

CHAPTER - 1

THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

1.1. Name of the Public Authority:

BIHAR INSTITUTE OF PUBLIC ADMINISTRATION & RURAL DEVELOPMENT ADMINISTRATIVE TRAINING INSTITUTE, Walmi Campus, Phulwari Sharif, Patna

1.2 Registration—Registration No. 41 Under Societies Registration Act 21, 1860

1.3. About BIPARD

After creation of separate state of Jharkhand, the Government of Bihar, established its own Administrative Training Institute (ATI) at WALMI Campus Phulwari Sharif, Patna. Subsequently, in the year 2004, a Rural Development Training Institute popularly known as SIRD in many States, was also set up.

The organisational structure of these two training institutes, hitherto functioning as integral part of the General Administration Department and the Rural Development Department, underwent a change in the year 2005. The separate training institutions were merged into Bihar Institute of Public Administration and Rural Development (BIPARD) and became an autonomous body under the Societies Registration Act 21, 1860 with effect from 24.11.2005.

1.4 Objectives:

BIPARD is an apex Institute of Training and Research in the field of Public Administration, Rural Development, Disaster Management, Panchayati Raj, Non-Government Organisations, Urban Development, Land and Water Management, etc.

- (a) to undertake and assist in the organisation of training and study-courses, conferences, seminars and lectures, incorporating latest methodologies of training and instruction including distance learning methodologies;
- (b) to undertake, aid, promote and coordinate training, research and action research through its own or other agencies including non-governmental organisations, universities and other academic institutions and training centres including those established by/ with the aid of the Government of India or any State Government including Government of Bihar;
- (c) to establish schools/centres for (i) Study and orientations, (ii) Training and instruction, and (iii) Research and Evaluation, and such others activities as may be necessary to achieve the objects of the Society;
- (d) to analyse specific problems encountered in the planning and implementation of community development, panchayatiraj and other rural development programmes, disaster management, urban development, land and water management, etc., especially those designed to promote the interests of vulnerable section including women, and propose solutions thereto;
- (e) to follow up in a manner to be mutually agreed upon, the training programmes organised by the Training Centres referred to in (b) above and to advise the Central Government and Government of Bihar and, subject to mutual agreement, any other Ministries or authorities on their training programmes;
- (f) to prepare, print and publish papers, periodicals and books in furtherance of the objects of the Society;
- (g) to establish and maintain Libraries and information services, and information clearing house in all matters relating to areas mentioned above at the beginning of para-3.
- (h) to collaborate with other institutions, Associations and Societies in India and in the State of Bihar, in particular and abroad interested in similar objects;

- (i) to offer Fellowships, Scholarships, Prize and Stipends in furtherance of the objects of the Society; and
- (j) to promote application of science and technology in the development of rural areas through training research and action research.

1.5 Mission/Vision statement of Public Authority

Mission - It will be developed as a centre of excellence to provide the necessary support to the national and state governments and Government of Bihar, in particular, and other agencies concerned in these fields in the areas of policy formulation, programme initiatives, implementation strategies, training, research evaluation, documentation and dissemination of information in India.

Vision - The objects for which the Society is formed are to provide for and promote study in the fields mentioned above, in India and State of Bihar, in particular, and on global scale.

