

CENTRAL INSTITUTE OF HORTICULTURE
Department of Agriculture, Cooperation & Farmers Welfare
Ministry of Agriculture & Farmers Welfare, Government of India
Medziphema: Dimapur Nagaland- 797 106
Tele: 03862-247707 Fax: 247088
E-mail: cihnerdir@gmail.com
Website: www.cihner.org.in

Information under Right to Information (RTI) Act 2005

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

While section 4 (1) (a) provides a general guideline for record management, so that the information could be easily sorted and retained, the sub-sections b, c and d of section 4 relate to the organizational objects and functions. Sub-section (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories, namely, 1-Organization and Function, 2-Budget and Programmes, 3-Publicity and Public interface, 4- E-governance, 5- Information as prescribed and 6-Information disclosed on own initiative.

1. Organization and Function

S.No	Item	Details of disclosure
1.1	The particulars of organization, functions and duties { Section-4 (1)(b)(i) }	i) Name & address of the Organization: Central Institute of Horticulture, Ministry of Agriculture & Farmers Welfare, Medziphema, Dimapur- 797106, Nagaland. Phone:03862-247707, Email: directorcih-ngl@gov.in Website: www.cihner.gov.in
		ii) Head of organization Director
		iii) Vision, Mission and Objectives 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.

		<ul style="list-style-type: none"> ❖ 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.
		<p>iv) Focus Area</p> <ul style="list-style-type: none"> ❖ 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. ❖ Post harvest & value addition of horticulture crops ❖ 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.
		<p>v) Organization Chart</p> <p>Organizational chart of the Institute is enclosed in Annexure -1</p>
		<p>vi) Any other details – The genesis, formation of the Institute and details of HODs.</p> <p>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</p>

		<p>Mission for Integrated Development of Horticulture (MIDH) a Centrally sponsored programme sanctioned by the Govt. of India.</p> <p>The details of HODs from time to time is given below:</p> <table><tr><th>S</th><th>Name of HOD</th><th>From</th><th>To</th></tr><tr><td>1</td><td>Dr.L.S.Reddy, OSD</td><td>06-01-2006</td><td>29-07-2008</td></tr><tr><td>2</td><td>Dr.Akali Sema, Director</td><td>30-07-2008</td><td>31-03-2013</td></tr><tr><td>3</td><td>Dr.L.S.Reddy, Director I/c</td><td>01-04-2013</td><td>28-09-2013</td></tr><tr><td>4</td><td>Shr.N Sanatomba Singh, Director I/c</td><td>29-09-2013</td><td>03-11-2013</td></tr><tr><td>5</td><td>Dr.Lallan Ram, Director</td><td>04-11-2013</td><td>31-03-2018</td></tr><tr><td>6</td><td>Dr.N K Patle, Director I/c</td><td>01-02-2018</td><td>Till date</td></tr></table>	S	Name of HOD	From	To	1	Dr.L.S.Reddy, OSD	06-01-2006	29-07-2008	2	Dr.Akali Sema, Director	30-07-2008	31-03-2013	3	Dr.L.S.Reddy, Director I/c	01-04-2013	28-09-2013	4	Shr.N Sanatomba Singh, Director I/c	29-09-2013	03-11-2013	5	Dr.Lallan Ram, Director	04-11-2013	31-03-2018	6	Dr.N K Patle, Director I/c	01-02-2018	Till date
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1.2	The powers and duties of officers and employees {Section -4(1)(b)(ii)}	<p>(i) Powers and duties of officers & employees</p> <table><tr><th>Sl.</th><th>Designatio n of the Official</th><th>Powers/Duties</th></tr><tr><td>1</td><td>Director</td><td><p>Powers: All statutory administrative and financial powers of a Head of Department as vested by the Delegation of Financial power rules, 1978 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</p><p>Duties:</p><ul style="list-style-type: none">❖ To function as Technical and administrative head of the Institute❖ Implementation and monitoring of activities as per the Annual Action Plan of the Institute.❖ Finalization of Annual Action Plan of the Institute and submission to Ministry for approval.❖ To function as Chairman of various committees of the Institute❖ To function as member of various committee/Joint Inspection team etc as</td></tr></table>	Sl.	Designatio n of the Official	Powers/Duties	1	Director	<p>Powers: All statutory administrative and financial powers of a Head of Department as vested by the Delegation of Financial power rules, 1978 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</p> <p>Duties:</p> <ul style="list-style-type: none">❖ To function as Technical and administrative head of the Institute❖ Implementation and monitoring of activities as per the Annual Action Plan of the Institute.❖ Finalization of Annual Action Plan of the Institute and submission to Ministry for approval.❖ To function as Chairman of various committees of the Institute❖ To function as member of various committee/Joint Inspection team etc as																						
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				<p>constituted by Govt. of India</p> <ul style="list-style-type: none"> ❖ To periodically submit physical & financial progress report to the Ministry of Agriculture & Farmers welfare as and when required. ❖ Any specific task as assigned by Ministry of Agriculture & Farmers welfare from time to time
		2	Horticulturist	<p>Duties:</p> <p>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.</p>
		3	Post Harvest Technologist	<p>Duties:</p> <p>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.</p>
		4	Marketing Specialist	<p>Duties:</p> <p>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.</p>
		5	Assistant Horticulturist	<p>Duties:</p> <p>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.</p>
		6	Senior Farm Manager	<p>Duties:</p> <p>Supervision and farm management of the various plants and crops that are</p>

