

National Institute of Plant Health Management

(An autonomous organisation under Ministry of Agriculture and Farmers welfare, GoI)
Department of Agriculture and Farmers welfare, Government of India,
Rajendra nagar, Hyderabad – 500030 Ph : +9140-24015374, Tele-Fax : +9140-24015346
Website: <http://niphm.gov.in> E-mail : niphm@nic.in

Right to Information Act

Subject: Compliance of the directive of Central Information Commission (CIC) issued under section 4(1) (b) of the RTI Act, 2005 – Information requested

1. THE PARTICULARS OF NIPHM ORGANISATION, FUNCTIONS AND DUTIES;

1.1 Brief history of the Public Authority

Central Plant Protection Training Institute was established in 1966 with an objective of developing human resources in various plant protection discipline like Entomology, Pathology, Pesticide Chemistry, Weed Science, Agril. Engineering and Extension & Communication. The institute was a training wing of Directorate of Plant Protection Quarantine & Storage, Faridabad, Govt. of India under Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare. The institute was renamed as National Plant Protection Training Institute, during 1994. Based on the recommendation of Evaluation study made by National Productivity Council, Chandigarh, Department of Agriculture & Farmers Welfare made the Institute as Autonomous Institute under societies Act. Accordingly the National Institute of Plant Health management registered under the Andhra Pradesh Societies Act during the October, 2008.

1.2 Mission

To assist Central and State Governments and other stakeholders by playing a key role in Biosecurity management and promotion of environmentally sustainable Plant Health Management through the core role of Teaching, Training, Research, Certification & Accreditation and Policy Support.

1.3 Vision

To emerge as an internationally acclaimed Centre of Excellence for promoting environmentally sustainable Plant Health Management practices in diverse and changing agro-climatic conditions and to provide Policy Support with focus on Sanitary and Phyto-Sanitary (SPS) issues and emerging Bio-security Challenges.

1.4 Duties of the public authority

The mandate of NIPHM is to assist the Government of India and the State Governments to help create a pool of master trainers to improve delivery systems in Plant Health Management through appropriate changes in policies, training programmes and research.

1.5 Main activities/functions of the public authority

In accordance with its mandate, NIPHM offers its services in Training, Research, Consultancy and Plant Health Management Education.

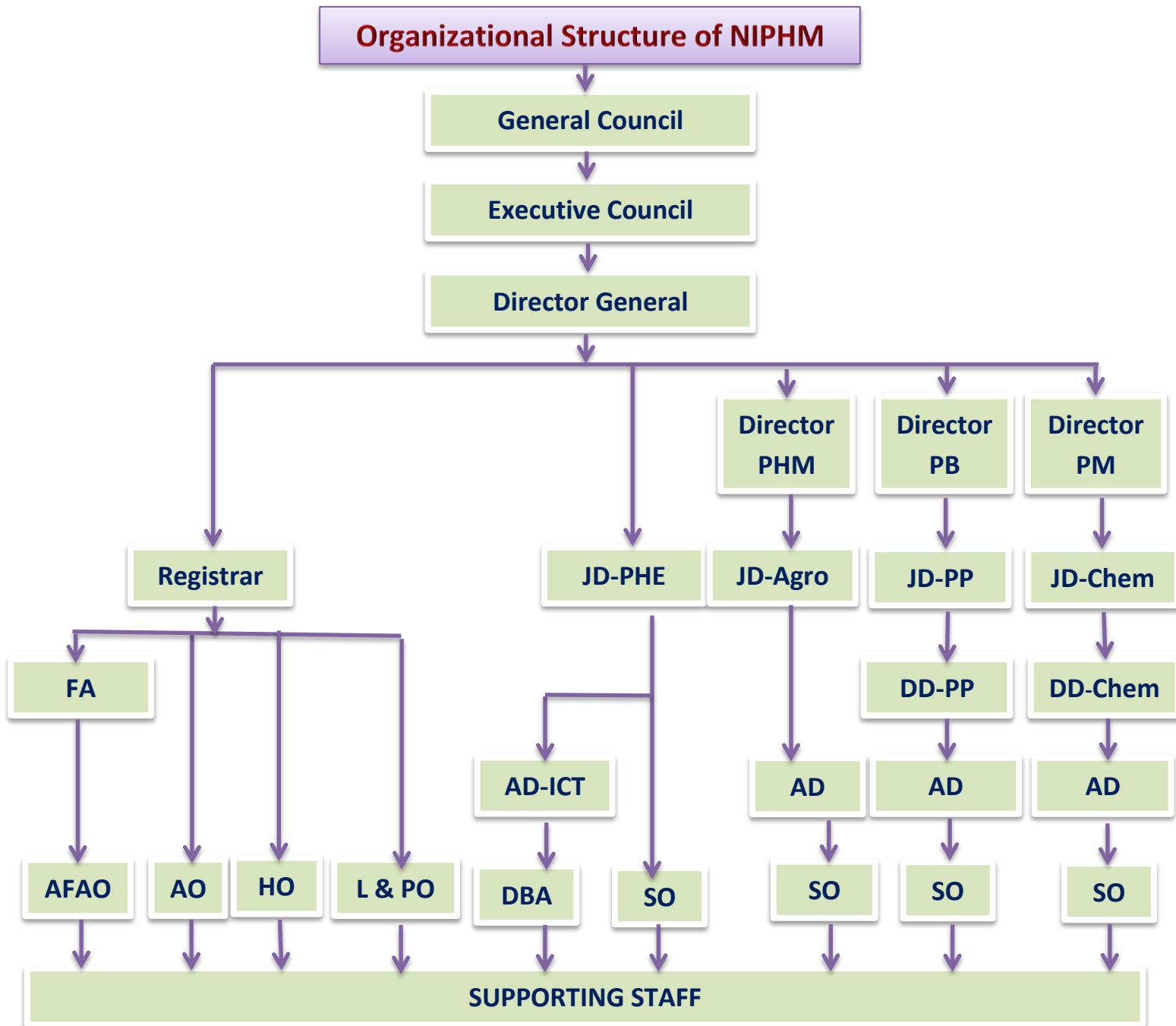
1.6 List of services being provided by the public authority with a brief write-up on them.

- Training
- Research
- Consultancy
- Management Education
- Information and Documentation

Training is an integral part of the Institute’s mandate. As part of the training activity, NIPHM conducts a series of training programmes, workshops, seminars and study visits, on key theme areas for officials involved in Plant Health Management extension. NIPHM also organizes specialized training programmes, in response to requests from the Central & State Governments and Public and Private sector organizations.

NIPHM offers a Post Graduate Diploma course in Plant Health Management for in-service and fresh agricultural graduates.

1.17 Organizational Structure Diagram at various levels



2 THE POWERS AND DUTIES OF NIPHM OFFICERS AND EMPLOYEES:

The organization is headed by a Director General who is appointed by the Govt. of India as the Principal Executive Officer of NIPHM and responsible for the proper administration of the affairs of NIPHM. He exercises powers under the direction and guidance of the Executive Council. He also prepares Annual Report and Annual Accounts of NIPHM.

Subject to the directions and guidance of the Executive Council the Director General has full powers on behalf of NIPHM, to Institute, conduct, intervene, defend abandon or compound any suit, appeal, review, revision, writ petition or other proceedings by or against NIPHM or its employees or otherwise concerning the affairs of NIPHM in any court and / or quasi judicial authorities, to refer any claims or demand by or against the NIPHM to arbitration and observe and perform the awards, to sign and verify plaints written statements. Execution and other petitions, applications, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi judicial authorities or arbitrators to enforce judgment, execute any decree or order of any judicial / quasi judicial authorities or to satisfy the same and / or to realize or withdraw money from any court, persons or other authorities in execution of such decree or order and to sign vakalatnamas; all financial powers as delegated by the Executive Council.

The Director General is also competent on behalf of NIPHM to execute contracts, collaboration agreement(s) general / special instruments, service agreements / agreements containing arbitration clauses, indemnity bonds and deeds in respect of or connected with sale / lease / license, mortgage, hypothecation, pledge, or other deed(s) of a legal character of whatever description, power(s) of Attorney, to enforce guarantee(s) or any other legal rights, to incur legal expenses and to act as agent of the NIPHM for any purpose whatsoever relating to the affairs of the NIPHM.