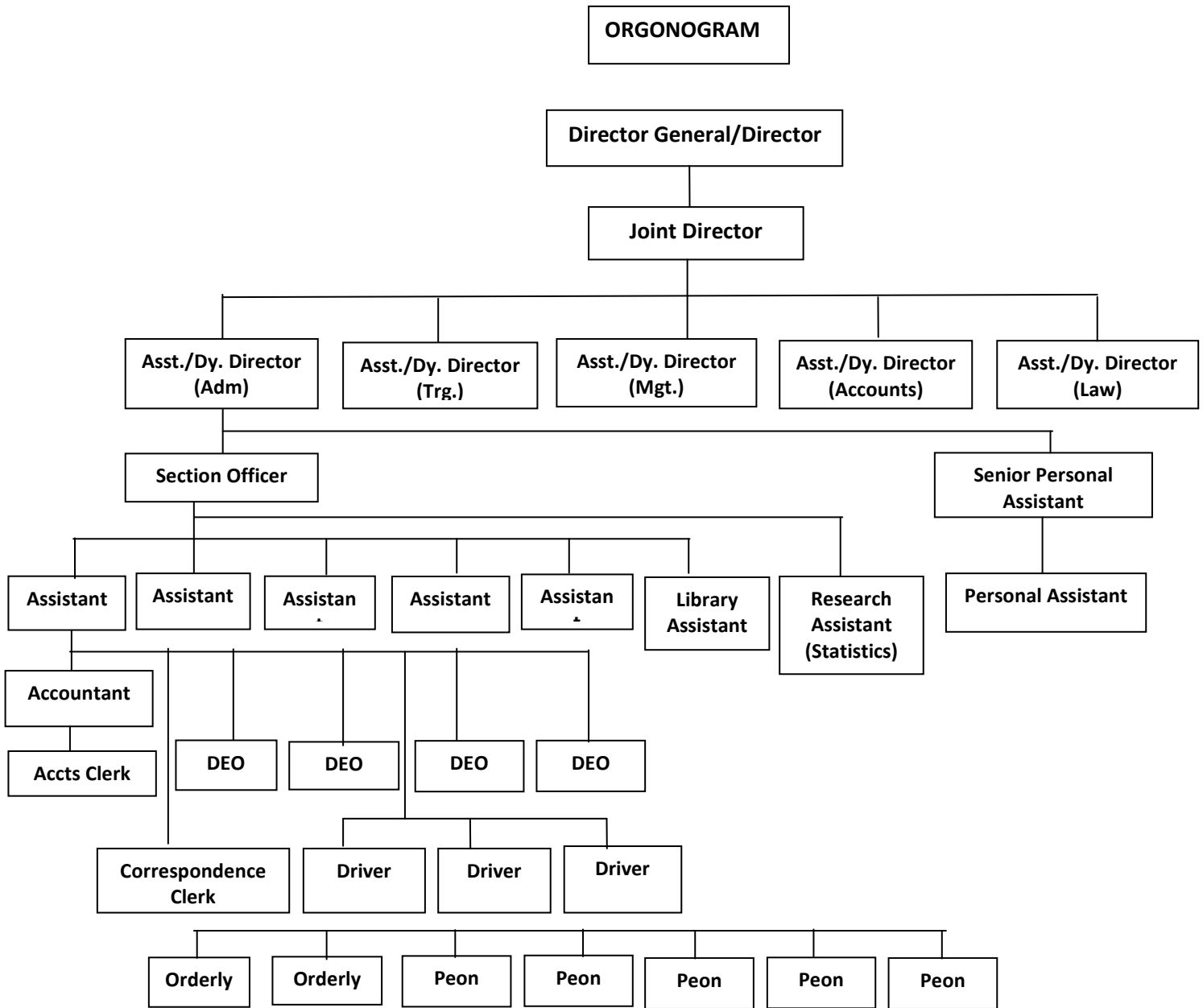
1.6 Brief History of Public Authority and Context of its formation

Administrative Training Institute was located at Ranchi and after bifurcation of state into Jharkhand it was established vide letter no. 68 dated 28.03.2002. It is now housed at Walmi Campus, Phulwari Sharif, Patna in a rented accommodation.

1.7 Duties of the Public Authority

- (i) to provide training to all state level officers in relation to induction/in-service training;
- (ii) assessing training need of all the officers and employees of the State Government;
- (iii) acts as the nodal agency for different training institutes, ministries, departments and institutes of Central Government;
- (iv) to act as an advisor of State Government in areas of policy formulation, programme initiatives, implementation strategies, training, research, evaluation, documentation and dissemination of information in India;
- (v) to undertake, aid, promote and coordinate training, research and action research through its own or other agencies including non-governmental organisations, universities and other academic institutions and training centres including those established by/with the aid of the Government of India or any State Government including Government of Bihar;
- (vi) bid for and accept consultancies within areas of its competencies and shall devise a consultancy policy for the same;
- (vii) provide a broad platform to the local, national and international funding agencies and will assist in development of their programmes;
- (viii) create platform for the people's organisations, voluntary organisations and other people-supported institutions and will design special programmes, training courses for them and import their experience and expertise into its own training curricula;
- (ix) bring out publications including books, journals, reports, occasional papers, study reports, newspapers, etc. in furtherance of the broad objectives and needs of the organisation.

