

RIGHT TO INFORMATION ACT

Proactive Disclosure under section 4(1)(b) of the RTI Act, 2005

Name of Organisation: ICAR- National Research Centre on Litchi

Head of Organisation: Director

NRCL Vision: To develop ICAR-NRCL as centre of excellence in the field of litchi research, extension and skill development for providing livelihood security and economic prosperity to litchi growers and traders

NRCL Mission: Harnessing science and technology by interfacing research and extension activities for enhanced quality production, productivity, processing and use diversification for sustained litchi production, industry and trade.

NRCL Mandate:

- Applied and strategic research on genetic resources and production technologies for enhanced, sustained and safe production of litchi
- Transfer of technology and capacity building of stakeholders for enhancing and sustaining productivity of litchi.

NRCL Functions:

- To undertake basic, strategic and applied research for enhancing productivity, quality and utility of litchi.
- To act as repository of genetic resources and scientific information on all aspects of litchi.
- To undertake front-line demonstration in newer technologies and to impart training for upgrading scientific knowledge.

Genesis, Inception, formation of Department:

The ICAR-National Research Centre on Litchi was established on 6th June, 2001 at the far end of IXth Plan by Ministry of Agriculture, Government of India under the aegis of Indian Council of Agricultural Research to act as a nodal institution for research and development on litchi in India in a mission mode approach. The Centre started functioning from 2002 with budgetary allocation and the first batch of two scientists joining the Centre in March, 2002. The lease deed was signed on 25th June, 2002 between the ICAR and Government of Bihar to transfer 100 acres of land to the Centre at Mushahri. The Centre was strengthened during 2005 and onwards by redeploying scientific, technical and supporting staff along with administrative support and financial assistance for developing infrastructural facilities and to carry out the research work. The Centre is located at Mushahari, on Muzaffarpur-Pusa Road at 2605'87" N latitude, 85026'64" E longitude at an elevation of 210 m. It is about eight km from Muzaffarpur railway station. The area has typically subtropical climate with an average annual rainfall of 1100-1300 mm. The soil conditions of the area are alluvial with sandy loam texture and are calcareous having pH 7.5 — 8.0. The research farm of the centre is spread over an area of 40 ha.

List of Directors as on 20th of May, 2026:

	Name of Director	From	To
1.	Dr. KK Kumar	02-11-2006	30-06-2010
2.	Dr. H. Ravishankar	30-06-2010	21-07-2010
3.	Dr. Vishal Nath	22-07-2010	21-07-2015
4.	Dr. Vishal Nath	22-07-2015	21-01-2016
5.	Dr. S.D. Pandey	22-01-2016	07-02-2016
6.	Dr. Vishal Nath	08-02-2016	07-02-2021
7.	Dr. S.D. Pandey	08-02-2021	30-11-2022
8.	Dr. Vinod Kumar	30-11-2022	02-02-2023
9.	Dr. Bikash Das	02-02-2023	Till date

1. The particulars of its organization, functions and duties

The ICAR-National Research Centre on Litchi was established on 6th June, 2001 at the far end of Plan by Ministry of Agriculture, Government of India under the aegis of Indian Council of Agricultural Research to act as a nodal institution for research and development on litchi in India in a mission mode approach. The Centre started functioning from 2002 with budgetary allocation and the first batch of two scientists joining the Centre in March, 2002. The lease deed was signed on 25th June, 2002 between the ICAR and Government of Bihar to transfer 100 acres of land to the Centre at Mushahari. The Centre was strengthened during 2005 and onwards by redeploying scientific, technical and supporting staff along with administrative support and financial assistance for developing infrastructural facilities and to carry out the research work. The Centre is located at Mushahari, on Muzaffarpur-Pusa Road at 2605'87" N latitude, 85026'64" E longitude at an elevation of 210 m. It is about eight km from Muzaffarpur railway station. The area has typically subtropical climate with an average annual rainfall of 1100-1300 mm. The soil conditions of the area are alluvial with sandy loam texture and are calcareous having pH 7.5 - 8.0. The research farm of the centre is spread over an area of 40 ha.

The Centre has sanctioned strength of 16 scientific, 08 technical, 11 administrative and 02 supporting staff. The sanctioned scientific position represents the various disciplines of Horticulture, Plant Breeding, Genetics, Soil Science, Biotechnology, Physiology, Pathology, Entomology, Economics, Extension and Computer Applications.

The R&D programmes of the institute are implemented through the following Sections:

1. Crop Improvement
2. Crop Production
3. Crop Protection
4. Post-Harvest

Besides, there are some sections which render specialized services to the whole of the institute viz. PME for prioritization of research and development work, their monitoring and evaluation, Works & Estate Committee to look after the development

of the centre and moving need based proposal, monitoring progress of major work and upkeep and maintenance of estate at the centre, AKMU (Formerly known as ARIS cell) provides infrastructural support for computer services and research information system. The library of the institute maintains a wide collection of reference books, periodicals, journals, monographs, reports, reviews etc. relevant to Litchi and other scientific topics.

Mandate

To act as a repository of litchi plant genetic resources and to provide single window solution for crop production and post-harvest management to the growers, industries and exporters in mission mode.

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

Director in respect of the NRC shall exercise all the powers of the Head of the Department for the purpose of various Rules and Regulations of the Government of India, as amended from time to time and applicable mutatis-mutandis to the Society. In addition, the Director of the Institute shall exercise such powers for the functioning as is delegated to them by the Governing Body or any authority of the ICAR (<https://www.icar.org.in/en/search/node?keys=delegation+of+power>). The power delegated to the Director of Research Institutes is detailed in Schedule III. The powers detailed in this schedule however do not in any way restrict their powers as enjoyed by them as Head of the Department. The powers and duties of other staff are mentioned in the Establishment Manual (<https://www.icar.org.in/en/search/node?keys=Establishment+manual>). The other rules, circulars, office orders etc under which power is exercised by the officers are available on ICAR website (<https://www.icar.org.in/>). The Institute level work allocation is divided between Scientific staff (research and developmental work), Technical staff (Assistance to research and farm work), Administrative staff (Store & Purchase, Establishment, Director's Personal Section, Cash and Bill, Audit and Accounts, etc.) and Skilled Supporting Staff (Miscellaneous Supporting work).