In the absence of Director general on long leave, deputation in India or abroad or at the time of laying down office, arrangements to look after the duties of the Director General may be made by the Chairman of the Executive Council with the prior approval of the Government.

In the discharge of the functions allotted to the Director General he/she will be assisted by the Academic Officers such as Directors, Joint Directors, Deputy Directors, Asst. Directors and by the non-academic Officers such as Registrar, Financial Advisor supported by officials in Group B and C categories.

Delegation of powers to the Director General

Sl. No.	Nature of Power	Extent of powers delegated
1	To pay salaries and other allowances to the staff as per Govt of India rules and as per their entitlement	Full powers
2	To sanction Dearness Allowance to the employees of the Institute as per Govt of India decisions.	Full powers
3	To sanction honorarium to persons invited for attending to the work of the Institute both from within the country and abroad and also to sanction expenditure incurred on their transportation, boarding and lodging as per their status.	Full powers
4	To reimburse the employees of the Institute conveyance charges incurred, by them in connection with official work at head-quarters and outstations.	Full powers
5	To sanction payment of electric, gas and water charges.	Full powers
6	To sanction hire, purchase and repair of office equipment fixtures and furniture, water coolers, air conditioners, typewriters, fans, clocks, call bells, calculating machines, intercoms electronic stencil cutters, Dictaphones tape recorders, photo copiers, franking machines, addressographs, filing and indexing systems etc.	Full powers
7	Personal computers	Full powers
8	Hire and maintenance of computers of all kinds.	Full powers
9	To sanction freight and demurrage / wharfage charges	Full powers
10	To sanction legal charges	Full powers
11	To sanction hire, purchase, maintenance and repair of motor vehicles & bicycles.	Full powers
12	To sanction payment of taxes and rates.	Full powers
13	To sanction payment of postal and telegraph charges.	Full powers
14	To sanction expenditure for printing and binding.	Full powers
15	To sanction purchase of newspapers, periodicals, books etc.	Full powers
16	To sanction printing articles and purchase of stores and stationery	Full powers
17	To sanction supply of liveries, badges and other articles of clothing etc., and washing allowance	Full powers
18	To sanction payment of telephone charges of office and residence (including installation)	Full powers
19	Power to sanction travel by air for urgent work in case of emergencies	Full powers
20	To sanction hospitality	Full powers
21	To hire office accommodation	Full powers
22	To sanction expenditure and execute appropriate contracts, on scheme, project or work the total outlay on which does not exceed	Not exceeding Rs.150 lakhs (as per 14 th GC approval)

3 THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

The Executive council is the legislative organ, which regulates the policies and administers the society. All powers, functions and responsibilities of the society vest in the Executive council which oversees the functioning of NIPHM.

Director General, NIPHM is the Member Secretary of Executive council. He shall be responsible for fulfillment of the objectives of the society and its management and functioning under the guidance of the council.

Director of divisions have been delegated powers of implementation of NIPHM schemes and Registrar is the Head of the administration.

4 THE NORMS SET BY NIPHM FOR THE DISCHARGE OF NIPHM FUNCTIONS;

- a. Human Resource development in Plant Protection Technology, plant quarantine and bio-security with special emphasis on crop-oriented Integrated Pest Management approaches and protecting the plant bio-security borders, both in public and private sectors.
- b. Human Resource development in analysis of Pesticide Formulations and Pesticide Residues for monitoring the quality status of pesticides in States/U.Ts.
- c. Develop systematic linkages between state, regional, national and international institutions of outstanding accomplishments in the field of Plant Protection Technology.
- d. Function as a Nodal agency / forum for exchange of latest information on Plant Protection Technology.
- e. Collect and collate information on Plant Protection Technology for dissemination among the State Extension functionaries and farmers.
- f. Identify, appreciate and develop modern management tools, techniques in problem-solving approaches and utilizing the mechanism of personnel management, resource management, input management and finally conflict management at the organization level.
- g. Develop need-based field programmes for training and retraining of senior and middle level functionaries for executing plant protection programmes, and using training of trainer approaches to ensure maximum reach of programmes.
- h. Conduct programme-oriented research in the area of Plant Protection, Integrated Pest Management, Pesticide Management, Plant Quarantine and Pesticide delivery systems and residues, to provide feedback to training programmes.
- i. Serve as repository of ideas and develop communication and documentation services at national, regional and international level, in regard to the subject of plant protection management.
- j. Forge linkages with national and international institutions, and create networks of knowledge sharing, through a programme of institutional collaboration and employment of consultants.

- k. Function as Policy Support Central Government in various sector of Plant Protection *inter-alia*, IPM, Pesticides Management, Plant Quarantine, Bio-security, SPS, Market access issue etc.

5 THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY NIPHM OR UNDER NIPHM CONTROL OR USED BY NIPHM EMPLOYEES FOR DISCHARGING NIPHM FUNCTIONS:

- i. Fundamental Rules
- ii. Supplementary Rules
- iii. Service Bye-laws
- iv. Rules and Regulations & Memorandum of Association
- v. Financial Bye-laws

6 A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY NIPHM OR UNDER NIPHM CONTROL;

Name/Title of document	Service Bye-laws
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)	Service Rules for the Staff of the Institute
Brief Write-up on the document	General Service conditions of various personnel in the institute.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address : National Institute of Plant Health Management (NIPHM), Rajendranagar, Hyderabad -500030 Telephone No. 040-24015043 Tele Fax: 040-24015346 E-mail: registrarniphm@nic.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	The document can be accessed through the official website.
Name/Title of document	Rules and Regulations & Memorandum of Association
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)	Rules and Regulations and Memorandum of Association
Brief Write-up on the document	Institutional setup functions and authorities of various governing bodies.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address : National Institute of Plant Health Management (NIPHM), Rajendranagar, Hyderabad - 500030 Telephone No. 040-24015043 Tele Fax: 040-24015346 E-mail: registrarniphm@nic.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	The document can be accessed through the official website.
Name/Title of document	Financial Bye-laws
Type of document	Financial rules for the institute

Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)	
Brief Write-up on the document	Institutional financial setup and monitoring and control of funds, financial powers and function of public authority
From where one can get a copy of rules, regulations, instructions, manual and records.	Address : National Institute of Plant Health Management (NIPHM), Rajendra Nagar, Hyderabad - 500030 Telephone No. 040-24015043 Tele Fax: 040-24015346 E-mail: registrarniphm@nic.in , Others
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	The document can be accessed through the official website.

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 NIPHM POLICY OR IMPLEMENTATION THEREOF; NOT APPLICABLE

8 A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS NIPHM PART OR FOR THE PURPOSE OF NIPHM 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;

NIPHM functions through the following organs:

8.1 THE GENERAL COUNCIL:

I. COMPOSITION AND MEETINGS:

- i. There shall be a General Council of the NIPHM
- ii. The Annual General Meeting of General Council shall be held once a year
- iii. The General Council shall meet at least once every year
- iv. For the purpose of the last sub-rule, each year shall be deemed to commence on the first day of April and terminate on the thirty first day of March of the following calendar year;
- v. Every notice calling a meeting of the General Council shall state the date, time and place at which such meeting will be held and shall be served upon every member of the General Council not less than fifteen clear days before the day appointed for the meeting;
- vi. The accidental omission to give notice to, or the non-receipt of notice by any member or other person, to whom it should be given, shall not invalidate the proceedings at the meeting;
- vii. The Chairman may convene a special meeting of the General Council whenever he thinks fit, and shall do so on the written requisition of not less than one third of the members of the NIPHM. For such a special meeting, every member shall be given not less than seven clear days notice;
- viii. In the absence of the Chairman one of the two Vice-Chairman, to be nominated by the Chairman, shall preside;
- ix. Seven members shall form a quorum. No quorum shall be required for an adjourned meeting, which may be held at the appointed place not less than two hours after the appointed time without further written notice;
- x. All disputed questions at meetings of the General Council shall be determined by vote;
- xi. Each member of the NIPHM shall have one vote;

- xii. In case of an equality of votes the person presiding over the meeting shall have the casting vote;
- xiii. The Chairman may invite any person other than a member, to attend a meeting of the General Council. Such invitee shall not, however, be entitled to vote at the meeting.;
- xiv. The General Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member and no act or proceedings of the General Council shall be invalidated or nullified merely by reason only of the existence of any vacancy therein or any defect in the appointment, nomination or election of any member.;
- xv. Where for any reasons it is not possible for the General Council to meet, any business which it may be necessary for the General Council to perform may be carried out by taking the approval of the Chairman after due recommendation by the Executive Council, provided that the ex-post facto approval of the General Council shall be obtained at its next meeting.