		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 Duties: Data collection and analysis of all field and polyhouse crops of the Institute as per the instruction of other senior officials
	8	Field Assistants Duties: Support the senior officers in the supervision and maintenance of the institutes farm and polyhouses
	9	Administrative Officer Duties: 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	Stenographer-Grade -I Duties: Assist Director in all official matters as per the direction, prepare tour programmes, fix appointments of the Director etc.
	11	Stenographer Duties: Handling of all matters related to establishment, administrative and accounts as per the directions of the officers of the Institute.
	(ii) Rules/Orders under which Powers and duty are derived. <ul style="list-style-type: none"> ❖ Fundamental Rules (Part I,II,III,IV,V) ❖ Supplementary Rules ❖ CCS (CCA) Rules, 1965 ❖ CCS (Conduct) Rules,1964 ❖ CCS (Pension) Rules,1972 ❖ CCS (Revised Pay) Rules,2017 ❖ CCS (LTC) Rules, 1988 ❖ Receipts and Payment Rules,1983 ❖ General Financial Rules, 2017 ❖ Delegation of Financial Power Rules,1978 ❖ Manual of office procedure ❖ Operational guidelines of Mission for Integrated Development of Horticulture (MIDH 	
1.3	Procedure followed in decision making process, including channels of supervision and	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

	accountability {Section -4(1)(b)(iii)}	making are forwarded to the Director by the concern staff through file whereby final decisions are taken by the Director. Wherever necessary, matters are transferred to the Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare for further decisions.
1.4	Norms set for discharge of its functions {Section -4(1)(b)(iv)}	<p>(i) Nature of functions/services offered</p> <p>The office functions as per the Annual Action Plan approved by the Ministry of Agriculture & Farmers Welfare.</p> <p>(ii) Norms/standards for functions/service delivery</p> <p>a. For implementation of the approved Annual Action Plan the Institute follows all 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.</p> <p>b. 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.</p> <p>c. No special service is offered by the Institute except for Accreditation of Horticulture Nurseries in North East Region and conducting of Skill Development & Certificate courses.</p> <p>(iii) Process by which these services can be assessed. Process by which the service of Nursery Accreditation can be accessed.</p> <p>a) The owner of the Nursery has to submit application in the prescribed format along with required fee. The application format is available in CIH website</p> <p>b) On receipt of application the same is scrutinized. Thereafter, a Joint Inspection team will visit the nursery and score card is prepared as per prescribed format.</p> <p>c) On the recommendation of the Team, the accreditation certificate is granted for two years for production and distribution of quality planting materials.</p> <p>d) Suitable technical advice/recommendation to maintain and improve the condition of nursery is</p>