Schedule III

Powers delegated to the Directors of Research Institutes/Laboratories (vide ICAR letter dt. 01.04.1977 (Appendix 1) and modified vide Order No. dt. 4.02.1993, 28.05.1993 and 29.03.1994, OO No. 6dt. 28.07.1992).

3. The procedure followed in the decision making process, including channels of supervision and accountability[Section 4(1)(b)(iii)]

The Director is assisted in the execution and implementation of various programmes by Section in-charges viz. Crop Improvement, Crop Production, Crop Protection, Post-Harvest, Transfer of Technology and Section like Administrative Officer, and Finance and of the institute provide the needed support. The Priority setting Monitory and Evaluation Committee (PME) guides and supports the Director by periodic review of programmes and approval of investments in new areas of research and policy making, training programmes, workshops and seminars. The Institute Staff Research Council (IRC) provides broad guidelines and assist in developing and implementing

specific research. The channel of supervision and accountability is as per the Organisation chart.

4. The norms set by it for the discharge of its functions [Section 4(1)(b)(iv)]

The norms are set by the ICAR Headquarters, New Delhi. The various functions carried out by the Centre are indicated in the mission, mandate, and objectives of the Centre, outlined in the section (i) on "The particulars of organization, functions, and duties of the ICAR-National Research Centre on Litchi". Also, the Centre complies ISO 9001: 2015 certification. Other than this the centre also has its Citizen Charter and RFD which sets norms for discharge of its functions.

5. The rules, regulations, instructions manuals and records, held by it or under its control [Section 4(1)(b)(v)]

ICAR-NRCL is a Unit of ICAR, New Delhi. ICAR follows GOI rules mutatis mutandis, besides Agricultural Research Service rules, Technical Service Rules specially designed for Scientists and Technical personnel in ICAR. The Centre follows the rules, regulation, and instructions as followed by ICAR, and as indicated in the manuals and records of ICAR, New Delhi. These rules are available on ICAR website: <https://icar.gov.in/>. The transfer policy is also available on the ICAR website i.e. <https://icar.gov.in/>. Also, the list of employees who have been transferred from the centre or to the centre is available in the Annual reports of the centre. The Annual Reports of the centre are available at <https://nrclitchi.org.in/annual-reports/>

6. A statement of the categories of documents that are held by it or under its control [Section 4(1) (b) (vi)]

- Annual Report
- Vision 2025
- Vision 2030
- Vision 2050
- News letters
- Hindi Magazine- Litchima
- Litchi Books
- Annual reports, Quarterly reports, Newsletters and research publication and documentation made from time to time. Other documents available are 16 years, Journey in Research for 16 years, Data Book on Litchi, Monographs on technologies etc.
- Besides above office files (purchase, store, establishment, audit and accounts, cash & bill, etc.) and registers (Establishment, incumbency, reservation, stock, pay bill, Main cash book, Subsidiary cash book, etc.) are maintained for disposal of work and are kept with the dealing hand.

7. The particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation Thereof-Nothing at present.

8. A statement of the boards, councils, 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. [Section 4(1)(b)(viii)]

The Institute Management Committee (IMC), Research Advisory Committee (RAC), and Institute Research Committee (IRC) are the committees, which help the Institute in guiding and implementing its various programmes and activities. The Composition of these committees is as per the guidelines of ICAR Headquarters, New Delhi. Other than this there are various internal committees constituted for the disposal of work which have been given below:



भा.कृ.अनु.प.-राष्ट्रीय लीची अनुसंधान केन्द्र
ICAR-NATIONAL RESEARCH CENTRE ON LITCHI
(कृषि अनुसंधान एवं शिक्षा विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार
DARE, Ministry of Agriculture and Farmers Welfare, Govt. of India)
मुशहरी, मुजफ्फरपुर, बिहार Mushahari, Muzaffarpur- 842002, Bihar
Email: director.nrcl@icar.gov.in Website: https://nrclitchi.icar.gov.in

F. No.10-1(84)/Estt./

Date: 8th April, 2026

कार्यालय आदेश / OFFICE ORDER

In suppression of the earlier office orders related to constitution of following Committees at the Centre, the Director, ICAR-NRC on Litchi, Muzaffarpur is pleased to constitute the fresh Committees in following order for smooth and efficient functioning of the Centre with immediate effect till further order.

S.N.	Name and Composition of the Committee	
1.	Strategic Planning Cell	
	1. Dr Bikash Das, Director	Chairman
	2. Dr Vinod Kumar, Principal Scientist	Member Secretary
Functions: The Cell will function as Nodal Advisory Body for preparation of policy roadmap for the Centre, keeping in view macro- and micro-economic scenario of litchi based production chain at regional level, national level and global level, time to time policy guidelines issued by Govt. of India, recommendations made by Institute level advisory bodies viz. QRT and RAC, recommendations of Regional Committee Meetings etc. The Cell will coordinate with QRT and RAC and conduct of meetings of the Committee. The Member Secretary of Strategic Planning Cell will function as Member Secretary of QRT and RAC. The EFC/SFC document of the institute will be prepared by the Cell and the Member Secretary of Strategic Planning Cell will be the Nodal Officer from the Centre for preparation of EFC/SFC document. The Cell will guide different committees regarding proper implementation of ICAR Data Policy, Communication Strategy, Gender Policy and Strategy and MELIA		
2.	Priority Setting, Monitoring and Evaluation Cell	
	1. Dr. Bhagya Vijayan, Scientist	In-Charge
	2. Dr. Sunil Kumar, Scientist	Alternate In-charge
	3. Dr. Ipsita Samal, Scientist	Member
	4. Er. Ankit Kumar, Scientist	Member
	5. Dr Suvalaxmi Palei, Scientist	Member Secretary
Functions: Prioritization of research work by coordinating with Strategic Planning Cell, Coordination of IRC meetings and preparation of proceedings of IRC meetings, Updating and maintenance of research reports, documents, RPPs etc., Coordination of Technology Proposal Submissions for release by ICAR, Coordination of submissions of research papers, technical bulletins, extension folders, policy papers popular article, abstracts for Seminar and Symposia etc, Compilation and submission of need based information and reports to the Director, ensuring compliance of Data Policy of ICAR.		
3.	Farm Management and Advisory Committee (FMAC)	
	1. Dr. Sunil Kumar, Scientist	Chairman
	2. Dr Ipsita Samal, Scientist	Member
	3. Mr Ajay Kumar Rajak, Sr. Technician (T-2)	Member
	4. Mr Dharmendra Kumar, Technician (T-1)	Member
	5. Dr Ashok Dhakad, Sr. Technical Officer(T-6)	Member Secretary & Farm In-charge
Functions: Maintenance and development of Farm, coordination with scientists of the institute for timely completion of different orchard operations, timely submission of indents related to farm management, monitoring various work under Job Contract at farm, developing sops for various works and ensuring safety and security of engaged labourers/manpower, Layout of plots/ blocks, irrigation channel etc, Moving proposals for farm development, Revenue generation through farm produce, utilization of vacant land etc., Distribution of experimental plots/ trees to scientist, Holding regular meetings of FMAC and submitting proceeding for needful action		