II. FUNCTIONS AND POWERS OF GENERAL COUNCIL:

The **General Council** shall have the following powers and functions, namely to;

- i. Observe the provisions of the Memorandum of Association, the rules and such instructions of Government of India in the Department dealing with the affairs of the NIPHM, as may be issued from time to time.
- ii. Exercise general control and issue such directions for the efficient management and administration of the affairs of the NIPHM as may be necessary.
- iii. Nominate members of the Executive Council in accordance with rules.
- iv. Approve the annual budget of the NIPHM drawn up by the Executive Council, and the approved budget shall be submitted to the Government of India for sanction of Government grants;
- v. Consider the annual report approved by the Executive Council;
- vi. Consider the balance sheet and audited accounts for outgoing year;
- vii. Add and amend with the prior approval of the Government of India the Rules of the NIPHM;
- viii. Frame bye-laws consistent with these rules, and the Memorandum of Association for the management, administration and regulation of the business of the NIPHM for the furtherance of its objectives.
- ix. To constitute two Standing Committees with or without power to co-opt namely (1) Selection Committee (2) Academic Committee as provided in rules 6 (b) (1) and 6 (b) (2).
- x. To perform such other functions as are entrusted to it under these rules.
- xi. The General Council may by resolution delegate to its Chairman, to any Standing Committee, or to the Director General or to any other Officer of the NIPHM, such of its powers for the conduct of business as it may deem fit subject to, if deemed necessary to the condition that the action taken by its own Chairman, the Standing Committee or the Director General, or other Officers under the powers so delegated to him shall be subject to confirmation at the next meeting of the General Council.

8.2 THE EXECUTIVE COUNCIL:

- i. There shall be an Executive Council of the NIPHM and it shall consist of the following twelve members;
 - a. Additional Secretary Incharge of Plant Protection in the Department of Agriculture & Co-operation, government of India dealing with the NIPM as vice-Chairman of the NIPM shall be Chairman of the Executive Council.
 - b. Joint Secretary (PP) shall be the Vice-Chairman of the Executive Council.

- c. The Director General of the NIPHM;
- d. Director Incharge of plant protection and Director (Finance) in the Ministry / Department, Government of India dealing with the NIPHM;
- e. Two eminent persons who have made note-worthy contributions in the fields of plant protection / and allied subjects; to be nominated by the Government of India from among the members of the General Council.
- f. Two members to be nominated by the general Council from among the non-official members of the General Council.
- g. Plant Protection Adviser to the GoI, DPPQ&S
- h. Assistant Director General (PP), ICAR.

Provided that the members of the Executive Council specified in sub-clause e and (f) above shall be nominated by the Government of India in the first instance and shall hold office for three years.

- ii. The term of nominated members of the Executive Council shall be three years but they shall be eligible for re-appointment. If any member of the Executive Council ceases to be a member of the NIPHM, he shall automatically cease to be a member of the Executive Council.
- iii. The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member and no act or proceeding of the Executive Council shall be invalidated or nullified merely by reason only of the existence of any vacancy therein or of any defect in the appointment, nomination or election of any member.
- iv. An elected member of the Executive Council shall cease to be such if he fails to attend three consecutive meetings of the Executive Council without prior leave of the President.
- v. Any casual vacancy amongst the nominated members of the Executive Council arising from the death or resignation may be filled by nomination by the Chairman of the NIPHM and the members so nominated shall hold office for the unexpired portion of the term of office of the member causing vacancy.
- vi. Every meeting of the Executive Council shall be presided over by its Chairman and, in his absence by the Vice-Chairman.
- vii. Four members of the Executive Council present in person shall constitute quorum.
- viii. For every meeting of the Executive Council not less than fifteen clear days notice shall be given to each member, provided that the Chairman in special circumstances may call a meeting at a shorter notice.
- ix. At least two meetings of the Executive Council shall be held every year.
- x. For the purpose of the last sub-rule each year shall be deemed to commence the first day of April and terminate on the thirty-first day of March of the following calendar year.
- xi. The Chairman of the Executive Council may himself call, or by a requisition in writing signed by him may require the Director General to call a meeting of the Executive Council at any time.
- xii. Each member of the Executive Council, including the Chairman thereof shall have one vote and in case there shall be an equality of votes on any question to be decided by Executive Council, its Chairman or in his absence the person presiding over the meeting shall in addition have a casting vote; provided that in the event of disagreement between representative of the Ministry of Finance (viz., Director (Finance) , Department of Agriculture and Cooperation, Government of India) and the Chairman of the Executive Council of the NIPHM on the financial matter beyond the delegated powers of the Ministry / Department of Government of India, the matter shall be referred to the Agriculture Minister and the Finance Minister for a decision.

- xiii. The Chairman of the Executive Council may invite any person, other than a member to attend a meeting of the Executive Council. Such invitee shall not, however, be entitled to vote at the meeting.
- xiv. Any business which it may be necessary for the Executive Council to perform may be carried out by the circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effective and binding as if the resolution had been passed at a meeting of the Executive Council, provided that at least six members have recorded their views on the resolution.

Functions and Powers of the Executive Council:

- i. Subject to the general control and directions of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the NIPHM in accordance with these rules and the bye-laws made there under for the furtherance of its objectives and shall have all powers which may be necessary or expedient for the purpose.
- ii. Chairman shall preside over the meetings of the Executive Council. He can cast his vote in the position. He can supervise all the branches of the society / NIPHM.
- iii. Joint Secretary Incharge of Plant Protection in the Ministry / Department, Government of India dealing with the NIPHM shall be the Vice-Chairman and he will assist the Chairman in discharging his functions. In the absence of the Chairman he will perform the duty of the Chairman as entrusted by him.
- iv. Director General of the NIPHM shall be the Chief Executive Officer of the NIPHM and custodian to all records relating to the NIPHM and correspondence on behalf of the NIPHM. He has to take on records of all minutes of the NIPHM to convene both the bodies of the NIPHM with the permission of the Chairman. He guides the treasurer in preparing the budget and expenditure statement to put before the General Council for its approval.
- v. Financial Adviser of the NIPHM shall be the Treasurer and he will be the responsible person of all the financial transactions relating to the NIPHM. He has to maintain accounts properly along with the vouchers. He has to prepare the budget and expenditure statement of the NIPHM with the guidance of the Director General. He has to operate the accounts of the NIPHM jointly with the Director General or Chairman.
- vi. Office bearers are the responsible persons for the activities of the NIPHM which the Executive Council has entrusted to them.
- vii. Without prejudice to the generality of the foregoing sub-rule, the Executive Council shall have the following functions, namely:-
 - a. to prepare and execute detailed plan and programmes for the furtherance of the objectives of the NIPHM.
 - b. to create such posts, appointment and control such staff other than those for whose appointment specific provisions has been made elsewhere, as may be required for the efficient management of the affairs of the NIPHM to regulate the requirement and conditions of their service;
 - c. to receive and to have custody of the funds of the NIPHM and to manage the properties of the NIPHM;
 - d. to execute contracts, collaboration agreements, general / special instruments, service agreements, agreements containing arbitration clauses, indemnity bonds, deeds in respect of or connected with sale / lease licenses, mortgage hypothecation or other deeds of a legal character of whatever description, powers of Attorney, enforce any other legal rights and incur legal expenses, provided that these powers are exercised for and on behalf of the NIPHM.
 - e. purchase, hire, take on lease, exchange or other wise acquire a property movable or immovable or sell, hire lease exchange or otherwise transfer or dispose off all or any property, movable or immovable of the NIPHM provided that for the transfer of