1.8 Organisational Structure



1.9 Address of the Main Office:

Bihar Institute of Public Administration & Rural Development
Walmi Campus, Phulwari Sharif , Patna – 801 505

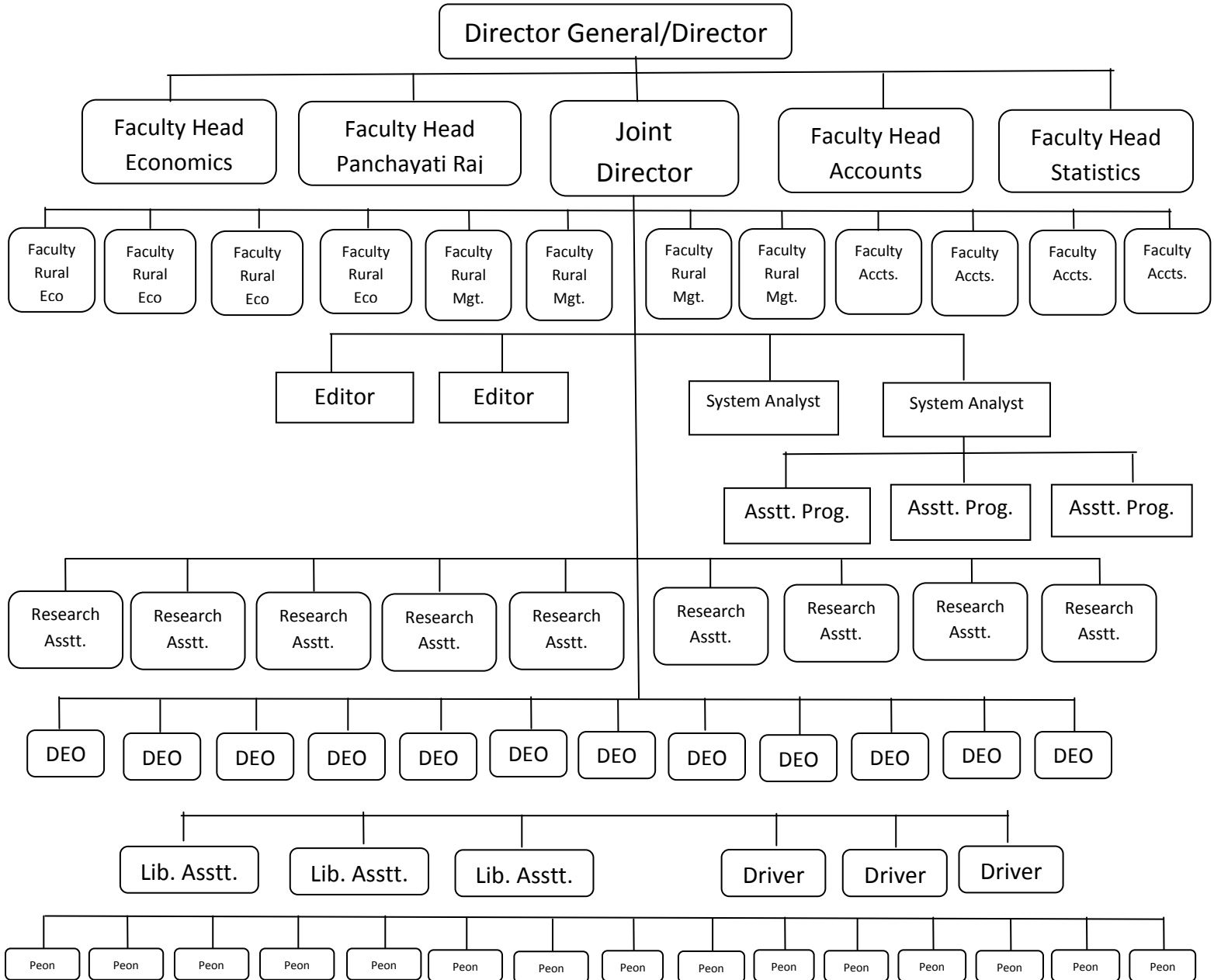
1.10 Morning hours of office: 09.30 AM

Closing hours of office: 06.00 PM

RURAL DEVELOPMENT TRAINING INSTITUTE

Rural Development Training Institute was established as an independent institute vide government notification no. 7036 dated 15.09.2004. Presently it is working as a sister organisation or Administrative Training Institute and it has been provisioned by State Government that Director/Director General, Administrative Training Institute will be ex-officio Director/Director General of Rural Development Training Institute.

Organisational Structure of RDTI



- Eco – Economics
- Mgt – Management
- Accts – Accounts
- Asstt – Assistant
- DEO – Data Entry Operator
- Lib Asstt – Library Assistant
- Peon – Peon

Objective:

Acts as nodal agency in matters of training of rural development officials along with PRIs and other field functionaries including NGOs. It acts as a facilitator in the areas of policy formulation, programme initiative, implementation strategies relating to rural development.