4.	Store & Purchase Advisory Committee (SPAC)/ Local Purchase Committee (LPC)	
	1. Dr. Abhay Kumar, Sr Scientist	Chairman
	2. Dr Shamsher Singh, Senior Scientist	Co-Chairman
	3. Dr. Ashok Dhakad, STO (T-6)	Member
	4. Finance & Accounts Officer	Member
	5. Administrative Officer	Member
	6. Assistant Administrative Officer	Member Secretary
	Assistance: Mr. Avinash Kumar Kashyap, Assistant	
	Functions: Processing/ Recommending indents of purchase for further necessary action, Tender/ GeM/ Quotation opening, finalizing/ recommending the purchases, Conducting meeting as per needs and submit proceedings for approval	
5.	Works Committee	
	1. Dr. Abhay Kumar, Senior Scientist	Chairman
	2. Dr. Ashok Dhakad, Sr. Technical Officer (T6)	Co-Chairman and Alternate Estate Officer
	3. Finance and Accounts Officer	Member
	4. Administrative Officer	Member and Estate Officer
	5. Mr Ramasish Kumar, Technical Officer (T-5)	Member
	6. Assistant Administrative Officer	Member Secretary
	Assistance: Mr. Avinash Kumar Kashyap, Assistant	
	Functions: To look after the development of the centre and moving need based proposals related to works, Monitoring progress of works and apprising up-to-date works report to the competent authority	
6.	Price Fixation Committee	
	1. Dr. Sunil Kumar, Scientist	Chairman
	2. Dr. Ashok Dhakad, STO (T-6)	Co-Chairman
	3. Finance and Accounts Officer	Member
	4. Administrative Officer	Member Secretary
	Assistance: Assistant Administrative Officer	
	Functions: Fixation of price of farm produce, processed products, Hiring of facilities of institute, services like training programmes, student research, students' accommodation, field visits etc as per available guidelines, Fixation of minimum price for auctioning of farm produce, outsourcing activities	
7.	Proprietary item cum Technical Evaluation Committee	
	1. Dr. Abhay Kumar, Sr. Scientist	Chairman
	2. Dr. Sunil Kumar, Scientist	Co-Chairman
	3. Dr. Ipsita Samal, Scientist	Member
	4. Dr. Ramasish Kumar, TO (T-5)	Member Secretary
	Functions: Ascertain propriety nature of different items, Technical evaluation of related tenders	
8.	Transfer of technology	
	8.a. Farmers training	
	1. Dr. Bhagya Vijayan, Scientist	Chairman
	2. Er Ankit Kumar, Scientist	Co-Chairman
	3. Dr. Ashok Dhakad, STO (T-6)	Member Secretary
	Need assessment of stakeholders, finalization of course content for different training programme, coordination for compilation of training manuals for different training programmes, conduct of training programmes, safety and security of trainees, and impact assessment of training programmes, coordination with different sponsoring agencies, ensure timely submission of purchase indents related to training programmes	
	8.b. Monthly Stakeholder-Scientist interaction meeting	
	1. Dr Vinod Kumar, Principal Scientist	Coordinator
	2. Dr Bhagya Vijayan, Scientist	Co-Coordinator
	3. Mr Lokesh Kumar, T-2	Member Secretary
	Functions: Coordination of monthly Stakeholders' meetings, compilation of proceedings of the meetings and coordination with Publicity Committee for news release for press and social media	