- immovable property, the prior approval of the Government of India is obtained in that behalf.
- f. to accept the management of any endowment trust, fund, subscription or donation, provided that it is not attended by any condition inconsistent or in conflict with the objectives of the NIPHM.
 - g. to draw up the annual budget of the NIPHM to be submitted for approval of the General Council.
 - h. to scrutinize and approve the annual report and balance sheet and audited accounts of the NIPHM for the consideration of the General Council;
 - i. to incur expenditure subject to the provisions of the approved budget;
 - j. to lay down terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects ; and
 - k. to nominate a person or persons to represent the NIPHM in national, international conferences and organizations.
- viii. The Executive Council may by resolution delegate to its Chairman, to any Standing Committee, or to the Director General or to any other Officer of the NIPHM, such of its powers for the conduct of business as it may deem fit, subject, if deemed necessary, to the condition that the action taken by its own Chairman, the Standing Committee or the Director General or other Officers under the powers so delegated to him shall be subject to confirmation at the next meeting of the Executive Council.
 - ix. The Executive Council shall nominate persons from among its members to the Standing Committees in accordance with the Rules.
 - x. Appoint Committees, with or without the power to co-opt, for disposal of any business of the NIPHM or for advice in any matter pertaining to the NIPHM, provided that in cases of emergency, the Chairman of the Executive Council shall have the power to appoint such Committees.

8.3 STANDING COMMITTEE:

- a. There shall be two Committees namely:
 - i. the **Selection Committee** and
 - ii. the **Academic Committee**

Composition of the Committees

8.3.1 Selection Committee

The Selection Committee shall consist of the following members:

- i. The Director General of the NIPHM - Chairman
- ii. Joint Secretary to Government of India in the Ministry of Agriculture dealing with the NIPHM or his nominee not below the rank of Deputy Secretary – Member
- iii. Two members from among the members of the Executive Council to be nominated by the Executive Council for such period as may be fixed but not exceeding three years;
- iv. At least one technical expert conversant in the relevant subject to be co-opted for each selection by the Director General.
- v. Three members of the Selection Committee including Chairman shall constitute quorum
- vi. Every meeting of the Selection Committee shall be presided over by the Director General or in his absence any one of the members of the Selection Committee to be nominated by the Director General to preside over any specific selection committee

8.3.2 Academic Committee

The Director General of NIPHM shall be the Chairman of the Academic Committee. It shall have the following members.

- i. Joint Secretary to the Government of India in the Ministry of Agriculture dealing with the NIPHM or his nominee not below the rank of Deputy Secretary - Member
- ii. Two persons from among members of the Executive Council to be nominated by the Executive Council for such term as may be fixed by the Executive Council but not exceeding 3 years.
- iii. All Directors of the NIPHM.
- iv. Two nominees of the Planning Commission, Government of India (Research Programme Committee and Programme Evaluation Organization) for such term as may be fixed by the Executive Council, but not exceeding three years, provided that they are eligible for re-nomination – Members.
- v. One nominee each from North East, North West, East, South and Central regions, and Central Agriculture University.
- vi. The Chairman shall have the power to co-opt other members as he considers necessary including from among eminent academicians, academic and research institutions etc.
- vii. Every meeting of the Academic Committee shall be presided by the Chairman and in his absence the Academic Committee will elect a Chairman for the specific meeting.
- viii. Five members of the Academic Committee which shall include the representative of the Ministry of Agriculture shall constitute the quorum.

Powers and functions of the Committees:

1. Powers and Functions of the Selection Committee

- i. The Selection Committee shall assist the Executive Council / appointing authority concerned in making appropriate selection of group “A’ posts and any other posts referred to it by the Executive Council.
- ii. It can meet at any place in India and adopt such methods as considered appropriate by it to evaluate the relative merits of the candidates offering themselves for the posts and make recommendations to the Executive Council / appointing authority concerned.

2. Powers and Functions of the Academic Committee

- i. The Academic Committee shall deal with matters relating to research and training. It shall also function as the committee on evaluation. It shall deal with matters, proposals or schemes relating to the following subjects referred to it or initiated by it or otherwise.

Training

- i. Annual training programme of NIPHM
- ii. Any other matter relating to training activities of the centre, such as methodology of training coverage, course content, syllabus, duration etc.,

Research

- i. Annual research programmes of NIPHM
- ii. Proposals in regard to research studies to be taken up during the year, not included in the annual programme
- iii. Consultancy research studies sponsored by Ministries and Departments of Government of India, State Governments and other agencies in India or abroad or international agencies.

- iv. Collaborative research studies in collaboration with Agricultural Universities, other academic and research institutions in India or abroad or international organizations, State Governments and other agencies; to examine and determine collaborative terms in such cases.
- v. Award of fellowship / scholarship under the fellowship, Scholarship and Deputation Bye-Laws.
- vi. To examine any other matter concerning research and training activities of the Institute.

The committee shall dispose of finally matters in respect of items for which the Executive Council has delegated its powers. In all other matters, the Committee shall tender its advice and make recommendations to the Executive Council.

- Structure and member composition

Members of General Council, NIPHM, Hyderabad

1	Chairman	:	Secretary to the GoI Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Govt. of India
2	Two Vice-Chairmen	:	i Additional Secretary to the GoI , DA&FW, MoA&FW, GoI. ii Additional Secretary & FA to the GoI, DA&FW, MoA&FW, GoI
3	Two members from no-official Institutions in India working in Plant Protection & allied fields	:	i Vacant ii Vacant
4	Five eminent members who have made noteworthy contributions in the field of Plant Protection and allied subjects	:	iii Vacant iv Shri Mutyala Sree Rama Nagendra Prasad v Shri. N. S. Sathisha vi Shri.C. R. Nandakumar vii Dr. Lopelly Jalapathi Rao
5	Ex-Officio Member	:	Agriculture Commissioner, DA&FW, MoA&FW, GoI
6	Ex-Officio Member	:	Joint Secretary (PP) DA&FW, MoA&FW, GoI
7	Ex-Officio Member	:	Plant Protection Adviser to the GOI, DPPQ&S
8	Ex-Officio Member	:	Asst. Director General (PP), ICAR, New Delhi
9	Ex-Officio Member	:	Secretary in the NITI Aayog (Formerly Planning Commission) or nominee not below the rank of JS to the Govt. of India
10	Ex-Officio Members	:	i Secretary to the Govt. (Agriculture) – Govt. of UP ii Secretary to the Govt. (Agriculture) – Govt. of Meghalaya iii Secretary to the Govt. (Agriculture) – Govt. of Rajasthan iv Secretary to the Govt. (Agriculture) – Govt. of Chhattisgarh v Secretary to the Govt. (Agriculture) – Govt. of Telangana
11	Ex-Officio Members	:	i Commissioner / Director (Agriculture) – Govt. of Punjab ii Commissioner/Director (Agriculture) – Govt. of Karnataka iii Commissioner / Director (Agriculture) – Govt. of Maharashtra iv Commissioner / Director (Agriculture) - Odisha
12	Ex-Officio Member & Member Secretary	:	Director General – NIPHM
13	Ex-Officio Member	:	One Vice-Chancellor of General Universities or Head of IITs/IIMs or their nominee not below the rank of Director VC, PJTSAU

Seven members of the GC present in the meeting shall constitute the quorum

Members of Executive Council, NIPHM, Hyderabad

1	Chairman	: Additional Secretary to GoI, DA & FW
2	Vice-Chairman	: Joint Secretary (PP) to GoI, DA & FW
3	Member Secretary	: The Director General of the NIPHM
4	Members (2)	: i. Director (PP) to GoI, DA & FW ii. Director (Fin.) to GoI, DA & FW dealing with NIPHM
5	Two eminent persons who have made noteworthy contributions in the fields of PP/allied subjects allied subjects; to be nominated by the GOI from among the members of the General Council	: i. Sh. Mutyala Sree Rama Nagendra Prasad ii. Dr. Lopelly Jalapathi Rao
6	Member	: Plant Protection Adviser to Govt. of India, Directorate of PPQ&S
7	Member	: Assistant Director General (PP), ICAR

Four members of the EC present in the meeting shall constitute the quorum.

