

**SUO-MOTO DISCLOSURE UNDER SECTION 4(1)(B)
OF
RIGHT TO INFORMATION ACT, 2005
(Updated 2024)**



क्षेत्रीय आयुर्वेद अनुसंधान केन्द्र, दिमापुर, नागालैन्ड

(अधीनस्थ केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार)

REGIONAL AYURVEDA RESEARCH CENTRE, DIMAPUR, NAGALAND

(Under Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt. of
India)

पत्ता: पहलि मंजिल, सी.एम.ओ भवन, जिला अस्पताल कोलोनी, दिमापुर, नागालैन्ड

**Address: CMO Building, 1st floor, District Hospital colony, Dimapur,
Nagaland- 797112**

Phone: 03862-295171

E-mail: rarc.dimapur@gmail.com

RTI APPLICATION FORM

1. Particulars of the Applicant:

(a) Name:

(b) Address :

(c) E-mail address :

(d) Phone/Fax. No.:

2. Date of Submission of Application:

3. Subject Matter:

4. Details of Information requested :

5. Period to which the information relates :

6. Fee enclosed (in cash/DD/Banker's cheque/IPO) :

7. Due date by which information is to be furnished (30 days from submission of application) :

8. How the applicant would like his information to be sent :

(a) By post:

(b) To be collected by hand :

(c) By- mail :

(d) By fax:

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Particulars of Organization, Functions and Duties

Regional Ayurvedic Research Centre (RARC), Dimapur, Nagaland, March 2019 at the premises of CMO Building (F.No.61-1/2009-CCRAS/Admn./Vol.I/4865 dated 5.2.2019), District Hospital Colony, Established in Dimapur, Nagaland. The State Government has temporarily provided a hall (approximately 20 x 25 sq. ft.) and a small room (approximately 7 x 10 sq. ft.) on the first floor of the administrative building of the CMO. A separate land purchase process was executed several times through regular communications with the Directorate of Health and Family Welfare, Kohima, Nagaland. The working manpower, against the sanctioned posts, includes 04 regular officers, 03 contractual employees (project), 03 outsourcing employees and 03 under Government e-Market (GeM). In this allotted space, medical services for the general public are provided by the Outpatient Department (OPD) in one small room and the Administrative, Establishment, Accounts and Botany sections are functioning in the other room. As compared to last year, the number of patients in the outpatient department has increased following regular medical camps and several programs initiated in and around the campus.

Under Ayurveda section 02 Research officers along with 02 SRF (Ay.) are regularly giving services in Out Patient Department for General & Geriatric patients. Also all technical programs organized and conducted for benefits of society through Health camps, National programs etc. Peripheral Pharmacovigilance centre under AIIA, New Delhi has been functioning since 2020.

The activities of the centre are annexed at **Annexure-I (Page No. 6)**

The policies, directions and overall functioning of the Council are regulated by the Council's Governing Body. The Council carries out its research activities under the guidance of Chairman of Scientific Advisory Board (SAB) and Scientific Advisory Groups (SAGs).

ACHIEVEMENTS IN 2023-24

1. This centre has completed 01 Intra Mural Research Project under Medicinal Plant Research (**Details are annexed at Annexure - II - Page No.8**)

Notable Achievements

- Herbarium at RARC Dimapur is now internationally indexed at Index Herbariorum, NYBG with the code DMP. Currently, the only indexed herbarium facility in Nagaland.
- नराकास दीमापुर द्वारा नराकास शीलड योजना 2022-23 के अंतर्गत क्षेत्रीय आयुर्वेद अनुसंधान केंद्र, दीमापुर को द्वितीय पुरस्कार से सम्मानित किया गया। (संदर्भ: 36011/नराकास शीलड / हिंदी (शिक्षा) /2023/64 दिनांक-17 अगस्त 2023)

Annexure-I

The Core research activities of centre are ;...