8.c. Farm Exposure Visit	
1. Dr Suvalaxmi Palei, Scientist	Coordinator
2. Dr Ashok Dhakad, STO (T-6)	Co-Coordinator
3. Mr Ajay Kumar Rajak, T-2	Member Secretary
Functions: Coordination of exposure visit of different stakeholders in the farm of ICAR-NRC on Litchi, compilation of proceedings of the programme and coordination with Publicity Committee for news release for press and social media	
8.d. Monthly Field Day	
1. Dr Shamsher Singh, Senior Scientist	Coordinator
2. Dr Ipsita Samal, Scientist	Co-Coordinator
3. Dr Ramasish Kumar, T-5	Member Secretary
Functions: Coordination of monthly Field Days to be conducted in farmers' fields, compilation of proceedings of the programme and coordination with Publicity Committee for news release for press and social media	
8.e. Farmers' Advisory Committee	
1. Dr Vinod Kumar, Principal Scientist	Chairman
2. Dr Prabhat Kumar, Scientist	Co-Chairman
3. Dr Suvalaxmi Palei, Scientist	Member Secretary
Functions: Timely issue of farmers' advisory from institute, attending queries of farmers in Whatsapp and other social media groups of the institute by coordinating with Scientists	
8.f. Participation in exhibitions and Melas	
1. Dr Shamsher Singh, Senior Scientist	Coordinator
2. Dr Bhagya Vijayan, Scientist	Co-Coordinator
3. Mr Somesh Kumar, T-2	Member Secretary
Function: Coordination of participation of institute in different exhibitions, preparation of quality banners and posters, timely submission of purchase indents related to improvement of quality of exhibits	
8.g. Technological backstopping to litchi growers in other states	
1. Dr Vinod Kumar, Principal Scientist	Nodal Scientist for Arunachal Pradesh, Assam, Tripura
2. Dr Shamsher Singh, Senior Scientist	Nodal Scientist for Nagaland, Meghalaya, Mizoram, Manipur
3. Dr Bhagya Vijayan, Scientist	Nodal Officer for Tamil Nadu, Kerala, Karnataka
4. Dr Sunil Kumar, Scientist	Nodal Scientist for Himachal Pradesh, Rajasthan, Punjab, Uttarakhand
5. Dr Ipsita Samal, Scientist	Nodal Scientist for Uttar Pradesh, West Bengal, Jharkhand
6. Dr Suvalaxmi Palei, Scientist	Nodal Scientist for Odisha, Chhattisgarh, Andhra Pradesh
Function: Increasing farmers contact in different states through, Coordination with KVKS in different litchi growing and potential litchi growing districts, SAUs and ICAR institutes located in different states and concerned ICAR-ATARI, providing technical advisories personally and by creating (wherever not existing) state-based Whatsapp groups, attending/conducting at least one field day per year per state	
9.	Publication Committees
9.a. Annual Report, Lichima and Books	
1. Dr. Abhay Kumar, Senior Scientist	Chairman
2. Dr. Ipsita Samal, Scientist	Co-Chairman
3. Er. Ankit Kumar, Scientist	Member
Functions: Timely compilation and publication of annual report of the institute, Lichima Magazine and Books and Ensuring	
9.b. Institute Newsletter, Technical Bulletin, Extension Folders	
4. Dr Sunil Kumar, Scientist	Chairman
5. Dr Suvalaxmi Palei, Scientist	Co-Chairman
Functions: Timely publication of Institute Newsletter, Updating of centre's publication, Moving proposals for need based publication.	

10.	Institute Technology Management Unit	
	1. Director, ICAR-NRCL	Chairman
	2. Dr. Vinod Kumar, Pr. Scientist	Co-Chairman
	3. Dr. Abhay Kumar, Sr. Scientist	Member
	4. Dr. Prabhat Kumar, Scientist	Member
	5. Dr. Sunil Kumar, Scientist	Member
	6. Er. Ankit Kumar, Scientist	Member
	7. Dr. Bhagya Vijayan, Scientist	Member Secretary
Functions: Identification and recommendation of technologies for release at appropriate levels		
11.	Institute Variety Release Committee	
	1. Director, ICAR-NRCL	Chairman
	2. Dr. Vinod Kumar, Pr. Scientist	Co-Chairman
	3. Dr. Abhay Kumar, Sr. Scientist	Member
	4. Dr. Sunil Kumar, Scientist	Member Secretary
Functions: Identification and recommendation of varieties for release at appropriate levels		
12.	Corpus Fund Committee	
	1. Director, ICAR-NRCL	Chairman
	2. Dr. Vinod Kumar, Principal Scientist	Co-Chairman
	3. Dr. Abhay Kumar, Senior Scientist	Member
	4. Er. Ankit Kumar, Scientist	Member
	5. Administrative Officer	Member
	6. Finance and Accounts Officer	Member
	7. Sh. Dileep Kumar, AAO	Member Secretary
Functions: Finalization of items to be purchased/undertaken using Corpus Fund		
13.	13.a. Agriculture Knowledge Management Unit (AKMU)	
	1. Dr. Sunil Kumar, Scientist	In-charge
	2. Dr. Ankit Kumar, Scientist	Alternate In-Charge
	3. Finance and Accounts Officer	Member
	4. Mr. Pawan Kumar, UDC	Member Secretary
	Functions: Updating and maintenance of Institute Website	
	13.b. Institute Server facility	
	1. Finance & Accounts Officer	In-charge
	2. Mr. Dileep Kumar, AAO	Alternate In-charge
	Functions: Maintenance of Institute Server Facility	
14.	राजभाषा कार्यान्वयन समिति (Official Language):	
	1. Director, ICAR-NRCL	Chairman
	2. Dr. Prabhat Kumar, Scientist	Member
	3. Dr. Bhagya Vijayan, Scientist	Member
	4. Mr. Kush Baghla, F&AO	Member & <i>Raajbhasha Adhikaari</i>
	5. Administrative Officer	Member Secretary
	Assistance: Mr. Ritesh Kumar, LDC will assist in Official Language/ Hindi Cell	
15.	House Allotment Committee	
	1. Dr. Bhagya Vijayan, Scientist	Chairman
	2. Dr. Sunil Kumar, Scientist	Co-Chairman
	3. Dr. Ashok Dhakad, Sr. Tech. Officer (T-6)	Member
	4. IJSC Secretary (Staff side)	Member
	5. Administrative Officer	Member Secretary
Functions: Recommendation on House allotment based on need		
16.	ISO Management Committee	
	1. Dr. Abhay Kumar, Senior Scientist	In-charge
	2. Dr. Sunil Kumar, Scientist	Member
	3. Dr. Ipsita Samal, Scientist	Member
	4. Assistant Administrative Officer	Member Secretary
Functions: ISO Certification and regular monitoring of laboratories for ISO Compliance, Obtaining NABL accreditation.		