Members of Academic Committee, NIPHM, Hyderabad:

1	Chairman	The Director General of the NIPHM	
2	Members	Joint Secretary (PP) to GoI, DA & FW or his nominee not below the rank of Deputy Secretary	
3	Two persons from among members of the Executive Council nominated by the Executive Council	i	Plant Protection Adviser to Govt. of India, Directorate of PPQ&S
		ii	Assistant Director General (PP), ICAR
4	All Directors of the NIPHM	Three Directors of NIPHM	
5	Two nominees of NITI Aayog	(Nominations yet to be received from NITI Aayog)	
6	One nominee each from north east, north, west, east, south and central regions and Central Agricultural University	i	The director of Research & Dean PG Studies, University Bhavan, S.D Agricultural University, Gujarat-385506
		ii	Dr. Vipin Choudhary, Principal Scientist (Entomology), ICAR-central Arid Zone Research Institute, Jodhpur-342003
		iii	Vacant
		iv	Dr. S.N Tiwari, Prof & Head, Department of Entomology, GB Plant University & Tech, Uttarkahnad-263145
		v	Dr. J N Srivastava, HOD-Plant Pathology, Bihar Agricultural University, Bihar
		vi	Dr. J Satyanarayana, Dean of Student Affairs, PJTSAU
7	The Chairman shall have the power to co-opt other members as he considers necessary including from among eminent academicians, academic and research institutions etc. - Vacant		

Five members of the Academic Committee which shall include the representative of the Ministry of Agriculture shall constitute the quorum - The meetings of above councils and committees are not open for the public but the minutes are accessible.

A DIRECTORY OF ITS OFFICERS

Sl. No.	Name	Designation	Employee Email
1.	Dr. Sagar Hanuman Singh IPoS	Director General	dgniphm[at]nic[dot]in
2.	Dr. J. Alice R.P. Sujeetha	Director (PBD)	dirpqpnhm-ap[at]nic[dot]in
3.	Dr. Om Prakash Sharma	Director (PHM)	dirphmniphm-ap[at]nic[dot]in
4.	Dr. Nirmali Saikia	Director (PMD)	dirpmniphm-ap[at]nic[dot]in
5.	Dr. Vidhu Kampurath Poduvattil	Joint Director (PHE)	jdenggniphm-ap[at]nic[dot]in
6.	Ms. Spurthi Reddy, IRS	Registrar	registrarniphm[at]nic[dot]in
7.	Dr. Girish A.G.	Deputy Director (PP)	adpdniphm-ap[at]nic[dot]in
8.	Dr. Maisnam Jaya Devi	Deputy Director (Chemistry)	sornmaniphm-ap[at]nic[dot]in
9.	Dr. Mariadoss. A	Assistant Director (RPM)	adrpmniphm-ap[at]nic[dot]in
10.	Dr. E Sree Latha	Assistant Director (PHM)	sreelatha.e[at]gov[dot]in
11.	Er. Shaik Liyakhat Ali Ahamed	Assistant Director (ICT)	adict-niphmhyd[at]gov[dot]in
12.	Dr. Pyla Jyothi	Assistant Director (PS)	pylajyothi.agri@gmail.com
13.	Smt. R. Madhubala	Assistant Director (PD)	madhubala.rv[at]gov[dot]in
14.	Shri. Om Pal Singh	Assistant Director (PM&RA)	ompals.jayant[at]gov[dot]in
15.	Dr. Basavaraj S	Assistant Director PHM (H&F)	basu3277@gmail.com
16.	Dr. Mahesh Kumar Saini	Assistant Director (PFA)	Maheshsaini2000@gmail.com
17.	Er. M. Udaya Bhanu	Scientific Officer (PHE)	sopheniphm2-ap[at]nic[dot]in
18.	Dr. N.Lavanya	Scientific Officer (BP&BC)	sobpbcniphm-ap[at]nic[dot]in
19.	Dr Jyoti Bhardwaj	Scientific Officer (PRA)	jyoti.bhardwaj[at]gov[dot]in
20.	Ms. T. Sridevi	Scientific Officer (R&NMA)	asornmaniphm1-ap[at]nic[dot]in
21.	Dr. S Jesu Rajan	Scientific Officer (Ento.)	jesu.rajan[at]gov[dot]in
22.	Dr. Krishna Chinthala	Scientific Officer (R&NMA)	krishfdg@gmail.com
23.	Dr. C S Gupta	Scientific Officer (PRA)	sopraniphm1-ap[at]nic[dot]in
24.	Dr. Thota Rama Rao	Library & Publication Officer	lponiphm-ap[at]nic[dot]in
25.	Sh. A Nagaraju	Database Administrator	dbaniphm-ap[at]nic[dot]in
26.	Sh. Nalla Venkata Reddy*	Administrative Officer	aoniphm-ap[at]nic[dot]in
27.	Sh. Vijay Kumar Shaw	Hindi Officer	honiphm-ap[at]nic[dot]in
28.	Sh. Chakka Ravi Kumar	AF&AO	Afaoniphm-ap[at]gov[dot]in

* Presently the official is on Deputation.

9 PAY PARTICULARS OF THE OFFICERS AND EMPLOYEES;

S. No.	Designation	Pay band / applicable Matrix as per 7th CPC
1.	Director General	Level 14
2.	Director	Level 13A
3.	Joint Director	Level-12
4.	Registrar	Level-12
5.	Deputy Director	Level-11
6.	Financial Advisor	Level-11
7.	Assistant Director	Level-10
8.	Scientific Officer	Level-07
9.	Library & Publication Officer	Level-07
10.	Database Administrator	Level-07
11.	Administrative Officer	Level-07
12.	Hindi Officer	Level-07
13.	Assistant Finance and Accounts Officer	Level-07
14.	Assistant Scientific Officer	Level-06
15.	Office Superintendent	Level-06
16.	Care Taker	Level-06
17.	Hindi Translator	Level-06
18.	Associate Warden	Level-05
19.	Upper Division Clerk	Level-04
20.	Stenographer	Level-04
21.	Technician (Mechanic)	Level-04
22.	Jr. Technician (Blacksmith)	Level-02
23.	Lower Division Clerk	Level-02
24.	Hindi Typist	Level-02
25.	Drivers	Level-02
26.	Tractor Driver	Level-02
27.	Lab Attendant	Level-01
28.	Multitasking Staff	Level-01

10 THE BUDGET ALLOCATED, INDICATING THE PARTICULARS OF PLANS:

The details of Annual Accounts pertain to this Institute is available @ <https://niphm.gov.in/AnnualAccounts.html>.

11 THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Not applicable

12 PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY NIPHM;

Not applicable

13 DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY NIPHM, REDUCED IN AN ELECTRONIC FORM;

Training information is available at NIPHM website.

14 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;

Library Facility: This institute provides access to the trainees and Staff members for consulting current references in Plant Protection and Plant Health Management subjects. Library of this institute provides free access to the trainees for consulting current references in Plant Protection subjects. The institute has a stock of over 8000 technical books and subscribing to 50 reputed journals, which includes 7 international journals.

15 THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;

Public Information Officer

1.	Name & Designation	:	Ms. Spurthi Reddy, IRS Registrar
2.	Complete Address		
	Office	:	National Institute of Plant Health Management (NIPHM), Rajendranagar, Hyderabad - 500 030
3.	Contact No	:	Office: 040-24013346
4.	Tele Fax No	:	040-24015346
5.	E-mail address	:	registrarniphm@nic.in

Appellate Authority

1.	Name & Designation	:	Dr. Sagar Hanuman Singh IPoS Director General
2.	Complete Address		
	Office	:	National Institute of Plant Health Management (NIPHM), Rajendranagar, Hyderabad - 500 030
3.	Contact Nos	:	Ph : 040-24015346/ 24011633
4.	Tele Fax No	:	Fax : 040-2015346
5.	E-mail address	:	dgniphm@nic.in


16 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;

Will be updated as and when prescribed.