Centre's :

- 1. Centre for Public Administration & Good Governance**
- 2. Centre for Decentralized Training & Distance Learning**
- 3. Centre for Rural Development & Panchayati Raj**
- 4. Centre for E-Governance**
- 5. Centre for Research, Documentation & Publication**
- 6. Centre for Urban Development**
- 7. Centre for Development Studies & Innovation**
- 8. Centre for Social Welfare**
- 9. Centre for Capacity Building, Knowledge Management & Consultancy**

General Council of the Institute:

The General Council of the institute is the governing body of the institute as defined in section 16 of societies Registration Act, 1860. It consists of the following:

- | | | |
|-------|--|-----------------------------|
| (i) | Chief Secretary of the
Government of Bihar | President |
| (ii) | Commissioner &
Secretary, Planning and
Development/ Development
Commissioner, Bihar, Patna | Vice President |
| (iii) | Commissioner cum Secretary/
Principal Secretary
Finance Department, Bihar, Patna | Vice President |
| (iv) | Secretary/ Commissioner cum Secretary/
Principal Secretary of Department of
Govt. of Bihar of Department of
Personnel and Department of Rural
Development | Ex-officio Members |
| (v) | Secretary/ Commissioner-cum-Secretaries
Principal Secretaries of such other departments
of the Government of Bihar as the State
Government may like to nominate | Members |
| (vi) | Director/ Director General of
Administrative Training Institute BIPARD as
described in rule 7. | Ex-officio Member Secretary |

(Ref.– Rules of The Bihar Institute of Public Administration & Rural Development, 2005)

CHAPTER - 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The power of officers & employees in the office of Administrative Training Institute

A

Sr. No.	Designation	Powers & Function	Under which legislation/ rules/orders/GRs./ circulars	Remark
1.	Director General/ Director	(i) As the Principal Executive Officer of the BIPARD shall be responsible for administration of the affairs of the Institute and shall exercise powers under the direction and guidance of the Executive Council and the General Council.		
		(ii) It shall be the duty of the Director General to coordinate and exercise general supervision over the staff and officers and activities of the Institute.		
		(iii) Subject to the provision of sub-clause (i) above, the Director General shall have full powers on the behalf of the Institute, to institute, conduct, intervene, defend, abandon or compound any suit, appeal, review, revision, writ petition or other proceedings by or against the Institute or its employees or otherwise concerning the affairs of the Institute in any court and/or quasi-judicial authorities, to refer any claims or demands by or against the Institute to arbitration and observe and perform the awards, to sign and verify plaints, written statements, execution and other petition, application, affidavits, objections, memorandum of appeal or other pleading to the filed before any judicial or quasi-judicial authorities or arbitrators to enforce judgement, 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.		
		(iv) Subject to the provisions of sub-clause (i) above, the Director General/Director shall be competent on behalf of the Institute to execute contracts, collaboration agreement(s), general/special instrument, service agreements/agreements containing arbitration clauses, indemnity bonds and deeds in respect of/or connected with sale/lease/licence, mortgage, hypothecation, pledge, or other deeds(s) of the legal character of whatever description, power(s) of attorney to enforce guarantee(s) or any other legal rights, incur legal expenses and to act as agent of the Institute for any purpose whatsoever relating to the affairs of the Institute.		
		(v) Shall be competent to sub-delegate any of the powers conferred upon him to a Joint/Deputy Director or to such other officers working under him as may be considered necessary, consistent with the need for proper, effective and efficient discharge of responsibilities entrusted to such Joint/Deputy Directors/Officers		

