

1. The particulars of its organization, functions and duties;

Government of India enacted the Protection of Plant Varieties and Farmers' Rights (PPV&FR) Act in 2001 (53 of 2001) to provide for the establishment of an effective system for protection of plant varieties, the rights of farmers, plant breeders and researchers and to encourage the development of new varieties of plant of economics importance. For the purpose of this Act the Government of India has established Protection of Plant Varieties and Farmers' Rights Authority with its office at S-2, 2nd Floor, NASC COMPLEX, DPS MARG, OPP. TODAPUR, NEW DELHI – 110 012 . The PPV&FRA has also established two Branch Offices one each at Guwahati and Ranchi at the Assam Agricultural University Campus, Khanapara, Guwahati and Birsa Agricultural University Campus, Ranchi respectively.

Function and duties.

- a) The registration of new extant plant varieties subject to such terms and conditions and in the manner as may be prescribed
- b) Developing characterization and documentation of varieties registered under this Act;
- c) Documentation, indexing and cataloguing of farmers' varieties;
- d) Compulsory cataloguing facilities for all varieties of plants;
- e) Ensuring that seeds of the varieties registered under this Act are available to the farmers and providing for compulsory licensing of such varieties if the breeder of such varieties or any other person entitled to produce such variety under this act does not arrange for production and sale of the seeds in the manner as may be prescribed
- f) Collecting statistics with regard to plant varieties, including the contribution of any person at any time in the evolution or development of any plant variety, in India or in any other country, for compilation and publication.
- g) Ensuring the maintenance of the Register

2. The powers and duties of its officers and employees:

S.No.	Nomenclature of the Post	Powers and Duties
1.	Chairperson (one)	As per provisions of PPV&FR Act, 2001 the Chairperson is the Chief Executive of the Authority. He shall be equivalent to Secretary to Government of India (Rule 13 of PPV&FR Rules, 2003). Under Rule 21 of PPV&FR Rules, 2003 the duties of Chairperson are prescribed. Chairperson shall have powers of general superintendence and directions in the conduct and

		<p>management of the affairs of the Authority, to enable the Authority in effectively discharging its duties and overseeing the compliance of the provisions of PPV&FR Act, 2001. PPV&FR Regulations, 2006 and 2009 [Rule 21(1)]. Chairperson shall discharge other duties and functions as the Authority may by general or special order in writing delegate to him or the central government may authorize him to discharge from time to time [Rule 21(2)]. Chairperson shall convene, Preside over and conduct the meetings of the Authority and be responsible for carrying out all decisions taken by the Authority (Rule 21(3)). Chairperson shall guide and facilitate the development of new plant varieties by protecting the rights of breeders, researchers, farmers and community of farmers as provided under the Act [Rule 21(4)]. Chairperson shall facilitate and act on his satisfaction for compulsory licensing of registered plant varieties and advice the Central and State governments on the restriction of public use of any such registered plant varieties [Rule 21(5)]</p>
2.	Registrar General (one)	<p>The main duty of Registrar-General is Superintendence and direction of the Plant Variety Registry. [Section 12(4)]. He is also the ex-officio Member-secretary of the Authority [section 3(5)]. He is an official equivalent to the rank of additional secretary to the government of India [Rule 19(1)]</p>
3.	Registrar (Three)	<p>General-The duties of the Registrar are related to registration of plant varieties and they work under the superintendence and direction of the Registrar-General [section 12(4)]. They are also assigned with judicial powers to deal various proceedings under the PPV&FR Act, 2001. The duties of the registrar are specified in Regulation 3 of PPV&FR Regulations, 2006 notified in the Gazette vide G.S.R. 740(E) dated 7th December, 2006. They include examination and acceptance of application for registration (Reg.3(2)). Granting opportunity for hearing before amending and rejecting the application [Proviso to section 20(2)(b) and Reg.3(3)]. Duty to register the variety [Reg.3(4)]. Facilitate the registration of EDV [Reg.3(5)]. Issuing certificate of registration [Reg.3(6)]. Allowing alterations in denominations, names and addresses of applicants [Reg.3(7), and deciding oppositions [Reg.3(8)]. Maintaining national register of plant varieties [Reg.3(9)]. Cancelling or varying certificate of registration [Reg.3(10)]. Issuing copies of certificates of registration [Reg.3(11)]. Allowing legal representatives to be impleaded[Reg.3(12)]. Advertising the changes made in the certificate of registration [Reg.3(13)].</p>