		conveyed to the nursery men.			
		Process by which the service of Skill Development & Certificate courses can be accessed. a) Applications are invited through the State Horticulture Departments of North East or through publication in News paper. Application form and details of required documents are available in CIH website. b) Applications submitted along with prescribed documents are scrutinized and applicants are called for undergoing free trainings as per the duration of the programme. c) At the end of the trainings, trainees are assessed by assessors from ASCI and certificates are issued to the successful trainees.			
		(iv) Time line for achieving the targets One Financial Year from April to March			
		(v) Process of redress of grievances Complaints /grievances received through Email or Post are replied through same channel after proper examination of the matter. A complaint/grievance register is also maintained.			
1.5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions {Section-4(1)(b)(v)}	(i)	Title and nature of the record/manual/instruction		
		(ii)	List of Rules, Instructions Manuals and records. (i)& (ii) As already indicated against Sl.1.2 (ii) as framed by Govt. of India		
		(iii)	Acts/Rules manuals etc. Institute is not framing or administering any Rules/Acts/Notifications/Ordinance etc.		
		(iv)	Transfer policy and Transfer orders Not applicable – As this Institute does not have field level offices, therefore Transfer Policy is not in place.		
1.6	Categories of documents that are held by it or under its control. {Section -4(1)(b)(vi)}	(i) Categories of documents			
		S N o	Type of document	Particulars	Periodicity of preservation

		1	Annual Action Plan 2008-09 onwards	Yearly activities, targets & budget	As per Record Retention Schedule for substantive function prescribed by National Archives of India
		2	Annual Report 2008-2009 onwards	Yearly report in physical and financial achievements and details of activities	-do-
		3	Guidelines of Mission for Integrated Development of Horticulture (MIDH)	Broad guidelines issued by M/o Agriculture & Farmers Welfare for MIDH programme	-do-
		(ii) Custodian of documents/categories Director, Central Institute of Horticulture			
1.7	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 { Section - 4(1)(b)(vii) }	Board of Management and Technical Advisory Committee constituted with the members of the public for formulation of policy.			
1.8	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 {Section -4(1)(b)(viii) }	(i) Name of Boards, councils, Committees etc A. Board of Management Committee B. Technical Advisory Committee C. Nursery Accreditation Committee D. Central Purchase & Tender Opening Committee E. Standing purchase committee F. Work Committee G. Farm Development Committee H. Demonstration Committee I. Publication Committee J. Store Verification Committee			
		(ii) Composition Details given in Annexure-2			
		(iii) Dates on which constituted Details given in Annexure-2			

		(iv) Term or Tenure			
		A& B has tenure of 3 years C has tenure of 2 years D to J has tenure of 1 year			
		(v) Powers & functions			
		To finalize and approve the Annual Action Plan and give technical guidance for the smooth functioning of the Institute.			
		(vi) Whether their meetings are open to the public? No			
1.9	Section -4(1)(b)(ix) A directory of officers and employees	(vii) Whether the minutes of the meeting are open to the public? Yes			
		(viii) Place where the minute is available if open to the public? Available in Annual report and on demand			
		(i) Name & designation with contact details			
		Sl	Name of employee	Designation	Phone & E-mail address
		1	Dr.Naveen Kumar Patle	Director Incharge	03986-247707 011-23073956 directorcih-ngl@gov.in
		2	Mr. Anjani Kumar Singh	Horticulture Specialist	03986-247707 anjani55@ymail.com
		3	Mrs. Meribeni Shitiri	Horticulture Specialist	03986-247707 beni_saggi@yahoo.com
		4	Mr. Prabin Das	Marketing Specialist	03986-247707 prabin.cih@gmail.com
		5	Ms.Vinika Aomi	Post Harvest Technologist	03986-247707 vinikaaomi@gmail.com
		6	Mr. Arvind Singh	Technical Consultant	03986-247707 arvin2_d@yahoo.co.in
		7	Dr.Moasosang Longkumer	Assistant Horticulture Specialist	03986-247707 moalkr1981@gmail.com
		8	Mr.Mhasizoto	Senior Technical Assistant	03986-247707 Yashii7xxio@gmail.com
		9	Ms. Imtinaro	Stenograp	03986-247707