**THE DUTIES OF OFFICERS & EMPLOYEES IN THE OFFICE OF BIHAR
INSTITUTE OF PUBLIC ADMINISTRATION & RURAL DEVELOPMENT**

Sl. No.	Name	Duties
1	Mr. Shivendu Ranjan Assistant Director	Incharge of All Administrative Works & Responsible for conducting courses of Centre for Public Administration, Centre for Decentralized Training and Distance Learning. (General Administration Deptt., Food and Consumer Protection Deptt., Cabinet Secretariat Deptt., Finance Deptt., Registration, Excise & Prohibition Deptt., Election Deptt., Vigilance Deptt., Cabinet Coordination Works Deptt., etc.) preparation of course modules under supervision of DG
2	Mrs. Smita Sinha Assistant Director	Incharge of All Accounts Works & Responsible for conducting courses of Centre of Rural Development & Panchayati Raj. (Planning & Development Deptt., Science & Technology Deptt., Panchayati Raj Deptt., Transport Deptt., Rural Development Deptt., Public Health Engineering Deptt., etc.), preparation of course modules under supervision of DG
3	Mrs. Jaya Laxmi Shivam Assistant Director	Conducting courses of Centre for Public Administration, Centre for e-Governance, Centre for Urban Development & Centre for Research, Documentation & Publication. (Agriculture Deptt., Tourism Deptt., Road Construction Deptt., Environment and Forest Deptt., Animal & Fisheries Resources Deptt., Labour Resources Deptt., Revenue and Land Reforms Deptt., Social Welfare Deptt., Information Technology Deptt., Commercial Tax Deptt., Water Resources Deptt., Urban Development & Housing Deptt. etc.), preparation of course modules under supervision of DG
4	Mr. Khagesh Chandra Jha Assistant Director	Incharge of Estate Officer & Responsible for conducting courses of Centre for Public Administration, Centre for Capacity Building Knowledge, Management & Consultancy. (General Administration Deptt., Art, Culture and Youth Deptt., Education Deptt., Cooperative Deptt., Minority Welfare Deptt., Mines & Geology Deptt., Law Deptt., Building Construction Deptt., Information & Public Relation Deptt., Industries Deptt., Energy Deptt., Disaster Management Deptt., SC/ST Welfare Deptt., etc.) preparation of course modules under supervision of DG
5	Mr. Santosh Kumar Jha Editor	Incharge of Publication Division
6	Md. Moazzam Arif I. T. Manager	Incharge of All Computer Related matters
7	Mr. Anil Kumar Choudhary Accountant	Cash and Accounts
8	Mr. Binay Kumar DEO-cum-PA	PA to Director General
9	Mr. Rajeev Lochan DEO	Data Entry assignment
10	Mr. Rajesh Kumar DEO	Data Entry assignment
11	Mr. Neeraj Kumar DEO	Data Entry assignment
12	Md. Shakilur Rahman DEO	Data Entry assignment
13	Mr. Sanjay Kumar DEO	Data Entry assignment
14	Mr. Binod Kumar DEO	Data Entry assignment

15	Md. Shahnawaz DEO	Data Entry assignment
16	Md. Nematullah DEO	Data Entry assignment
17	Mr. Pankaj Kumar DEO	Data Entry assignment
18	Mrs. Babita Kumari DEO	Data Entry assignment
19	Mr. Anil Kumar Driver	Car Driver
20	Mr. Shambhu Paswan Driver	Car Driver
21	Mr. Shyamnandan Rai Driver	Car Driver
22	Mr. Amit Kumar Peon	Functions of Class IV employee
23	Mr. Ashok Thakur Peon	Care and maintenance of furniture and other appliances of Classroom, Hostel and Functions of Class IV employees
24	Mr. Harilal Ram Peon	Functions of Class IV employee
25	Mr. Dharmendra Kumar Night Guard	Functions of Class IV employee
26	Mr. Raju Kumar Mistri Peon	Responsible for Letter distribution
27	Mr. Satish Kumar Peon	Responsible for Electrical works in Institution
28	Mr. Ramakant Prasad Peon	Diary & Dispatch
29	Md. Pintu Peon	Functions of Class IV employee
30	Mr. Ajay Prasad Peon	Functions of Class IV employee
31	Mr. Dilip Kumar Peon	Cleaning of Office and hostel
32	Mr. Arun Kumar I. T. Boy	Care and maintenance of furniture and other appliances of Classroom and Functions of Class IV employees
33	Mr. Krishna Kanhaiya I. T. Boy	Care and maintenance of furniture and other appliances of Classroom and Functions of Class IV employees
34	Mr. Uraon I. T. Boy	Care and maintenance of furniture and other appliances of Classroom and Functions of Class IV employees
35	Ms. Anuja Kumari I. T. Girl	Care and maintenance of furniture and other appliances of Classroom and Functions of Class IV employees
36	Mr. Kanahaiya Kumar	Functions of Class IV employees
37.	Mr. Sanjit Kumar	Functions of Class IV employees

39.	Mr. Santosh Kumar	Functions of Class IV employees
40.	Mr. Rajesh Ram	Functions of Class IV employees
41.	Mr. Mukesh Kumar	Functions of Class IV employees
42.	Mr. Kishori Ram	Functions of Class IV employees
43.	Mr. Keshaw Prasad	Functions of Class IV employees
44.	Mr. Manjay Kumar	Functions of Class IV employees
45.	Mrs. Rubi Devi	Functions of Class IV employees

CHAPTER - 3

THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

The Procedure followed in Decision Making Process including channels of supervision and accountability