17.	Institute Seminar Committee	
	1. Er. Ankit Kumar, Scientist	In-Charge
	2. Dr Suvalaxmi Palei, Scientist	Alternate-In-charge
	Functions: Conduct of monthly seminar by Scientists of institute as well as from other institutions	
18.	Human Resource Development	
	1. Dr. Abhay Kumar, Sr. Scientist	In-Charge
	2. Dr. Ashok Dhakad, STO	Alternate In-charge
	3. Assistant Administrative Officer	Member Secretary
Functions: Coordinate HRD Programme of all staff of the Centre		
19.	Library	
	1. Dr. Ipsita Samal, Scientist	In-Charge
	2. Er. Ankit Kumar, Scientist	Alternate In-charge
20.	Monthly Staff Meeting	
	1. Dr. Ashok Dhakad, STO (T-6)	Coordinator
	2. Mr. Dileep Kumar, AAO	Member
	3. Mr. Ramasish Kumar, TO (T-5)	Member Secretary
Functions: Coordination of monthly staff meeting		
21.	Post-harvest Laboratory and Handling Facility	
	1. Er. Ankit Kumar, Scientist	In-charge
	2. Dr. Sunil Kumar, Scientist	Alternate In-charge
	3. Administrative Officer	Member
	4. Finance and Accounts Officer	Member
	5. Mr Ramasish Kumar, TO (T-5)	Member Secretary
Functions: Proper maintenance of the different equipments and other features of the laboratory, Maintenance Logbook of each of the equipments, Guiding other Scientists and technical staff while using the facilities in the laboratory for their approved research work, High value precision equipments should be operated by the team members of respective laboratories or under the supervision of the team members of Laboratory.		
22.	Plant Pathology Laboratory	
	1. Dr. Vinod Kumar, Pr. Scientist	In-charge
	2. Dr. Abhay Kumar, Sr. Scientist	Alternate In-charge
	3. Dr. Ipsita Samal, Scientist	Member
	4. Mr. Lokesh Kumar, Sr. Technician (T-2)	Technical support
Functions: Proper maintenance of the different equipments and other features of the laboratory, maintenance Logbook of each of the equipments, guiding other Scientists and technical staff while using the facilities in the laboratory for their approved research work, high value precision equipments should be operated by the team members of respective laboratories or under the supervision of the team members of Laboratory.		
23.	Biocontrol Laboratory	
	1. Dr. Vinod Kumar, Pr. Scientist	In-Charge
	2. Dr. Abhay Kumar, Sr. Scientist	Alternate In-charge
	3. Mr. Lokesh Kumar, Sr. Technician (T-2)	Technical support
Functions: Proper maintenance of the different equipments and other features of the laboratory, Maintenance Logbook of each of the equipments, Guiding other Scientists and technical staff while using the facilities in the laboratory for their approved research work, High value precision equipments should be operated by the team members of respective laboratories or under the supervision of the team members of Laboratory.		
24.	Entomology Laboratory	
	1. Dr. Ipsita Samal, Scientist	In-Charge
	2. Dr. Vinod Kumar, Pr. Scientist	Alternate In-charge
Functions: Proper maintenance of the different equipments and other features of the laboratory, Maintenance Logbook of each of the equipments, Guiding other Scientists and technical staff while using the facilities in the laboratory for their approved research work, High value precision equipments should be operated by the team members of respective laboratories or under the supervision of the team members of Laboratory.		

25.	Soil Science Laboratory	
	1. Dr. Prabhat Kumar, Scientist	In-charge
	2. Dr. Abhay Kumar, Sr. Scientist	Alternate In-charge
	3. Dr. Sunil Kumar, Scientist	Member
	4. Dr. Ramashish Kumar, TO (T-5)	Technical support
	Functions: Proper maintenance of the different equipments and other features of the laboratory, Maintenance Logbook of each of the equipments, Guiding other Scientists and technical staff while using the facilities in the laboratory for their approved research work, High value precision equipments should be operated by the team members of respective laboratories or under the supervision of the team members of Laboratory.	
26.	Biotechnology Laboratory	
	1. Dr. Abhay Kumar, Sr. Scientist	In-charge
	2. Dr. Sunil Kumar, Scientist	Alternate In-charge
	Functions: Proper maintenance of the different equipments and other features of the laboratory, Maintenance Logbook of each of the equipments, Guiding other Scientists and technical staff while using the facilities in the laboratory for their approved research work, High value precision equipments should be operated by the team members of respective laboratories or under the supervision of the team members of Laboratory.	
27.	Central Laboratory Facility	
	1. Dr. Prabhat Kumar, Scientist	In-charge
	2. Dr. Abhay Kumar, Sr. Scientist	Alternate In-charge
	3. Dr. Sunil Kumar, Scientist	Member
	4. Mr. Somesh Kumar, Sr. Technician (T-2)	Technical support
	Functions: Proper maintenance of the different equipments and other features of the laboratory, Maintenance Logbook of each of the equipments, Guiding other Scientists and technical staff while using the facilities in the laboratory for their approved research work, High value precision equipments should be operated by the team members of respective laboratories or under the supervision of the team members of Laboratory.	
28.	Crop Production Laboratory	
	1. Dr. Sunil Kumar, Scientist	In-charge
	2. Dr. Suvalaxmi Palei, Scientist	Alternate In-charge
	Functions: Proper maintenance of the different equipments and other features of the laboratory, Maintenance Logbook of each of the equipments, Guiding other Scientists and technical staff while using the facilities in the laboratory for their approved research work, High value precision equipments should be operated by the team members of respective laboratories or under the supervision of the team members of Laboratory.	
29.	Agrometeorology unit	
	1. Dr. Prabhat Kumar, Scientist	In-charge
	2. Dr. Ipsita Samal, Scientist	Alternate In-charge
	Functions: Collection and maintenance of database of daily weather data from IMD Website, In case there is any weather forecast related to off season rainfall, storm or other extreme events issue by IMD in their Website, it is to be passed on to ToT Incharge for its further circulation among the farmers.	
30.	Photography unit	
	1. Dr. Bhagya Vijayan, Scientist	In-charge
	2. Dr. Sunil Kumar, Scientist	Alternate In-charge
	3. Dr. Ashok Dhakad, STO (T-6)	Member
	Functions: Collection and maintenance of repository of photographs, timely availing the photographs to PME or Publication Committee at the time of their need	
31.	Plant Multiplication Unit	
	1. Dr. Ashok Dhakad, STO (T-6)	In-Charge
	2. Mr. Ajay Kumar Rajak, Sr. Technician (T-2)	Alternate In-charge
	3. Mr. Dharmendra Kumar, Technician (T-1)	Member
	Functions: Ensure quality and quantity of planting material produced in the nursery, Multiplication of ornamental plants for landscaping of Institute Campus as well as for sale, Coordination of sale of the planting material	