			Jamir	her-I	pa-dirngl@cihner.gov.in
		10	Mr. Anukul Roy	Field Assistant	03986-247707
		11	Mr. Eliyamo Humtsoe	Field Assistant	03986-247707 elihumtsoe@gmail.com
		12	Mrs. Sharda Devi	Stenographer	03986-247707 roysharda690@gmail.com
		13	Ms. Kevisetuono Krose	Stenographer	03986-247707 kevikrose111@gmail.com
		(ii) Telephone, fax, email ID Telephone -03862-247707 Email – directorcih-ngl@gov.in Website: www.cihner.gov.in			
1.10	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations {Section - 4(1)(b)(X)}	(i) List of employees with gross monthly remuneration (As on 31.05.2023)			
		Sl.	Name of employee	Designation	Remuneration received (Rs.)
		1	Vacant	Director	37400-67000 G.P. 8900
		2	Mr. Anjani Kumar Singh	Horticulture Specialist	46,200.00 (Fixed)
		3	Mrs. Meribeni Shitiri	Horticulture Specialist	46,200.00 (Fixed)
		4	Mr. Prabin Das	Marketing Specialist	46,200.00 (Fixed)
		5	Ms. Vinika Aomi	Post Harvest Technologist	42,000.00 (Fixed)
		6	Mr. Arvind Singh	Technical Consultant	46,200.00 (Fixed)
		7	Dr. Moasosang Longkumer	Assistant Horticulture Specialist	37,400.00 (Fixed)
		8	Mr. Mhasizoto	Senior Technical Assistant	28000.00(Fixed)
		9	Ms. Imtinaro Jamir	Stenographer - I	30,800.00 (Fixed)
		10	Mr. Anukul Roy	Field Assistant	20,900.00 (Fixed)
		11	Mr. Eliyamo Humtsoe	Field Assistant	20,900.00 (Fixed)
		12	Mrs. Sharda Devi	Stenographer	20,900.00 (Fixed)

		13	Ms.Kevisetuon o Krose	Stenographer	19,000.00 (Fixed)
		(ii)	System of compensation as provided in its regulations As per Govt. of India norms, TA/DA are paid		
1.11	Names, designations and other particulars of the Public Information Officers {Section - 4(1)(b)(xvi)}	(i)	Name & designation of the Public Information Officer & Assistant Public Information Authority and Appellate Authority (a) First Appellate Authority Dr. Prabhat Kumar, Horticulture Commissioner, MOA&FW (b) Central Public Information Officer & Transparency Officer Dr.Naveen Kumar Patle, Director Incharge, CIH		
		(ii)	Address, telephone no. & email ID of each designate officer (a) hort.comm-agri@gov.in / 011-23381503 (O)/ 9718575556(M) (b) directorcih-ngl@gov.in / 03862-247707(O)/9711457453 (M)		
1.12	No. of Employees against whom Disciplinary action has been proposed/taken {Section -4 (2)}	(i)	Pending of minor or major penalty proceedings NIL		
		(ii)	Finalized for minor or major penalty proceedings NIL		
1.13	Programmes to advance understanding of RTI {Section 26}	(i)	Educational Programmes Time to time awareness is done		
		(iii)	Efforts to encourage public authority to participate in these programmes Done		
		(iv)	Training of CPIO/APIO Depending upon the availability, trainings of CPIO is considered		
		(v)	Update & publish guidelines on RTI by the Public Authorities concerned A brief write up on Right to Information Act and all other relevant details has been given in the Institutes website. The details of Appellate Authority and CPIO has been given with complete contact information		
1.14	Transfer policy and	Not applicable –Since the Institute has no field level offices			

	transfer orders [F.No.1/6/2011-IR dt.15.4.2013]	there is no transfer policy in place
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2. Budget and Programme

S.No	Item	Details of disclosure
2.1	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made {Section -4(1)(b)(xi)}	(i) Total Budget for the public authority Rs.838.45 Lakhs
		(ii) Budget for each agency and plan & programmes Details are given in Annexure -3
		(iii) Proposed expenditures Rs.393.59 Lakhs
		(iv) Revised budget for each agency, if any Total revised budget for 2022-23 is Rs.778.00 Lakhs
		(v) Report on disbursement made and place where the related reports are available Report on disbursement and are maintained through concerned software (PFMS) and also in concerned registers. These figures are incorporated in the Annual Reports of the Institute every year which is a public document and available for download in the Institutes website.
2.2	Foreign and domestic tours (F.No.1/8/2012-IR dt.11.9.2012)	(i) Budget Domestic Travel (2021-22) – Nil
		(ii) Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department. No Foreign and domestic tour has been performed by Head of Department in 2021-22
		(iii) Information related to procurements Details of work contract awarded and procurements made are given in Annexure-4
2.3	Manner of execution of subsidy programmes, including the amounts allocated and the details	NIL- The Institute does not have any subsidy programme