Sl. No.	Name	
1	Mr. Shashi Shekhar Sharma Director General	DG is authority to take administrative, Financial and other decisions of the institute/institutes. All officers and staffs works under his direct command.
2	Mr. Shivendu Ranjan Assistant Director	Incharge of All Administrative matters including conducting training courses of Centre for Public Administration, Centre for Decentralized Training and Distance Learning & preparation of course modules under supervision of DG
3	Mrs. Smita Sinha Assistant Director	Incharge of All Accounts matters including conducting training courses of Centre of Rural Development & Panchayati Raj & preparation of course modules under supervision of DG
4	Mrs. Jaya Laxmi Shivam Assistant Director	Conducting training courses of Centre for Public Administration, Centre for e-Governance, Centre for Urban Development & Centre for Research, Documentation & Publication & preparation of course modules under supervision of DG
5	Mr. Khagesh Chandra Jha Assistant Director	Incharge of Estate, Responsible for conducting training courses of Centre for Public Administration, Centre for Capacity Building Knowledge, Management & Consultancy & preparation of course modules under supervision of DG
6	Mr. Santosh Kumar Jha Editor	Incharge of Publication Division
7	Md. Moazzam Arif I. T. Manager	Incharge of All Computer Related matters
8	Mr. Anil Kumar Choudhary Accountant	Cash and Accounts
9	Mr. Binay Kumar DEO-cum-PA	PA to Director General
10	Mr. Rajeev Lochan DEO	Data Entry assignment
11	Mr. Rajesh Kumar DEO	Data Entry assignment
12	Mr. Neeraj Kumar DEO	Data Entry assignment
13	Md. Shakilur Rahman DEO	Data Entry assignment
14	Mr. Sanjay Kumar DEO	Data Entry assignment
15	Mr. Binod Kumar DEO	Data Entry assignment
16	Md. Shahnawaz DEO	Data Entry assignment
17	Md. Nematullah DEO	Data Entry assignment
18	Mr. Pankaj Kumar DEO	Data Entry assignment
19	Mrs. Babita Kumari DEO	Data Entry assignment

20	Mr. Anil Kumar Driver	Car Driver
21	Mr. Shambhu Paswan Driver	Car Driver
22	Mr. Shyamnandan Rai Driver	Car Driver
23	Mr. Amit Kumar Peon	Functions of Class IV employee
24	Mr. Ashok Thakur Peon	Care and maintenance of furniture and other appliances of Classroom, Hostel and Functions of Class IV employees
25	Mr. Harilal Ram Peon	Functions of Class IV employee
26	Mr. Dharmendra Kumar Night Guard	Functions of Class IV employee
27	Mr. Raju Kumar Mistri Peon	Responsible for Letter distribution
28	Mr. Satish Kumar Peon	Responsible for Electrical works in Institution
29	Mr. Ramakant Prasad Peon	Diary & Dispatch
30	Md. Pintu Peon	Functions of Class IV employee
31	Mr. Ajay Prasad Peon	Functions of Class IV employee
32	Mr. Dilip Kumar Peon	Cleaning of Office and hostel
33	Mr. Arun Kumar I. T. Boy	Care and maintenance of furniture and other appliances of Classroom and Functions of Class IV employees
34	Mr. Krishna Kanhaiya I. T. Boy	Care and maintenance of furniture and other appliances of Classroom and Functions of Class IV employees
35	Mr. Uraon I. T. Boy	Care and maintenance of furniture and other appliances of Classroom and Functions of Class IV employees
36	Ms. Anuja Kumari I. T. Girl	Care and maintenance of furniture and other appliances of Classroom and Functions of Class IV employees

CHAPTER - 4

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Departments generally recommends name of officers to be trained in Induction/In-service courses. Director General designates an officer as course director/coordinator who in turn becomes responsible for conductance of the programme. Budget provisions are sent by BIPARD to client departments

CHAPTER - 5

The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions

All Rules and Circulars and Codes issued by Government of Bihar are applicable to BIPARD.

CHAPTER - 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1.	Administrative Documents related to BIPARD	Establishment of BIPARD.	By submitting prescribed application along with fees.	Establishment Section
2.	Documents related to Accounts of BIPARD	Budget Allocation and Others.		Accounts Section
3.	Training related Documents		— do —	Concern Course Coordinator/ Center Incharge
4.	Library related Documents		— do —	Library

CHAPTER - 7

The Particulars of any arrangement that exists for Consultation with, or representation by the Members of the Public in relation to the Formulation of its Policy or Implementation there of.

Not Applicable to BIPARD.

CHAPTER - 8

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

Not Applicable to BIPARD.