- Clinical Research
- Healthcare services through Outpatient departments (OPD) and Special clinics for Geriatric Health care.
- Implementation of Ayurveda Health Information Management System (A-HIMS) in OPD services
- Medicinal Plant Research (Medico-ethnobotanical Survey, Pharmacognosy, and Cultivation)
- Besides this, centre is in active collaboration with Institutes like NIPER, Guwahati

Services/Facilities Available:

1. **Patient Consultancy Services:** The centre provides consultation, investigation and medicines on nominal charges to the general patients
2. **Botany section** - Through field survey
3. **Library Services:** The centre is maintaining Library for providing information and assistance on the issues related to Research, manuscripts/rare books etc. It has over 18000 books of Ayurveda and Modern Medicine. It also contributes to a number of scientific journals/ periodicals.
4. **Publication and sales:** There is a special division for sale of Council's Research outcomes, Ayurvedic Text retrieved from manuscripts and other related publications useful to the academicians, physicians and common public. (for details visit our website [www. ccras.nic.in](http://www.ccras.nic.in)).

Mandate as per CCRAS (www.ccras.nic.in)

1	Regional Ayurveda Research Centre, Dimapur, Nagaland	<ul style="list-style-type: none">• Health care services through Out Patient Department (OPD)• Any other assignment of National importance related to Research & Development in Ayurveda
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Grievances Redressal Mechanism

There is a Public Grievances Officer to redress the grievances of the employees. The name and address of the Officer is given below:

Dr. Deepak Rahangdale
Research officer (Ay.)
Chairman, Grievances Redressal Committee

There is a centres Vigilance Cell headed by a Chief Vigilance Officer and an Administrative Officer.

The Name and Address is as under:

Dr. Vilas Gangurde
Research officer Incharge

Postal address of the Centre:

Address: CMO Building, 1st floor, District Hospital colony, Dimapur,
Nagaland- 797112

Directed by

Dr. N. Srikanth
Chief Vigilance Officer

Central Council for Research in Ayurvedic Sciences No.61-65, Institutional Area,
Opposite 'D' Block Janakpuri, New Delhi- 110058

Phone No. 011-28522010

E-mail:- cvo-ccras@gl.gov.in

LIST OF INTRA MURAL RESEARCH PROJECTS During 2022-23

COMPLETED PROJECTS

S. No.	Name of Project
Clinical Research Projects	
	NIL
Medicinal Plant Research	
Medico Ethno-Botanical Survey (MEBS)- IMR	
1	“Medico Ethno-Botanical survey in the forest areas of Senapati and Imphal West districts of Manipur state and preparation of Monographs

ONGOING PROJECTS

S. No.	Name of Project
Clinical Research Projects	
	NIL
Medicinal Plant Research -	
Medico Ethno-Botanical Survey (MEBS)- EMR	
1.	“Critical appraisal and validation of Local Health Traditions (LHTs), Oral Health Traditions (OHTs) and Ethno Medicinal Practices (EMPs): An inclusive study among Ethnic communities of Northeast India EMR (Funded by NMPB, Ministry of AYUSH, Govt. of India)
Herbarium development and Digitalization - IMR	
2.	Development and Digitalization of Authentic Ayurvedic Raw Drugs and Herbarium for the Medicinal Plants Appearing in Ayurvedic Formularies of India in Mandatory Drug Testing Laboratories of CCRAS

Details of Collaborative Research Projects during 2022-23

S. No.	Name of Project
Pharmacognosy/ Pre-clinical	
Approved by PEMC – (IMR) Collaborative (RARC Dimapur and NIPER Guwahati)	
1.	“Development of Quality Standards of <i>Elsholtzia</i> Species and Assessment of Efficacy in Gastric Inflammatory Conditions (<i>in-vitro</i> and <i>in-vivo</i> models

Powers and Duties of Officers and Employees

RARC is headed by the Research Officer In-charge. The Powers and Functions of the Incharges of the Institutes are available on CCRAS's website i.e. www.ccrns.nic.in, under the Head Memorandum of Association, Rules, Regulations and Bye-Laws of the Council.