	of beneficiaries of such programmes { Section - 4(1)(b)(xii) }	
2.4	Discretionary and non-discretionary grants [F.No.1/6/2011-IR dt.15.04.2013]	No such grants are given to NGOs or other Institutions
2.5	Particulars of recipients of concessions, permits or authorizations granted by it { Section - 4(1)(b)(xiii) }	<p>(i) Concessions, permit or authorizations granted by public authority</p> <p>Not applicable- No concessions permit or authorizations have been granted by public authority. However, certain public and private Horticulture nurseries have been accredited by the Institute for producing quality planting materials. Particulars of all such accredited Nurseries have been placed in the Institutes website</p>
2.6	CAG & PAC PARAS [F.No.1/6/2011-IR dt.15.4.2013]	There is 6 nos. of Internal Audit Paras pending. Details enclosed in Annexure-5

3. Publicity and Public Interface

S.No	Item	Details of disclosure
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of { Section 4 (1) (b) (vii) } [F.No.1/6/2011-IR dt.15.04.2013]	<p>Arrangement for consultation 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>The Institute does not frame/administer any Acts/Rule/Notifications/Ordinance. However, following Forms, which are required to be accessed by citizen/implementing agency etc have been placed under download section in the Institutes website:</p> <ul style="list-style-type: none"> ❖ Application for Nursery Accreditation ❖ Application for Skill Development and Certificate course ❖ Performa for Utilization Certificate –Form GFR 19-A <p>(ii) Arrangements for consultation with or representative by</p> <ol style="list-style-type: none"> a) Members of the public in policy formulation/policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

		<p>The visit time for public has not been limited by fixing a particular time but they are allowed any time during working hours. All publications have been placed in the Institutes website for information of public which can be obtained from the office in person or by post on request. No IFC counter has been set up as the volume of public transaction is limited.</p>
		Public-private partnerships (PPP)
		(i) Details of Special Purpose Vehicle (SPV), if any Nil
		(ii) Detailed project reports (DPRs) Not applicable
		(iii) Concession agreements Not applicable
		(iv) Operation and maintenance manuals Not applicable
		(v) Other documents generated as part of the implementation of the PPP Not applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government Not applicable
		(vii) Information relating to outputs and outcomes Not applicable
		(viii) The process of the selection of the private sector party (concessionaire etc) Not applicable
		(ix) All payment made under the PPP project Not applicable
3.2	Are the details of policies/decisions, which affect public , informed to them {Section 4 (1) (C)}	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive:</p> <p>(i) Policy decisions/legislations taken in the previous one year</p> <p>Not applicable – The Institute is not authorized to legislate or to take policy decisions</p> <p>(ii) Outline the Public consultation process Not applicable – The Institute is not authorized to take policy decisions as this falls under the jurisdiction of Ministry of Agriculture & Farmers Welfare</p>
3.3	Dissemination of information widely and in such form and manner which is easily	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p> <p>The website of the Institute is widely used to</p>

	accessible to the public {Section 4 (3)}	<p>display and disseminate all required information as per the Annual Action Plan of the Institute. All application forms for applying to various programmes have been placed for download in the website. Details of all publications is also given in the website. Details of all events and trainings that are held regularly are displayed in the website with photographs and write up.</p> <p>(ii) E-mail: This method is widely used for all correspondence of the Institute</p> <p>(iii) Fax/Post This method of communication is also used whenever and wherever necessary.</p>
3.4	Form of accessibility of information manual/handbook {Section 4(1) (b)}	<p>(i) Information manual /handbook available in Electronic format Annual Report of the Institute -pdf version</p> <p>(ii) Information manual /handbook available in Printed format List of all publications provided in Annexure -6</p>
3.5	Whether information manual/handbook available free of cost or not {Section 4(1) (b)}	All publications are available free of cost