17 HEAD OF INSTITUTE FROM TIME TO TIME

Director General, NIPHM			
Sl. No.	Name	From	To
1	Dr. Korlapati Satyagopal, IAS	21-07-2010	20-07-2015
2	Dr. N. Sathyanarayana (FAC)	22-07-2015	24-08-2015
3	Smt. V. Usha Rani, IAS	24-08-2015	03-04-2017
4	Ms. G. Jayalakshmi, IAS	03-04-2017	31-12-2020
5	Dr. P Chandra Shekara	01-01-2021	30-03-2021 (F/N)
6	Dr. Sagar Hanuman Singh IPoS	30-03-2021 (F/N)	Till Date

18 THE POWERS AND DUTIES OF NIPHM OFFICERS AND EMPLOYEES



National Institute of Plant Health Management
 Department of Agriculture & Cooperation
 Ministry of Agriculture
 Government of India

Telephone : 9140-24015374
 e-mail : niphm@nic.in
 Tele-Fax : 9140-24015346

Rajendra Nagar,
 Hyderabad - 500 030
<http://niphm.gov.in>

F.No. 3/Office.Order./NIPHM/2011-12 Dated: 09.04.2012

OFFICE ORDER NO.05 OF 2012-12


As discussed in Senior Officers Meeting held on 15.03.2012, it has been decided to enhance financial powers earlier delegated to the Directors vide this Office Order even number, dated: 02.08.2011 under Chapter VII (34) is revised as follows:-

Sl. No	Type of power delegated	Head of Department (sanctioning authority)	Remarks
1.	Purchase of consumable articles such as Chemicals, Glassware, plastic ware, pesticides, fertilizers and other material needed for training and research.	Rs.15,000/- in each Case subject to maximum of Rs.1,00,000/- per annum (Rupees One Lakh per annum)	Though annual requirement will be processed by stores section, in case of emergent need Head of the Departments could purchases items upto 15000/-. It will be the responsibility of concerned Head to observe the rules as per GFR and seek prior concurrence of FA/OS(A) before according financial sanction. Supply orders will be placed by concerned Head with a copy to stores/DDO and FA. Goods so received thereof will be entered in Stock register after inspection of goods by the indentor. Bills so received will be sent to DDO along with sanction convey memo/copy of note approval to FA/OS(A) for arranging payment. Budget provision will be adhered to and only items offered in Indian Rupees are to be purchased.
2.	Purchase of electrical, plumbing articles and spare parts for vehicles and farm machinery.	Rs.15,000/- in each case subject to maximum of Rs.75,000/- per annum (Rupees Seventy Five Thousand per annum)	Prescribed procedures under rules to be followed. Budget provision will be adhered to and only indigenous items are to be purchased.
3.	Repairs of scientific equipments	-do-	Prior concurrence of FA/OS(A) to be obtained before according financial sanction.

Other Terms and Conditions specified in the Office Order, dated:02.08.2011 remains unchanged.

(Signature)
(Dr. K. Satyagopal, I.A.S.)
 Director General

To
 1. Director (PM)
 2. Director (PQ&P)



राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान
 कृषि, सहकारिता एवं किसान कल्याण विभाग, कृषि एवं किसान कल्याण मंत्रालय - भारत सरकार
NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT
 Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India

Telephone : 9140-24015374
 E-mail : niphm@nic.in
 Tele-Fax : 9140-24015346

Rajendra Nagar,
 Hyderabad - 500 030
<http://niphm.gov.in>

F.No.5/1/Acct. SBI/2015-16 Date: .10.2019

To
 The Branch Manager,
 State Bank of India,
 Budvel Branch

Sub: Authorization of the signatures on Cheques on behalf of NIPHM - Reg.

Sir/Madam,

With reference to the subject cited above, it is to inform that the following officials are authorized signatories to sign the cheques on behalf of NIPHM pertaining to NIPHM bank accounts held with your bank

S.No	Official	Upto Rs.10,00,000/-	Rs.10,00,001/- or above
1	Shri. N. Murali Mohan, FA	As a single signatory	1 st Signatory
2	Dr. Vidhu Kampurath, Registrar	In the absence of FA: act as single signatory	2 nd Signatory
3	Dr. O.P. Sharma, JD(A&AM)	In the absence of either FA or Registrar : JD(A&AM) will act as single/1 st /2 nd signatory as the case may be	

The following bank accounts are maintained by NIPHM in your bank:

S.no	Name of the account.	Account No.
1	NIPHM SB A/c	31718429184
2	NIPHM Revenue A/c	32917658917
3	NIPHM Current A/c	36718771075

The previous signature of Shri Vishvambhar Jakhar,OS may be removed from the bank records.

It is requested to update the specimen signatures with immediate effect for the said bank accounts for smooth functioning of the financial transactions.

(Signature)
G.Jayalakshmi, IAS
 Director General
 National Institute of Plant Health Management
 Rajendranagar, Hyderabad-500 030, T.S.

Encl:Specimen signatures

(Signature)
M. RAJYALAKSHMI
 PF No. 6543413

F.No 3(Office Order)/2016-17-Estt.

Dated: 27-12-2016

OFFICE ORDER No. 171 of 2016-17

In exercise of powers vested with DG under chapter VII (34), following Administrative and Financial powers are delegated to Smt. V. Prathima in the capacity of Registrar for smooth and efficient functioning of the institute with immediate effect. The Head of Office so designated will be responsible for maintaining complete discipline in the office and to take appropriate action whenever deemed fit, under the guidance and with the concurrence of Director General. She will be having overall responsibilities for proper upkeep and maintenance of day to day institute activities.

S.No.	Nature of power	Delegation made and general conditions if any
1.	Sanction of annual increments	Full powers to allow normal increments in respect of Group C and D staff of NIPHM. For Group B & above cadre sanctioning authority is DG, NIPHM.
2.	Sanction of leave (E.L., Commuted leave, HPL & EOL) in normal cases.	Full in respect of Group C & D staff working under her control. Sanction of EL/HPL/CL delegated is limited to 10 days in one spell only beyond 10 days approval of DG is required. EOL sanction to all categories is DG. Powers delegated to Directors (regarding sanctioning of leave) vide Office Order No. 99, dated: 2.8.2011 is also restricted to 10 days in one spell. Sanction of EL/HPL/CL for accounts section and staff is now delegated to Financial Adviser, NIPHM (restricted upto 10 days in one spell).
3.	Extension of leave to cover overstayal.	Full in respect of Group C & D staff working under her control. (subject to limit stipulated at S.NO.2 above).
4.	Grant of maternity leave	Sanctioning authority for all cadres is Director General
5.	Requiring medical fitness certificate before return from medical leave	Full in respect of Group C & D staff working under her control.
6.	To accept a certificate signed by any Authorized Medical Attendant as evidence of fitness to return to duty.	Full in respect of Group C & D staff working under her control
7.	Sanctioning of tours, medical bills and counter signature of TA bills	1. Competent Authority for Sanctioning of Tours is D.G, NIPHM. 2. Medical Bills powers delegated as follows: For In-patient treatment - Director General For Out-patient (OPD) treatment- Registrar (subject to max limit of Rs. 5000/- per bill each claimant). 3. Counter Signature of TA Bills:- Deputy Director and above level is now delegated to their Controlling Officers subject to the entitlements prescribed. The counter signature of trainees TA bills with Registrar, NIPHM.
8.	Grant of permission/advance on LTC/ 10 days Leave encashment on the grounds of LTC.	Competent authority for Grant of LTC for Group A and Group B Officers is DG, NIPHM. Full in respect of non-gazetted (Group 'c') staff of NIPHM with Registrar, NIPHM as admissible under rules.
9.	Grant of TA on transfer.	Competent authority for Grant of TA on transfer is Director General, NIPHM for all cadres.
10.	To incur expenditure of miscellaneous & contingent nature	Rs. 7,500/- in each case not exceeding Rs. 1.0 lakhs per annum.
11.	Sale of farm produce	Full by tender and/or auction as may be considered convenient and to the best advantage of the NIPHM and subject to observance of the prescribed rules by the Director General, NIPHM from time to time
12.	Power to sanction demurrage/ wharf age	Upto Rs. 500/- in each case
13.	To incur expenditure on repairs of bicycle locally	Upto Rs.1000/- per annum per bicycle
14.	Wages of casual labourer paid from contingencies	Full - subject to the condition that the rates are approved by the Director General.