SCHEDULE-1

Schedule of powers vested in the Director General (Rule 4)

The said information is available at the Council's website www.ccras.rnc.111 under the head Memorandum of Association, Rules, Regulations and Bye-Laws of the Council.

Delegation of financial and administrative powers to Deputy Director(Admn.) CCRAS and Incharges of the subordinates Institutes/Units of the Council.

Sl. No	Items/ Powers	Extent of powers delegated				Remarks
		Deputy Director(Admn.)		In charges		
		Existing	Enhanced	Existing	Revised	
1	2	3	4	5	6	7
1.	Power to sanction taxes/surcharges, renewal of insurance, postal, telegraphic, water, electricity, telephone bills	Full	Full	Full	Full	Subject to budget provision
2.	Reimbursement of local conveyance in respect of employees working under them.	Rs.150/- p.m. per person	As per orders of D/o Expenditure	Rs.150/- p.m. per person	As per orders of D/o Expenditure	As amended from time to time

3.	Power to incur expenditure on non-recurring items.	Upto Rs.10,000/-	Upto Rs.1.00 lakh	Upto Rs.1,00,000/- in respect of CRIs and Rs.50,000/- in respect of other Units	Upto Rs.2.00 lakh to National Research Institutes, Cpt. Srinivasa Murthy Research Institute for Ayurveda and Siddha Drug development, Chennai, Ayurveda Central Research Institute, Delhi, Ayurveda Research Institute for Mother and Child Health Care, Trivandrum, Advanced Centre for Ayurveda in Mental Health and Neuro-Sciences NIMHANS, Bangalore, Ayurveda Cancer Research Institute, Mumbai, Ayurveda Mental Health Research Institute, Nagpur & Ayurveda Regional Research Institute, Patna, and Rs.1,00,000/- for other Institutes.	Subject to budget provision and observations of codal formality. The accountability for justifiable expenditure fully lies with the officer sanctioning the amount. The Officer <i>will</i> also be responsible for compliance of all audit observations.
4.	To incur expenditure on recurring	Upto Rs.2,000/-	Full	Full	Full	Subject to budget

	contingency like petrol, diet, Diesel (Central heating), stationery, Postage etc.					provision and rates of diet prescribed by the Council.
5.	Purchase of books/ publications, periodicals, journals.	Full, on the recommendations of DD(Tech.) concerned Programme Officers	Full, on the recommendations of DD(Tech.) concerned Programme Officers	Full, except involving foreign currency.	Full	Subject to budget .. provision and requirement of allotted programme.
6.	Power to sanction temporary advances from the imprest.	Full	Full	Full	Full	Not more than one advance is sanctioned to an individual, till the adjustment is submitted.
7.	Power to sanction telephone rents, calls, phonograms, where telephone connections are sanctioned by the Council. Audit Fees and Advt. charges.	Full	Full	Full	Full	
8.	Power to sanction expenditure on electricity and water charges.	Full	Full	Full	Full	
9.	To sanction repair charges of vehicles, equipments, tools, stores etc.	Upto Rs.5000/-	Full	Upto Rs.5000/-	Full	Through authorized workshops only.
10.	Purchase and supply of uniform for eligible staff.	Full III Respect of employees working at Hqrs. Office	Full	Full in respect of employees working under them.	Full	As per DOP guidelines
11.	a) Power to sanction advances of pay/ TA/ DA to the employees in whose case transfer orders have been issued by Hqrs. Office.	Full	Full	a) Full - provided the advance is sanctioned as per rules	Full	As per rules as amended from time to time

