

15. 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.

Not applicable

16. The names, designations and other particulars of the Public Information Officers.

Central Public Information Officer	Dr.Lallan Ram, Director, Central Institute of Horticulture, Medziphema, Dimapur-797106, Nagaland. Phone:03862-247707/247249, Fax:03862-247088 Mob:9436276767
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SAMPLE OF APPLICATION FORM FOR SUBMITTING APPLICATION UNDER THE RIGHT TO INFORAMTION ACT, 2005

Application fees can be remitted through DD/Bankers Cheque drawn in favour of Director CIH. The account details is given below:

Name of Bank : State Bank of India
Branch Name : SBI Main Branch, Dimapur
Account No. : 30271000097
IFSC CODE : SBIN0000072
BRANCH CODE : 72

RTI Quarterly Returns Submitted

1st Quarter (April-June, 2016)
2nd Quarter (July – Sept., 2016)
3rd Quarter (Oct. –Dec., 2016)
4th Quarter (Jan. –March, 2017)