15.	Commission on Money orders	Full remitting the dues of suppliers contractors etc. by M.O if such remittances are unavoidable and essential in public interest subject to the condition that the amount of such remittance in any particular case is not more than Rs. 100/-
16.	Purchase of stationery stores	a Local purchase upto Rs.15,000/- for non tendered items. b Upto Rs. 50,000/- for which rates have been finalized through tenders/quotations.
17.	Servicing, maintenance and repair of typewriter/Office equipment	Full in case of service contract and Rs.1000/- per machine on each occasion
18.	Sanction of Municipal Tax	Full
19.	Sanction of expenditure on electricity, water, gas, telephone / reimbursement of cost of Newspapers as per entitlement.	Full
20.	Power to sanction expenditure on insurance on official goods on transit	Full
21.	Work related to the stores section	Over all supervision of stores.
22.	Work related to the vehicles	Full powers for vehicle movement within the city and for outside stations with approval of Director General are needed.
23.	Work related to the Estate	She will be the in-charge of the estate and deal with all matters related to estate, NIPHM
24.	Work related to Guest House/Hostel	She will be the officer in-charge for the guesthouse and hostel and she will discharge the duties with the assistance of Assistant Director (ICT)-Warden and Caretaker.

In addition to the above powers Registrar will discharge duties of CPIO (Chief Public Information Officer) for RTI and Public Grievance Officer of NIPHM, Hyderabad.

In the absence of Registrar, the Joint Director (A. & AM) of PHM Division will perform the duties of Registrar.

The above mentioned powers will be exercised subject to any restrictions rules/orders/directions that may be issued from time to time by the Government of India and under signed.


 (V. USHA RANI, I.A.S.)
 DIRECTOR GENERAL

To

1. The Registrar, NIPHM, Hyderabad
2. The Joint Director (A&AM), NIPHM, Hyderabad.

Distribution:

- a. F.A., NIPHM, Hyderabad for information.
- b. A.O., NIPHM, Hyderabad for information.
- c. Hindi Officer, NIPHM, Hyderabad for information.
- d. Copy to all the Section Heads for kind information.
- e. Stock file.
- f. P.S. to Director General, NIPHM for information.



Telephone : 9140-24015374
e-mail : niphm@nic.in
Tele-Fax : 9140-24015346

National Institute of Plant Health Management
Department of Agriculture, Cooperation & Farmers Welfare
Ministry of Agriculture & Farmers Welfare
Government of India



राजस्व प्रसं
NIPHM
Rajendra Nagar,
Hyderabad - 500 030
<http://niphm.gov.in>

Dated: 27-12-2016.

F.No 3(Office Order)/2016-17-Estt.

OFFICE ORDER No. 172 of 2016-17

In partial modification of the powers delegated to the Directors of NIPHM, vide Office Order No. 99 of 2011-12, dt. 2-8-2011 the following administrative power is modified as follows:-

S.No	Type of power delegated	Existing	Revised/modified
1.	Grant of EL/Commuted leave to non-scientific/academic staff	Full powers	Power of sanctioning EL/HPL/Commuted leave is now restricted to 10 days in one spell.

The other powers delegated and terms and conditions mentioned in the office order No. 99 of 2011-12, dt. 2-8-2011 remains unchanged.

(V. USHA RANI, I.A.S.)
DIRECTOR GENERAL

To

- All the Directors, NIPHM, Hyderabad.

Distribution:

- F.A., NIPHM, Hyderabad for information.
- A.O., NIPHM, Hyderabad for information.
- Hindi Officer, NIPHM, Hyderabad for information.
- Copy to all the Section Heads for kind information.

19 SCHEDULE / TIME LINE FOR EDUCATIONAL COURSES CONDUCTING BY NIPHM

Sl. No.	Title of the Training Programme	Duration	Date	No. of Programmes
1	Post Graduate Diploma in Plant Health Management (PGDPHM)	12 months	August – July	01
2	Diploma in Plant Health Management (DPHM) / Plant Biosecurity	6 months	August – Jan	01
3	Certificate course on PHM in organic farming	3 Months	December to March	01
4	MOOCS - Massive Open Online Course (Plant Biosecurity)	3 Months	Apr to June Sept to Nov	02
5	MOOCS - Massive Open Online Course (Rodents and Household Pest Management)	3 Months	April to June Sept to Nov	02

20 PUBLIC GRIEVANCE REDRESSAL SYSTEM OF NIPHM

The objective of Grievance Redressal System of NIPHM is to redress the grievances of officer trainees, students, employees, clients, vendors and the public in general vis-à-vis the services promised in Citizen's/Client's Charter of NIPHM. Registrar is the designated Grievance Redressal Officer (GRO). The name, designation, address, telephone number and e-mail ID of the GRO are given below. The mechanism of grievance redressal is given as under:

- The grievance received by NIPHM from the complainant is acknowledged through e-mail or post or telephone or SMS, within two days.
- A time period of 15 days is stipulated to redress the grievance. If more time is required to redress any grievance, the same is to be informed to the complainant. Once the action on a grievance is finalized, the same will be communicated to the complainant.
- The GRO has to submit a quarterly report to the Director General regarding the number of grievances received, redressed and pending.
- If the complainant feels that the grievance is not redressed or he/she is not satisfied with the reply/action, the complainant can file an appeal before the Director General.

Grievance Redressal Officer

Ms. Spurthi Reddy, IRS

Registrar & Grievance Redressal Officer

National Institute of Plant Health Management (NIPHM)

Rejendranagar, Hyderabad-500030, Telangana, India

Ph: 040-24013346

E-mail: registrarniphm[at]nic[dot]in

SC/ST/OBC/PwD GRIEVANCE REDRESSAL SYSTEM OF NIPHM

In pursuance of the DOPT OM No. 36035/3/2013-Estt. (Res), dated 31-03-2014, Clause-F, the Registrar, NIPHM has been designated as Liaison Officer for SC/ST/OBC/PwD communities. The responsibilities of the Liaison Officer shall be as given in the annexure of DOPT Office Memorandum No. 43011/153/2010-Estt. (Res.), dated 04-01-2013.

The following Grievance Redressal Mechanism Committee for PwD grievances has been constituted with the following officials to receive and redress the grievances of Persons with Disabilities within a reasonable time frame.

1. Registrar
2. Administrative Officer
3. Sri. Rathod Mohan Narayana, Hindi Translator (Member belonging to PwD having knowledge in disability matters)

PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE AT NIPHM

As part of providing protection against sexual harassment and the right to work with dignity are universally recognized human rights, the Govt. of India has issued a Gazette through the Ministry of Law and Justice (No. 14 of 2013) on the sexual harassment of women at workplace (Prevention, prohibition and redressal) Act 2013. In order to implement the orders of the government gazette in the letter and spirit, it is pleased to constitute "Internal Complaints Committee" with the following officer.

Sl. No.	Name of the member	Designation
1	Dr. M Jaya Devi, DD (Chem.)	Presiding Officer
2	Dr. P Jyothi, AD(PS)	Member
3	Dr. Veenita Kumar, Deputy Director (Gender Studies), MANAGE, Rajendranagar	Member
4	Smt. Manjula Pallipoyena, Director of M/s. LSN Foundation	Ex-officio Member

PART-TIME VIGILANCE OFFICER AT NIPHM

In pursuance to the Office Memorandum No. 44019/1/2015-PP(Estt.) [FTS:2026], dated 22-11-2022, DA & FW, MoA & FW, it is hereby informed that Dr. Nirmali Saikia, Director (PMD) has been appointed as Part-time Vigilance Officer w.e.f. 22.11.2022 at NIPHM for a period of three years or till further order whichever is earlier. This will be in addition to her normal duties.