	b) Advance of leave salary as per rules					
12.	To sanction the write off of irrecoverable stores etc. provided that (i) the loss is not due to theft and (ii) it does not disclose a defect of system or serious negligence on the part of some individual employees of the Central Council, which might possibly call for disciplinary action and to sanction write off and sell by auction or otherwise, in the interest of the Council, ii Declaring Condemn unserviceable stores. (The amount of sale proceeds shall be credited to the Hqrs office of the Central Council).	Upto Rs.5000/-	Upto Rs.50,000/-	Upto Rs.5000/- in r/o CRIs and Rs.3000/- in r/o RRIs/ RRCs and other major institutes in each case (Note: each case means each occasion not each article). The case of theft, negligence on the part of individual including cases involving relaxation will continue to be referred to the Council.	Rs.50,000/- to all Subordinate Institutes/Centres	On the recommendations of a Physical Verification Committee (Condemnation Committee) to be constituted according to Rules. -do-
13.	Power to sanction festival advance to entitled staff	Full in respect of employees working at Hqrs. Office	Full	Full in respect of employees working under them.	Full	
14.	Power to reimburse medical examination fee on first appointment as per scales laid down.	Full	Full	Full	Full	
15.	Power to sanction LTC and LTC advance in respect of staff working under them except head of Institutes/ Centres.	Full in Respect of employees working at Hqrs. Office.	Full	Full in respect of employees working at under them.	Full	
16.	Power to sanction cycle/fan advance to staff.	Full	Full	One case in a year	Full	

17.	Power to reimburse tuition fee/CEA in respect of employees working under him.	Full	Full	Full in respect of employees working at under them.	Full	
18.	Power to purchase prepared medicines from IMPCL and IMPCOPS only.	Upto Rs.50,000/- on the recommendation of Deputy Director (Tech.)/ Programme Officers	Full on the recommendation of Dy.Dir. (Tech.)/ Programme Officers	Upto Rs.1,00,000/- in case of CRIs and Rs.30,000/- in case of other Units.	Rs.2,00,000/- where OPD and/or [PD are functioning	Subject to budget provision
19.	Power to sanction medical reimbursement claim in respect of Officers and staff Working at Institutes/ Centres/ Units.	Upto the limit of Rs. 10,000/- in each case.	Full	Upto the limit of Rs.500/- in each case in a year	Full	Claims for treatment taken from private Hospitals in emergency to be sanctioned By Director General, CCRAS
20.	Power to purchase raw drugs for preparation of medicine including trial drugs for use in hospital as well as for supply to other projects of the CCRAS.	Upto Rs.50,000/- on recommendation of Deputy Director (Tech.)	Full on the recommendation of Deputy Director (Tech.)	Rs.50,000/- in case of CRIs and Rs.15,000/- in case of other Units.	Rs.1,00,000/- (subject obtaining certificate)	Subject to budget provision
21.	Power to sanction annual maintenance contract charges in respect of typewriters, computers, fax, photo copier, duplicating machines, Scientific instruments/ equipments, ACs, heaters etc.	Full for approved AMC's	Full	Upto Rs.5,000/- in each case with reference to the budget provision	Full	AMCs to be awarded to the manufacturers or their authorized dealers. In other cases after observing formalities.

22.	Power to sanction GPF/CPF advance/withdrawals.	Full	Full	Not applicable	Not applicable	
23.	Power to sanction cash handling allowance	Full as per rules	Full as per rules	Not applicable	Full as per rules	Fidelity Bond to be kept in safe custody.
Administrative Powers		Deputy Director(Admn.)		In-charges		Remarks
		Existing	Enhanced	Existing	Revised	
24	To transfer an employee from one sanction to another	Full	Full	Full		
25	All kinds of leave except study leave	Upto Assistant Directors	Upto Assistant Directors	Full in respect of an employee Working under him.	Full in respect of employees working under him.	
26	Power to sanction all kinds of tours within the State.	Full	Full upto Assistant Directors	Full, except in the case of IN-charge	Full, except in the case of Incharge	Tours to be sanctioned strictly for Institute's work
27	To order closure of the office on the basis of ad-hoc decision of the Central Govt. or respective State Govt.	Not applicable	Not applicable	Full	Full	As per decision of the local Co-ordination Committee
28	Power to maintain service book and leave account.	Full except DD(A)	Full except DD(A)	Full except In-charge	Full except In-charge	
29	Acceptance of Home Town declaration	Full	Full	Full in respect of employees working under them	Full in respect of employees working under them.	