CHAPTER-9**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Sl. No.	Name	Designation	Office	Residence	Fax	Cell Phone/ E-mail
1.	Mr. Shashi Shekher Sharma, IAS	Director General	2452585		2452586	dgbipard@yahoo.in
2.	Mr. Shivendu Ranjan, BAS	Assistant Director			2452586	8809651982 bipardpatna@yahoo.in
3.	Mrs. Smita Sinha, BAS	Assistant Director	2452634		2452586	9334244325 bipardpatna@yahoo.in
4.	Mrs. Jaya Laxmi Shivam, BAS	Assistant Director			2452586	9334271331 bipardpatna@yahoo.in
5.	Mr. Khagesh Chandra Jha, BAS	Assistant Director	2452018		2452586	9431480299 bipardpatna@yahoo.in
6.	Mr. Santosh Kr. Jha,	Editor	2452585		2452586	
7.	Md. Moazzam Arif	I.T. Manager	2452634		2452586	
8.	Mr. Anil Kumar Choudhary	Accountant	2452634		2452586	
9.	Mr. Rajeev Lochan	DEO	2452634		2452586	
10.	Mr. Rajesh Kumar	DEO	2452634		2452586	
11.	Mr. Neeraj Kumar	DEO	2452634		2452586	
12.	Mr. Binay Kumar	DEO-cum-P. A.	2452634		2452586	
13.	Mr. Sanjay Kumar	DEO	2452634		2452586	
14.	Md. Shakilur Rahaman	DEO	2452634		2452586	
15.	Mr. Binod Kumar	DEO	2452634		2452586	
16.	Md. Shanawaz	DEO	2452634		2452586	
17.	Md. Nematulla	DEO	2452537		2452586	
18.	Mr. Pankaj Kumar	DEO (Beltron)	2452585		2452586	
19.	Mrs. Babita Kumari	DEO (Beltron)	2452634		2452586	
20.	Mr. Anil Kumar	Driver	2452585		2452586	
21.	Mr. Shabhu Paswan	Driver	2452585		2452586	
22.	Mr. Shyamnandan Rai	Driver	2452634		2452586	
23.	Mr. Ashok Thakur	Peon	2452634		2452586	
24.	Mr. Hari Lal Ram	Peon	2452634		2452586	
25.	Mr. Ramakant Prasad	Peon	2452634		2452586	
26.	Mr. Ajay Prasad	Peon	2452634		2452586	
27.	Mr. Amit Kumar	Peon	2452634		2452586	
28.	Mr. Dharmendra Kumar	Peon	2452634		2452586	

29.	Mr. Raju Mistri	Peon	2452634		2452586	
30.	Mr. Dilip Kumar	Peon	2452634		2452586	
31.	Mr. Satish Kumar	Peon	2452634		2452586	
32.	Md. Pintu	Peon	2452634		2452586	
33.	Mr. Arun Kumar	IT Boy (Beltron)	2452634		2452586	
34.	Mr. Chandrdeep Uraw	IT Boy (Beltron)	2452634		2452586	
35.	Mr. Krishna Kanahaya	IT Boy (Beltron)	2452634		2452586	
36.	Ms. Anuja Kumari	IT Girl (Beltron)	2452634		2452586	
37.	Mr. Sanjit Kumar	Man Power Supply Emp.	2452634		2452586	
38.	Mr. Kanahaiya Kumar	Man Power Supply Emp.	2452634		2452586	
39.	Mr. Santosh Kumar	Man Power Supply Emp.	2452634		2452586	
40.	Mr. Rajesh Ram	Man Power Supply Emp.	2452634		2452586	
41.	Mr. Mukesh Kumar	Man Power Supply Emp.	2452634		2452586	
42.	Mr. Kishori Ram	Man Power Supply Emp.	2452634		2452586	
43.	Mr. Keshaw Prasad	Man Power Supply Emp.	2452634		2452586	
44.	Mr. Manjay Kumar	Man Power Supply Emp.	2452634		2452586	
45.	Mrs. Rubi Devi	Man Power Supply Emp.	2452634		2452586	