32.	Workshop	
	1. Dr. Ashok Dhakad, STO (T-6)	Chairman
	2. Mr Ajay Kumar Rajak, Sr. Technician (T-2)	Member
	3. Mr Dharmendra Kumar, Technician (T-1)	Member
33.	Sports Committee	
	1. Mr. Kush Baghla, F&AO	Chairman
	2. Mr. Shubham Sinha, AO	Co-Chairman
	3. Dr. Ashok Dhakad, STO (T-6)	Member
	4. Mr. Dileep Kumar, AAO	Member
	5. Mr. Pawan Kumar, UDC	Member Secretary
34.	Cultural Committee	
	1. Dr. Prabhat Kumar, Scientist	Chairman
	2. Dr. Bhagya Vijayan, Scientist	Co-Chairman
	3. Er. Ankit Kumar, Scientist	Member
	4. Mr. Somesh Kumar, Sr. Technician (T-2)	Member
	5. Mr. Lokesh Kumar, Sr. Technician (T-2)	Member
	6. Administrative Officer	Member
	7. Finance and Accounts Officer	Member Secretary
	Functions: Organizing cultural activities at regular interval including Litchi Festival and upkeep of culturally important sites viz. <i>Malangsthan</i> , Children's Park, Lawn in front of Guesthouse.	
35.	Ward & Watch (Security)	
	1. Dr. Ashok Dhakad, STO (T-6)	Chairman
	2. Mr. AK Yadav, Assistant	Member Secretary
	3. Mr. Sawan Kumar, UDC	Member
	Functions: Monitoring of Security of the Campus, conduct surprise visits at least once in a month to verify the sincerity of the security guards employed by the Service Provider	
36.	Women Complaint Committee	
	1. Dr. Bhagya Vijayan, Scientist	Chairman
	2. Dr. Meenu Kumari, Scientist, ICAR-RCER FSRCHPR, Ranchi	Member from other ICAR institute
	3. Dr Ipsita Samal, Scientist	Member
	4. Administrative Officer	Member Secretary
	5. Mr. Kush Baghla, F&AO	Member
	6. Ms. Shahana, PRADAN	Third Party representative
	7. Ms. Sunita Devi, SSS	Member
	Functions: To investigate reported cases related to women, if any, and submit its report to the disciplinary authority through Grievance redressal cell. Ensuring compliance of Gender Policy and Strategy of ICAR	
37.	Staff Grievance Redressal Cell	
	1. Director, ICAR-NRCL	Chairman
	2. Dr. Vinod Kumar, Pr. Scientist	Co-Chairman
	3. Dr. Prabhat Kumar, Scientist	Member
	4. Mr. Dileep Kumar, AAO	Member
	5. Ms. Sunita Devi, SSS	Member
	6. Administrative Officer	Member Secretary
38.	Publicity Committee	
	1. Dr Abhay Kumar, Senior Scientist	Chairman
	2. Dr. Bhagya Vijayan, Scientist	Co-Chairman
	3. Er. Ankit Kumar, Scientist	Member
	4. Dr. Ramashish Kumar, TO (T-5)	Member
	5. Mr. Somesh Kumar, T-2	Member Secretary

	Functions: Ensuring wider media coverage of the activities of the centre, regular update of activities of the centre in social media accounts of the Centre viz. Facebook, X, LinkedIn, Youtube etc, Coordinating with Scientists for news coverage in electronic media, ensuring compliance of Communication Strategy of ICAR	
39.	Staff Welfare Committee	
	1. Dr. Bhagya Vijayan, Scientist	Chairman and Welfare Officer
	2. Finance & Accounts Officer	Member
	3. Mr Ramasish Kumar, TO (T-5)	Member
	4. Mr. Ritesh Kumar, LDC	Cashier & Member
	5. Administrative Officer	Member Secretary
40.	Academic Cell	
	1. Er Ankit Kumar, Scientist	Chairman
	2. Dr. Ipsita Samal, Scientist	Co-Chairman
	Functions: Coordinate research, project work, training and education programme of undergraduate and postgraduate students from different universities.	
41.	Museum and Technology Display	
	1. Dr. Abhay Kumar, Sr. Scientist	In-charge
	2. Dr. Bhagya Vijayan, Scientist	Alternate In-charge
	3. Ms. Sunita Devi, SSS	Member
42.	Swachhata Mission	
	1. Dr. Ashok Dhakar, STO (T-6)	In-charge
	2. Dr. Ramashish Kumar, TO (T-5)	Alternate In-charge
	3. Ms. Upagya Sah, STA (T-4)	Member
	4. Mr. Pawan Kumar, UDC	Member Secretary
	Estate Management and Landscaping	
43.	1. Administrative Officer	Chairman
	2. Dr. Ashok Dhakad, STO (T-6)	Member
	3. Mr. Akchhay Kumar Yadav, Assistant	Member
	4. Mr. Ajay Kumar Rajak, Sr. Technician (T-2)	Member Secretary
44.	Scientist Visiting Home (Guest House)	
	1. Mr. Kush Baghla, F&AO	In-charge
	2. Mr. Dileep Kumar, AAO	Alternate In-charge
45.	Vehicle	
	1. Assistant Administrative Officer	In-Charge
	2. Mr. Avinash Kumar Kashyap, Assistant	Alternate In-charge
46.	Vigilance Officer (Already nominated by the Council)	
	Dr. Prabhat Kumar	Scientist
47.	Nodal Officer ARMS and PIMS-ICAR	
	Dr. Abhay Kumar	Senior Scientist
48.	Alternative Finance and Accounts Officer	
	Dr. Bhagya Vijayan	Scientist
49.	CR Cell/ SPARROW/ Confidential Cell/ Director Personal Section	
	1. Mr. Dileep Kumar, AAO	Nodal Officer cum PAR Custodian
	2. Mr. Pawan Kumar, UDC	PAR Manager
50.	GeM (Govt. eMarket Place)	
	1. Primary user	Director, NRCL
	2. Secondary user (Buyer & Consignee)	Dr. Abhay Kumar, Senior Scientist
	3. Secondary user (Buyer & Consignee)	Mr. Dileep Kumar, AAO
	4. Secondary user (Buyer & Consignee)	Mr. Avinash Kr. Kashyap, Assistant
	5. PAO (Paying Authority of Organisation)	F&AO
51.	Liaison Officer (Reservation Roster)	
	1. Liaison Officer for EWS	Dr. Vinod Kumar, Pr. Scientist
	2. Liaison Officer for OBC	Dr. Abhay Kumar, Sr. Scientist
	3. Liaison Officer for SC/ST	Dr. Prabhat Kumar, Scientist
52.	Head of Office (HOO)	
	Mr. Shubham Sinha	Administrative Officer