30	Issue of Identity Card to group A,B,C & D staff as per instructions regarding issue of identity card and conditions of issue as may be communicated by Hqrs. from time to time	Full	Full	Full in respect employees Working under them	Full in respect of employees working under them	
31	Power to sanction special increment for promoting small family norms in respect of all group working under him	Full	Full	Full	Full	Subject to observance of Rules.
32	Power to forward applications for outside employment in respect of staff working under them.	Full in respect of non-technical employees	Full in respect of non-technical employees	Full in respect of employees working under them under intimation to Hqrs. Office.	Withdrawal of power to forward applications for outside employment in r/o staff working under them vide Council's letter No.F.32-33/88-CCRAS/Adrnn /25 34 dated 16/1/2013.	The deputation cases are subject to approval of Hqrs. Office
33	Power to sanction stagnation increment in respect of staff working under them.	Full	Full	Full in respect of employees working under them	Full in respect of employees working under them	As per rules.
34	Power to grant ACP/ Promotion to group C & D employees working under them.	Not applicable	Not applicable	Full in Respect of Group C & D employees of maximum scale of pay of Rs.5000-8000/-	Full in respect of Group C&D employees in PB- I upto Grade pay of Rs.2800/-	
35	Power to fill up the vacancies by promotion in respect of Group C&D arisen due to death/retirement and resignation as per approved RRs.	Not applicable	Not applicable	Full in respect of Group C&D employees	Full in respect of Group C&D employees	Direct recruitment to be made with prior approval of Hqrs. Office.

36	Detention of staff in Hqrs Office/ Institutes beyond normal office hours on working days and holidays and payment of Compensation/ Conveyance allowance as per rules.	Full	Full	Full in respect of employees working under them.	Full in respect of employees working under them.	Detention of female staff should be with their consent
37	Permission for purchase of movable/immovable properties under CCS (Conduct) Rules.	Full upto the level of Assistant Directors	Full upto the level of Assistant Directors	Full in respect of employees working under them.	Full in respect of employees working under them.	IN case of Group 'A' and I/cs, information to be sent to Hqrs. Office.
38	NOC for Indian Passport.	Full in respect of employees working at Hqrs. Office	Full in respect of employees working at Hqrs. Office	Full in respect of employees working under them.	Full in respect of employees working under them.	In case of Group 'A' and Incharges, information to be sent to Hqrs. Office
39	To grant permission for attending of local Seminars by the Scientists/ Research Officers without TA/DA	Not applicable	Not applicable	Two occasions in a year and not more than 2 Scientists at a time.	Two occasions in a year and not more than 2 Scientists at a time.	Total absence including journey period not to exceed 7 days at a time and 15 days in a year for all Seminars
40.	Power to engagement of contractual/ temp. staff against the vacant post for a period of maximum one year.	Not applicable	Not applicable	Not applicable	Full	Subject to availability of vacant posts in respect of group-B,C,D and Research Projects. For Group 'A' with approval of Hqrs.

The procedure followed in the decision making process, including channels of supervision and accountability

The centre is taking decision on various issues in the following manners:

The centre is engaged in Research Activities and Incharge decisions are arrived at, after having the due deliberation by CCRAS & and some decisions taken by the Director General as per powers delegated to him as per Rule-4(Schedule 1) under Memorandum of Association and Rules, Regulations and Bye-Laws of the Council. (Please refer to Council's website i.e. www.ccras.nic.in for Bye-Laws of the Council).

Norms set for discharge of functions

As per the Bye-Laws of the Council, proposals are implemented after obtaining approval of the Competent Authorities. The Bye-Laws are available on Council's website at www.ccras.nic.in.

**The rules, regulations, instructions, manuals and records, held by it or under its control 01· used
by its employees for discharging its functions**

1. Manual of Office Procedure
2. Fundamental Rules and Supplementary Rules(FR&SR)
3. CCS(Classification, Control and Appeal) Rules 1965
4. CCS(Conduct) Rules 1964
5. General Financial Rules(GFR)
6. Delegation of Financial Power Rules
7. CCRAS (Pension) rules in line with CCS (Pension) Rules
8. Central Services (Medical Attendance) Rules
9. Central Civil Service Leave Rules
10. Central Civil Services Leave Travel Concession Rules
11. Central Vigilance Commission (CVC) Manual

A statement of the categories of documents that are held by it or under its control

No such documents are held in Vigilance Section that needs to be disclosed under this Section.