CHAPTER - 10**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

Sl. No.	Name	Designation	Gross Salary	Procedure of deciding pay scale
1	Mr. Shashi Shekhar Sharma	Director General	249000	As per govt. direction
2	Mr. Shivendu Ranjan	Assistant Director	80420	As per govt. direction
3	Mrs. Smita Sinha	Assistant Director	80061	As per govt. direction
4	Mrs. Jaya Laxmi Shivam	Assistant Director	75183	As per govt. direction
5	Mr. Khagesh Chandra Jha	Assistant Director	65890	As per govt. direction
6	Mr. Anil Kumar Choudhary	Accountant	31236	As per govt. direction
			Honorarium	
7	Md. Moazzam Arif	I. T. Manager	40000	As per govt. direction
8	Mr. Santosh Kumar Jha	Editor	31860	As per govt. direction
9	Mr. Binay Kumar	DEO-cum-P. A.	21936	As per govt. direction
10	Mr. Rajeev Lochan	DEO	17936	As per govt. direction
11	Mr. Rajesh Kumar	DEO	17936	As per govt. direction
12	Mr. Neeraj Kumar	DEO	17936	As per govt. direction
13	Md. Shakilur Rahman	DEO	17936	As per govt. direction
14	Mr. Sanjay Kumar	DEO	17936	As per govt. direction
15	Mr. Binod Kumar	DEO	17936	As per govt. direction
16	Md. Shahnawaz	DEO	17936	As per govt. direction
17	Md. Nematullah	DEO	17936	As per govt. direction
18	Mr. Pankaj Kumar	DEO	14833	Through BELTRON
19	Mrs. Babita Kumari	DEO	14833	Through BELTRON
20	Mr. Anil Kumar	Driver	16756	As per govt. direction
21	Mr. Shambhu Paswan	Driver	16756	As per govt. direction
22	Mr. Shyamnandan Rai	Driver	16756	As per govt. direction
23	Mr. Amit Kumar	Peon	14372	As per govt. direction

24	Mr. Ashok Thakur	Peon	14372	As per govt. direction
25	Mr. Harilal Ram	Peon	14372	As per govt. direction
26	Mr. Dharmendra Kumar	Peon	14372	As per govt. direction
27	Mr. Raju Kumar Mistri	Peon	14372	As per govt. direction
28	Mr. Satish Kumar	Peon	14372	As per govt. direction
29	Mr. Ramakant Prasad	Peon	14372	As per govt. direction
30	Md. Pintu	Peon	14372	As per govt. direction
31	Mr. Ajay Prasad	Peon	14372	As per govt. direction
32	Mr. Dilip Kumar	Peon	14372	As per govt. direction
33	Mr. Arun Kumar	I. T. Boy	11494	Through BELTRON
34	Mr. Krishna Kanhaiya	I. T. Boy	11494	Through BELTRON
35	Mr. Chandrdeep Uraw	I. T. Boy	11494	Through BELTRON
36	Ms. Aunja Kumari	I. T. Girl	11494	Through BELTRON
37	Mr. Kanahaiya Kumar	Peon	6292	Through Man Power Supply Agency
38.	Mr. Sanjit Kumar	Sweeper	6292	Through Man Power Supply Agency
39.	Mr. Santosh Kumar	Sweeper	6292	Through Man Power Supply Agency
40.	Mr. Rajesh Ram	Sweeper	6292	Through Man Power Supply Agency
41.	Mr. Mukesh Kumar	Sweeper	6292	Through Man Power Supply Agency
42.	Mr. Kishori Ram	Sweeper	6292	Through Man Power Supply Agency
43.	Mr. Keshaw Prasad	Sweeper	6292	Through Man Power Supply Agency
44.	Mr. Manjay Kumar	Sweeper	6292	Through Man Power Supply Agency
45.	Mrs. Rubi Devi	Sweeper	6292	Through Man Power Supply Agency

CHAPTER - 11

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

(Expenditure Report for the Period 2014-15 & 2015-16)

Particulars	Budgeted/ Disbursed ₹(Rs)	Actual (Recurring) 2014-15	Actual (Non.Rec.) 2014-15	Total (₹) 2014-15	Actual (Recurring) 2015-16	Actual (Non.Rec urring) 2015-16	Total (₹) 2015-16
Grant/ General Administration Department	20000000	10089238	1361544	11450782	6565425	350585	6916010
	34900000	7890933	0	7890933	6162717	0	6162717
Grant/ Rural Development Department	28597000	6335195	0	6335195	2866486	0	2866486
	6403000	2543118	0	2543118	2053945	0	2053945

CHAPTER - 12

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

Not Applicable to BIPARD.

CHAPTER - 13

Particulars of Recipients of Concessions, Permits or Authorisations Granted

Not Applicable to BIPARD.

CHAPTER - 14

Details in respect of Information, available to or held by it , reduced in an electronic form

Website has been created against the name www.bipard.in Data in this website is being stored and updated.

CHAPTER - 15

The Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

Not Applicable to BIPARD

CHAPTER - 16

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Sl. No.	Name	Designation	Name of the Organisation	Contact No.	Fax No.
1	Mrs. Jaya Laxmi Shivam	Assistant Director	BIPARD, Patna	0612-2452586	0612-2452586

CHAPTER - 17

Such Other Information as may be prescribed and thereafter update these publications every year.