53.	Drawing & Disbursing Officer (DDO)	
	Mr. Dileep Kumar	Assistant Administrative Officer
54.	Right to Information (RTI), CPGRAM	
	1. Appellate Authority	Director, ICAR-NRCL, Muzaffarpur
	2. Nodal Officer	Administrative Officer
	3. C.P.I.O.	Assistant Administrative Officer
	4. Transparency Officer	Administrative Officer
55.	Legal Cell/ LIMBS (Court cases)	
	Nodal Officer	Administrative Officer
56.	Facilities Sanitation Management	
	Nodal Officer	Mr. Akchhay Kumar Yadav, Assistant
57.	LRMS (Land Record Management System)	
	Nodal Officer	Assistant Administrative Officer
58.	eOffice/ eHRMS/ ERP/ AEBAS	
	Nodal Officer	Assistant Administrative Officer
59.	Implementation of SCSP, TSP, MGMT and Agri-Drone Demonstration	
	59.a. SCSP	
	Nodal Officer, SCSP	Dr. Ipsita Samal, Scientist
	Co-Nodal Officer, SCSP	Er Ankit Kumar, Scientist
	Function: Planning and preparation of Project-based Annual Action Plan with well defined research objectives, convergence with other programmes, proper implementation of action plan, at least three times visit to programme implementation site per year, impact assessment of the programme and timely reporting	
	59.b. TSP	
	Nodal Officer	Dr. Shamsher Singh, Senior Scientist
	Co-Nodal Officer	Dr Suvalaxmi Palei, Scientist
	Function: Planning and preparation of Project-based Annual Action Plan with well defined research objectives, convergence with other programmes, proper implementation of action plan, at least three times visit to programme implementation site per year, impact assessment of the programme and timely reporting	
	59.c. MGMT	
	Nodal Officer	Dr Vinod Kumar, Principal Scientist
	Co-Nodal Officer	Dr. Prabhat Kumar, Scientist
	Function: Finalization of programme villages, Planning and preparation of Project-based Annual Action Plan with well defined research objectives, convergence with other programmes, proper implementation of action plan, at least three times visit to programme implementation site per year, impact assessment of the programme and timely reporting	
	59.d. Agri-Drone Demonstration	
	Nodal Officer	Dr. Bhagya Vijayan, Scientist
	Co-Nodal Officer	Dr Sunil Kumar, Scientist
	Function: Finalization of programme villages, Planning and preparation of Project-based Annual Action Plan with well defined research objectives, convergence with other programmes, proper implementation of action plan, at least three times visit to programme implementation site per year, impact assessment of the programme and timely reporting, testing the effectiveness in litchi orchards	

All the committee & members are hereby instructed to hold atleast one meeting every quarter and submit the proceedings to the Director.

This issues with approval of the Director, ICAR-NRCL, Muzaffarpur.

ADMINISTRATIVE OFFICER

प्रशासनिक अधिकारी
Administrative Officer
रा० ली० अनु० केन्द्र, मुजफ्फरपुर
NRCL, Muzaffarpur

Distribution:

1. All the members of committee.
2. F&AO, ICAR-NRC on Litchi, Muzaffarpur for information pl.
3. Vigilance Officer, ICAR-NRC on Litchi, Muzaffarpur for information pl.
4. DPS, ICAR-NRC on Litchi, Muzaffarpur for information pl.
5. Notice Board, ICAR-NRC on Litchi, Muzaffarpur

9. A directory of its officers and employees [Section 4(1)(b)(ix)]

The information is available on institute website-<https://nrclitchi.org.in/> in the "About Us (NRCL Staff)" page.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation's provided in its regulations [Section-4(1)(b)(x)]

MONTHLY REMUNERATION OF EMPLOYEES

Employees name available under tab: About us>NRCL Staff (<https://nrclitchi.org.in/>)

Pay details: Employees are paid salaries as per 7th CPC with their position and seniority

<u>Employee Post held</u>	<u>Pay Scale/ Level</u>
Director	Research Level-14
Principal Scientist	Research Level-14
Senior Scientist	Research Level-12 & 13A
Scientist	Research Level-10 & 11
Administrative Officer	Level-10
Assistant Administrative Officer	Level-07
Assistant Finance & Accounts Officer	Level—07
Assistant	Level —06
Upper Division Clerk	Level-04
Lower Division Clerk	Level—02
Senior Technical Officer (T-6)	Level-10
Technical Assistant (T-3)	Level-05
Technician (T-1)	Level-03
Skilled Supporting Staff	Level 1

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made[Section4(1)(b)(xi)]

The details have been provided in the Institute Annual Report. The link of Annual reports is <https://nrclitchi.org.in/annual-reports/>

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Section4(1)(b)(xi)]: Nothing at present

13. **Particulars of recipients of concessions, permits or authorizations granted by it [Section 4(1)(b)(xiii)]:** Nothing at present.
14. **Details in respect of the information, available to or held by it, reduced in an electronic form:** NRCL Website (<https://nrclitchi.org.in/>)
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:**
The facility of Library may be provided to all Indian Nationals with valid identity card during Library hours (10:30 HRS to 16:30 HRS) subject of approval of the competent authority. The books, journals, etc. are issued or lend only to ICAR-NRC on Litchi employees. In-charge Library can be contacted to avail the facility.
16. **The names, designations and other particulars of the Chief Public Information Officer, Asstte Public Information Officer and Transparency officer [Section 4(1)(b)(xvi)]**