{Section 4(1)(b)(vii)}

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

- Nil -

{Section 4(1)(b)(viii)}

A statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

The following Boards/Committees are constituted in council to guide :

- i. Governing Body of the Council
- ii. Standing Finance Committee
- iii. Executive Committee
- iv. Scientific Advisory Board
- v. Scientific Advisory Group

(The list of Members of Boards/Committees is available at CCRAS's website i.e. www.ccras.nic.in, under the heading Committees.)

DIRECTORY OF OFFICERS AND EMPLOYEES OF RARC

S I . N o .	Name of the Post	Name of Officer/Official	Phone Nos./ Extension Nos.	E-mail ID
1	Incharge	Dr. Vilas Gangurde	03862- 295171 88304992 49	vilasgangurde@ccras.nic.in
2	Research Officer (Ay.)	Dr. Deepak Rahngdale	83022039 62	d.rahngdale@ccras.nic.in
3	Assistant Research Officer (Bot.)	Mr. Vishnu Walsan K.	98471313 21	vishnu.walsan@ccras.nic.in
4	Research Assistant	Mr. Nikhil Krishna	81295142 86	nikhil.krishna@ccras.nic.in

{Section 4(1)(b)(x)}

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

List of Employees with Gross Monthly Remuneration of RARC

Sl.No	NAME OF OFFICER/ OFFICIAL	Designation	Pay Level	Gross Monthly Remuneration
	Dr. Vilas Gangurde	Incharge	12	223466
	Dr. Deepak Rahngdale	Research Officer (Ay.)	10	132687
	Mr. Vishnu Walsan K.	Assistant Research Officer (Bot.)	07	90300
	Mr. Nikhil Krishna	Research Assistant	06	65875

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

Budget allocation/Budget received for the last five years including current year

Sl.No.	Budget Head	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
		(Rupees in lakhs)					
1.	GIA General	--	--	20.19	17.24	41.85	48.17
2.	GIA Salary	--	--	33.46	43.90	54.20	53.63
3.	GIA Capital	--	--	--	--	--	--
4.	GI\ SCSP	--	--	--	--	--	--
5.	GIA TSP	--	--	--	--	--	--
6.	GIANER	--	--	--	--	--	--
7.	GJA SAP	--	--	0.37	0.38	0.50	0.80
	Total Rupees in lakhs	--	--	Rs.54.02	Rs.61.52	Rs.96.55	Rs.102.6

{Section 4(1)(b)(xii)}

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

As such, subsidy programmes are not undertaken by the RARC; however, subsidy/discounts are available on user charges for certain stake holders such as bonafide students, govt. organizations, etc.

{Section 4(1)(b)(xiii)}

Particulars of recipients of concessions, permits or authorisations granted by it : Not applicable.

{Section 4(1)(b)(xiv)}

Details in respect of the information available to or held by it, reduced in an electronic form :
(Available at CCRAS's website i.e. www.ccras.nic.in)

{Section 4(1)(b)(xv)}

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:

NA

The names, designations and other particulars of the Public Information Officers/FAA

Sl. No.	Name	Designation	Contact Number	Email id
1	Dr. Vilas Gangurde	Research Officer Incharge	03862-295171 8830499249	vilasgangurde@ccras.nic.in
2	Dr. Deepak Rahangdale	Research Officer (Ay.)	8302203962	d.rahangdale@ccras.nic.in
3	Mr. Vishnu Walsan K.	Assistant Research Officer	9847131321	vishnu.walsan@ccras.nic.in
4	Mr. Nikhil Krishna	Research Assistant	8129514286	nikhil.krishna@ccras.nic.in