4. E-Governance

S.No	Item	Details of disclosure
4.1	Language in which Information Manual/Handbook available [F.No.1/6/2011-IR dt.15.4.2013]	<p>(i) English (ii) Hindi</p> <p>Details are provided in Annexure -6</p>
4.2	When was the information Manual/Handbook last updated? [F.No.1/6/2011-IR dt.15.4.2013]	As the updation /printing of all the literature is a continuous process and so no such dates are available
4.3	Details in respect of the information, available to or held by it, reduced in an electronic form {Section -4(1)(b)(xiv)}	Annual Report of the Institute -pdf version available in website of the Institute as well as in the office library
4.4	Particulars of facilities	(i) Name & location of the facility

	available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use {Section -4(1)(b)(xv)}	Central Institute of Horticulture, Medziphema, Nagaland		
		(ii)	Details of information made available All information	
		(iii)	Working hours of the facility Any time during office hours	
		(iv)	Contact person & contact details (Phone, fax, email) Director, CIH Phone:03862-247707 Email: directorcih-ngl@gov.in	
4.5	Such other information as may be prescribed under section 4(1)(b)(xvii)	(i)	Grievance redressal mechanism The Institute has an officer as Grievance Redressal Officer for looking into any grievance/complaint submitted by general public.	
		(ii)	Details of applications received under RTI an information provided As given at Annexure-7	
		(iii)	List of completed schemes/projects/ Programmes	
		S.N	Programmes	Completed programmes 2022-2023
		1	Training programmes	42 nos.
		2	Accreditation & certification of Nurseries	05 nos. in North East states
		3	Skill Development Course	2nos.
		4	Certificate course	1 no.
		(iv)	List of schemes/projects/programmes underway As given in Annexure 8	
		(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract As given in Annexure-4	
(vi)	Annual Report Copies of Annual report are available in Institutes website			
(vii)	Frequently Asked Questions (FAQs) Available in Institutes website			
(viii)	Any other information such as			

		<p>(a) Citizen's Charter</p> <p>Citizen charter is available and it has been displayed in the Institutes website</p>
		<p>(b) Result Framework Document (RFD)</p> <p>Not applicable –RFD is not available as the same is prepared at Ministry for the Division as a whole</p>
4.6	Receipts & Disposal of RTI applications & appeals [F.no.1/6/2011-IR dt.15.04.2013]	<p>(i) Details of applications received and disposed</p> <p>2017-18 –Received -7/ Disposed-7 2018-19- Received -29/ Disposed -29 2019-20- Received -17/ Disposed-17 2020-21- Received -16/ Disposed -16 2021-22- Received -11/ Disposed-11 2022-23 – Received -21/Disposed/Transferred - 21</p> <p>(ii) Details of appeals received and orders issued NIL</p>
4.7	Replies to questions asked in the parliament { Section 4(1)(d)(2) }	<p>Details of questions asked and replies given</p> <p>As provided in Annexure-9</p>

5. Information as may be prescribed

S.No	Item	Details of disclosure
5.1	Such other information as may be prescribed [F.No.1/2/2016-IRdt.17.8.2016, F.No. 1/6/2011-IR dt.15.4.2013]	<p>(i) Name & details of Current CPIOs & FAAs</p> <p>(a) First Appellate Authority Dr. Prabhat Kumar, Horticulture Commissioner, MOA&FW</p> <p>(b) Central Public Information Officer Dr.Naveen Kumar Patle, Director Incharge, CIH</p> <p>(ii) Details of third party audit of voluntary disclosure</p> <p>a. Dates of audit carried out Nil</p> <p>b. Report of the audit carried out Enclosed in Annexure -10</p> <p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HOD</p> <p>The Ministry of Agriculture & Farmers Welfare has appointed nodal officer for RTI for the Department as a whole. Details are as under:</p> <p>Shri.Sunil Kumar</p>

		<p>Under Secretary (RTI) Deptt. Of Agriculture & Farmers Welfare Ministry of Agriculture & Farmers Welfare, Krishi Bhawan, New Delhi Ph: 011-23070047 E-mail: sunil.kumar43@nic.in</p>
		<p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure NIL</p>
		<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI NIL</p>

6. Information Disclosed on own initiative

S.No	Item	Details of disclosure
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	All information has been disclosed under Section 4 of RTI Act and placed in the public domain (CIH website)
6.2	Guidelines for Indian Government Website (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedure (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India)	<p>(i) Whether STQC certification obtained and its validity</p> <p>The website of CIH is fully audited by STQC, Kolkata. As per recent GOI instructions, the website has Secure Socket Layer (SSL) certification for enhanced security</p> <p>(ii) Does the website show the certificate on the website?</p> <p>The CIH website has been developed fully complying with the provisions of GIGW guidelines. Document enclosed in Annexure-11</p>