

**List of the Document to be uploaded as per the Format provided by  
Central Vigilance Commission**

<b>Documents to be provided</b>	<b>Action By</b>	<b>AAO(E) ACTION</b>
1. Power and duties of Administrative and financial officers (Point no. 1.2.1)	AAO & AFAO	As per ICAR Audit Manual
2. Power and duties of other employee (Point no. 1.2.2)	AAO (E)	<ol style="list-style-type: none"> <li>1. For Administrative cadre : To examine proposals on the subjects being dealt with in the Section. The Assistant/Dealing hand submits files/cases to AAO, who gives suggestions on the proposals and submits to the Competent Authority in accordance with the channel of submission and level of disposal of the matters under consideration.</li> <li>2. For Technical Cadre : To assist day-to-day maintenance and assisting Scientist in research.</li> <li>3. Scientific Cadre : Research activities.</li> </ol>
3. Rules/Orders under which powers and duties are derived and exercise (Point no. 1.2.3)	AAO (E)	As per ICAR delegation of power read with GFR and Orders/Endorsement received from ICAR HQ from time to time.
4. Work allocation (Point no. 1.2.5)	AAO (E)	Post attached. Internal arrangement for allocation of works for various sections where post are not available/sanctioned through issuance of Office Orders from time to time.
5. Procedure followed in decision making process (Point No 1.3)	AAO (E)	As per GoI's instructions/orders and Circulars/Orders of ICAR Hq.
6. Norms for discharge of function (refer Point No.1.4)	AAO (E)	The guidelines framed by ICAR on various subjects are kept in view while processing the proposals for its disposals.

7. Rules, Regulations, instructions manual and records for discharging functions ( Refer Point No. 1.5)	AAO (E)	As per GoI's Orders/Circulars/ Notifications/ Act/ Manuals/Rules/ Compendium/ Guidelines /Advisories read with ICAR HQ Orders/Circulars/Manuals/Guidelines etc received from time to time.	
8. Categories of documents held by the authority under its control ( Refer point No.1.6)	AAO (E)	1. For Administration : Service books/Files/records/documents of subjects relevant to NRC-Mithun administrative matters.	
9. Boards, Councils, committees and other bodies constituted as part of the public authorities	AAO (E)	Not Applicable	
10. Monthly Revenue remuneration receive by officers and employees including system of compensation (Refer point No.1.9)	DDO	Particulars	Monthly Gross Salary received (May,2020)
		Scientific Cadre including RMP	Rs.2272947/-
		Administrative Cadre	Rs.502463/-
		Technical cadre	Rs.536548/-
		Supporting including TLCS	Rs.569629/-
11. E-governance (Refer point No.4 ,5 & 6)	AAO (E), AAO(S) & CPIO	Not applicable to AAO(E)	