Central Public Information Officer (CPIO), RTI:

Shri Dileep Kumar, Assistant Administrative Officer (AAO)
ICAR-National Research Centre on Litchi Mushahari Farm,
Mushahari, Muzaffarpur - 842002.
Contact No.: +91-9123237762, Email: dileep.kumar1@icar.org.in
Training attended on RTI

Nodal Officer, RTI

Shri Shubham Sinha, Administrative Officer (AO)
ICAR-National Research Centre on Litchi Mushahari Farm,
Mushahari, Muzaffarpur - 842002.
Email: shubham.sinha94@icar.org.in

First appellate authority

Director,
ICAR-NRCL, Mushahari Farm,
Mushahari, Muzaffarpur- 842 002.
Email: director.nrclitchi@icar.org.in, nrclitchi@yahoo.co.in

Transparency Officer:

Shri Shubham Sinha, Administrative Officer (AO)
ICAR-National Research Centre on Litchi Mushahari Farm,
Mushahari, Muzaffarpur - 842002.
Email: shubham.sinha94@icar.org.in

Vigilance Officer:

Name: Dr. Prabhat Kumar
Designation: Vigilance Officer
Office address: Scientist (Soil Science), ICAR-National Research Centre on Litchi, Mushahari, Muzaffarpur- 842002 (Bihar), India.
Email: prabhat.kumar1@icar.org.in

17. Such other information as may be prescribed and thereafter update these publications every year

Mode of Seeking Information -

A) The relevant provisions of the Act towards charging fee are as under:

1. A request for obtaining information under Sub-section (1) of Section 6 shall be accompanied by an application fee of Rs.10.00 by way of cash against proper receipt or by demand draft in the name of "ICAR Unit-NRCL" payable at "SBI Musahari, Muzaffarpur".

2. 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 payable to the Director, National Research Centre on Litchi at following rates:

- a) Rs.2.00 for each page (in A4 size paper) created or copied.
- b) Actual charge or cost price of a copy in larger size paper.
- c) Actual cost or price for samples or models; and
- d) For inspection of records, no fee for first hour; and a fee of Rupees 5.00 for each fifteen minutes (or fraction thereof) thereafter.

3. 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 in the name of "ICAR Unit-NRCL" payable at "SBI, Mushahari, Muzaffarpur" at following rates:

- a) For information provided on CD Rs.50.00 per CD; and
- b) For information provided in printed form at the price fixed for such publication or Rs.2.00 per page of photocopy for extracts from the publications. The payment is required to be dispatched to: Public Information Officer/ CPIO, NRCL.

B) Online RTI application can also be requested through online portal:
<https://rtionline.gov.in>

18. Contracts & Procurement Tender

The information is provided in the "Tender" page on website: <https://nrclitchi.org.in/> and the e-tender are published on Government e-Marketplace (GeM) and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Details of all contracts are available on Government e-Marketplace (GeM)- <https://gem.gov.in/> and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>.

19. Dissemination of knowledge and training for Farmers/ Litchi Cultivators/ entrepreneurs for different products from Litchi

Training programme

For details contact:

Director, ICAR-NRCL, Mushahari Farm, Mushahari, Muzaffarpur - 842 002.

Email: director.nrclitchi@icar.org.in, nrclitchi@yahoo.co.in

20. Recruitment

The information is available in the "Recruitment" page on website:
<https://nrclitchi.org.in/>

21. Number of employees against whom Disciplinary action has been proposed/ taken [Section 4(2)]

No. of employees against whom disciplinary action has been

(i)	Pending for Minor penalty or major penalty proceedings	:	NIL as on date
(ii)	Finalised for minor penalty or major penalty proceedings	:	NIL as on date

22. Foreign tour (F. No. 1/8/2012-IR dt- 11.09.2012)

	Budget :	Nil during 2025-26
(ii)	<p>Foreign Tours by ministries and officials of the rank of joint secretary to the Government and above, as well as the heads of the department.</p> <p>a) Place visited</p> <p>b) The Period of visit</p> <p>c) The number of members in the officials' delegation</p> <p>d) Expenditure on the visit</p>	<p>For Official purpose</p> <p>Nil during 2025-26</p>

23. Publicity Band Public interface

S.No.	Item	Details of disclosure	Particulars
1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p>	Farmer representative are included as members in important committees such as IMC & RAC. The representatives attend the meeting as and when the meeting is scheduled.

	<p>implementation there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>(iii) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	
2	<p>Dissemination of information widely and in such form and manner which is easily accessible to the public</p> <p>[Section 4(3)]</p>	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	<p>http://www.nrclitchi.org/</p>
3	<p>Form of accessibility of information manual/handbook</p> <p>[Section 4(1)(b)]</p>	<p>Information manual/handbook available in</p> <p>(i) Electronic format</p>	<p>Annual Reports and other information available on website in electronic format</p>
		<p>(ii) Printed format</p>	<p>Annual Reports and other information available in print format in the office library.</p>
4	<p>Whether information manual/handbook available free of cost or not</p> <p>[Section 4(1)(b)]</p>	<p>The material available on website is free of cost and some material available in Library are free of cost.</p>	<p>Some publications are available in the library free of cost and other are charged. The material available on website is free of cost.</p>

24. Important Links:

<u>Sl. No.</u>	<u>Important Websites</u>	<u>Link</u>
1	Ministry of Agriculture and farmers welfare	http://agriculture.gov.in/
2	Department of Agricultural Research and Education DARE	http://dare.nic.in/
3	Indian Council of Agricultural Research New Delhi	https://www.icar.org.in/
4	Agricultural Scientist Recruitment Board New Delhi	http://www.asrb.org.in/
5	ICAR-NRC on Litchi, Muzaffarpur	https://nrclitchi.org.in/
6	Applying RTI online	https://rtionline.gov.in
7	Government e-Marketplace	https://gem.gov.in/
8	Central Public Procurement Portal	https://eprocure.gov.in/cppp/
9	National Agricultural Market	https://www.enam.gov.in/NA M/home/index.html
10	GST Portal	https://www.gst.gov.in

Last Updated on 20th of May 2026