21 NO. OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PROPOSED/ TAKEN

- Pending for Minor penalty or major penalty proceedings – 01
- Finalised for Minor penalty or major penalty proceedings – Nil

22 (a) Year wise Numeric data of pending as well as disposed Departmental/Vigilance/Court cases:

Court cases pending at High Court of Telangana				
Sl. No.	Year	No. of Court cases	Court cases	
			Pending	Disposed
1	2017	01	01	-
2	2022	01	01	-
3	2023	01	01	2
Court cases pending at Supreme Court of India				
*4	2023	01	01	-
	2024			

(* Two court cases were tagged by the Hon'ble Supreme Court of India as both matters are same.)

(b) Rank/Post held by the charge sheeted employee: Technician (Mechanic)

(c) Details of outcome in terms of finding (i.e. exoneration or found guilty): Nil

23 WORKING HOURS OF THE INSTITUTE

Working hours of the Institute is from 9.00 a.m. to 5.30 p.m. from Monday to Friday. Saturday and Sunday are closed holidays.

24 FOREIGN AND DOMESTIC TOURS BY DIRECTOR GENERAL, NIPHM DURING 01.01.2023 to 31.12.2023: (The details are updated separately from time to time)

Sl. No.	Purpose of the Journey	Place of tour	Dates of Tour
1	To attend the PMA Annual convention – Educational conference at Jaipur	Hyderabad to Jaipur	14.04.2023 to 16.04.2023
2	To attend the 16 th General Council Meeting of NIPHM	Hyderabad to New Delhi	22.05.2023 to 23.05.2023
3	To attend the National Training Conclave at convention centre, ITPO, Pragati Maidan, New Delhi	Hyderabad to New Delhi	10.06.2023 to 12.06.2023

4	To visit the college of Agriculture, Warangal, PJTSAU	Hyderabad to Warangal	16.06.2023
5	To attend the 27 th convocation to the successful trainees of six months free residential vocational training in agriculture and seed technology at Dr. D Rama Naidu Vignana Jyothi Institute of Rural Development campus, Tuniki	Hyderabad to Tuniki village	18.08.2023
6	To attend the 27 th Executive Council Meeting of NIPHM at New Delhi	Hyderabad to New Delhi	29.11.2023

25 DETAILS OF PARLIAMENT QUESTIONS RECEIVED AND REPLIED DURING THE YEAR 2023.

No. of parliament questions received – 19

No. of parliament questions replied - 19

26 DETAILS OF RTI REQUESTS/APPEALS RECEIVED AND REPLIED DURING THE YEAR 2023.

Sl. No.	Name and address of the applicant	Request No. / Date of request	Information furnished by NIPHM	
			Letter No.	Date
1.	Shri Sanjay Kumar	NIPHM/R/X/23/00001 06.01.2023 transferred from DPPQS/R/T/22/00168	ESTT- RTIORTI/2/2020- LDC_EST1	24.01.2023
2	Shri Sanjay Kumar	NIPHM/R/T/23/00001 12.01.2023	ESTT- RTIORTI/2/2020- LDC_EST1	24.01.2023
3	Shri Thota Bharath	NIPHM/R/E/23/00001 04.01.2023	ESTT- RTIORTI/2/2020- LDC_EST1	27.01.2023
4	Shri Rathod Lalsingh	NIPHM/R/E/23/00002 09.02.2023	ESTT- RTIORTI/2/2020- LDC_EST1	22.02.2023
5	Shri Pothu Ramchander	NIPHM/R/23/00003 10.02.2023	ESTT- RTIORTI/2/2020- LDC_EST1	22.02.2023
6	Shri N Naresh	NIPHM/R/E/23/00004 07.03.2023	ESTT- RTIORTI/2/2020- LDC_EST1	21.03.2023
7	Dr. K Susheela	CIC/NIPHM/A/2022/603349 21.03.2023	ESTT- RTIORTI/2/2020- LDC_EST1	10.04.2023
8	Shri N Naresh	NIPHM/R/E/23/00005 28.03.2023	ESTT- RTIORTI/2/2020- LDC_EST1	11.04.2023
9	Shri Dodle Tarun Sagar	NIPHM/R/E/23/00006 18.04.2023	ESTT- RTIORTI/2/2020-	27.04.2023

			LDC_EST1	
10	Shri Venkat	NIPHM/R/E/23/00007 27.04.2023	ESTT- RTIORTI/2/2020- LDC_EST1	17.05.2023
11	Shri Pakanati Ashok Reddy	NIPHM/R/E/23/00008 24.05.2023	ESTT- RTIORTI/2/2020- LDC_EST1	01.06.2023
12	Shri Boorgu Venkatesham	NIPHM/R/E/23/00009 26.06.2023	ESTT- RTIORTI/2/2020- LDC_EST1	11.07.2023
13	Shri Kamalbabu dhakad	NIPHM/R/E/23/00010 29.06.2023	ESTT- RTIORTI/2/2020- LDC_EST1	10.07.2023
14	Shri Naresh Kumar Jolan	NIPHM/R/X/23/00002 26.06.2023	ESTT- RTIORTI/2/2020- LDC_EST1	18.07.2023
15	Shri Pagadala Shiva Prasad Reddy	NIPHM/R/E/23/00011 13.07.2023	ESTT- RTIORTI/2/2020- LDC_EST1	21.07.2023
16	Shri Pagadala Shiva Prasad Reddy	NIPHM/A/E/23/00001 24.07.2023	ESTT- RTIORTI/2/2020- LDC_EST1	08.08.2023
17	Shri Parth Dhameliya	NIPHM/R/T/23/00002 07.08.2023	ESTT- RTIORTI/2/2020- LDC_EST1	17.08.2023
18	Shri Gaurav Dilip Patil	NIPHM/R/E/23/00012 03.09.2023	ESTT- RTIORTI/2/2020- LDC_EST1	27.09.2023
19	Ms. Sree Latha	NIPHM/R/E/23/00013 05.09.2023	ESTT- RTIORTI/2/2020- LDC_EST1	04.10.2023
20	Ms. Samridhi Srivastava	NIPHM/R/E/23/00014 11.09.2023	ESTT- RTIORTI/2/2020- LDC_EST1	27.09.2023
21	Mr. Syed Ahmed	NIPHM/R/E/00015 11.09.2023	ESTT- RTIORTI/2/2020- LDC_EST1	27.09.2023
22	Ms. Shaga Rajyalaxmi	NIPHM/R/E/23/00016 27.09.2023	ESTT- RTIORTI/2/2020- LDC_EST1	18.10.2023
23	Mr. Sumit Kumar	NIPHM/R/E/23/00017	-	Direct transferred on 03.10.2023
24	Mr. Gaurav Dilip Patil	NIPHM/R/E/23/00018 07.10.2023	ESTT- RTIORTI/2/2020- LDC_EST1	18.10.2023
25	Mr. Rajendra Yadav	NIPHM/R/E/23/00019 20.10.2023	ESTT- RTIORTI/2/2020- LDC_EST1	02.11.2023
26	Mr. Syed Ahmed	NIPHM/R/E/23/00020 24.10.2023	ESTT- RTIORTI/2/2020- LDC_EST1	10.11.2023

27	Mr. Gaurav Dilip Patil	NIPHM/R/E/23/00021 03.12.2023	ESTT- RTIORTI/2/2020- LDC_EST1	12.12.2023
28	Ms. Priyanka	NIPHM/R/E/23/00022 10.12.2023	ESTT- RTIORTI/2/2020- LDC_EST1	04.01.2024
29	Mr. Gaurav Dilip Patil	NIPHM/R/E/23/00023 13.12.2023	ESTT- RTIORTI/2/2020- LDC_EST1	28.12.2023
30	Mr. Syed Ahmed	NIPHM/R/E/23/00024 15.12.2023	ESTT- RTIORTI/2/2020- LDC_EST1	28.12.2023
31	Mr. Aavula Sandeep Yadav	NIPHM/R/E/23/00025 20.12.2023	ESTT- RTIORTI/2/2020- LDC_EST1	03.01.2024
32	Mr. Pagadala S D S Veerendra Nath	NIPHM/R/E/23/00026 28.12.2023	ESTT- RTIORTI/2/2020- LDC_EST1	10.01.2024
33	Mr. Rajendra Yadav	NIPHM/A/E/23/00002 08.11.2023	ESTT- RTIORTI/2/2020- LDC_EST1	16.11.2023