		In addition the Registrar are given specific duties relating to arranging meeting of the various committees, Farmers Rights and generating awareness among the farmers about the various provisions of PPV&FR Act.
4.	Joint Registrar (Two)	To Assist the Registrar in the Office of Plant Variety Registry regarding plant variety registration and look after the work of National Gene Bank, Supervision of applications received for registration, sending of acknowledgement to the applicant, Maintaining the status of the application received in the Office of the Registrar.
5.	Deputy Registrar (one) at PPV&FRA Head Office	To assist Registrars in matters relating to Farmers' rights, organizing meetings relating to Plantation/Forestry/Medical Plantation/Projects/Awards and release of Funds to DUS Centers.
6.	Deputy Registrar (one) at PPV&FRA Branch office Guwahati	To look after the entire work of PPV&FRA Branch office at Guwahati, also assist Registrars in Plant Variety Registration.
7.	Deputy Registrar (one) at PPV&FRA Branch office Ranchi	To look after the entire work of PPV&FRA Branch office at Guwahati, also assist Registrars in Plant Variety Registration.
8.	Financial Adviser (one)	Supervising the work of Sr. Accounts Officer & Accounts Section of the PPV & FR Authority, which includes preparation of Budget, Maintenance of Accounts, release of Funds to DUS Centres, Projects, Drawing & Disbursement of salary of Officers & Staff of the Authority, clearance of Bills raised by various parties providing service & goods to the Authority. Controlling deduction of TDS, Licence Fee, EPF/CPF, CGIES, NPS & depositing the same with concerned Government Agencies. & making payments of TA Bills , LTC , Medical reimbursement etc. Supervision & Control of Bank Accounts.
9.	Sr. Accounts Officer (vacant)	Preparation of Budget, Maintenance of Accounts, release of Funds to DUS Centers, Projects, Drawing & Disbursement of salary of Officers & Staff of the Society, clearance Bills raised by various parties providing service & goods to the Authority. Controlling deduction of TDS, License Fee, PF, CGIES, NPS & depositing the same with concerned Government Agencies.

		& making payments of TA Bills , LTC , Medical reimbursement etc Controlling the Fund of Gene Bank, & PPV & FR Authority. Liasoning with DOAC for release of Fund to the Authority & preparation of Annual Accounts, Helping & Coordinating with internal as well as DOAC's & C&AG's Audit Parties in Auding of Authority's Accounts. Any other work assigned by the Competent Authority.
10.	Legal Advisor (Two)	Handling Court Cases against Authority. Rendering legal opinion on various issues. Attending various Courts on behalf of PPV & FR Authority. Assisting Registrars in delivering judgement in various proceedings under the PPV & FR Act, 2001.
11.	Plant Variety Examiner (Two)	To Assist the Registrars, Joint Registrars and Deputy Registrars in registration of Plant Verities
12.	Sr. Technical Officers (Five) (One vacant)	To Assist the Registrars, Joint Registrars, Deputy Registrars and other senior officers in technical matter relating to registration of Plant Verities at head office and Branch offices.
13.	Technical Assistant (One)	To Assist Registrars, maintain National Register of Plant Varieties and any other work assigned by the Competent Authority.
14.	Computer Assistant (Six) (One vacant)	To Assist the officers of the Authority for computerization, Maintaining /updating of Database, Maintenance of Excel data sheet for all fees received for registration of Plant Varieties, Checking data of applications from NORV/IINDUS/UPOV and updating of the website.

3. The Procedure followed in the decision making process, including channels of supervision and accountability.

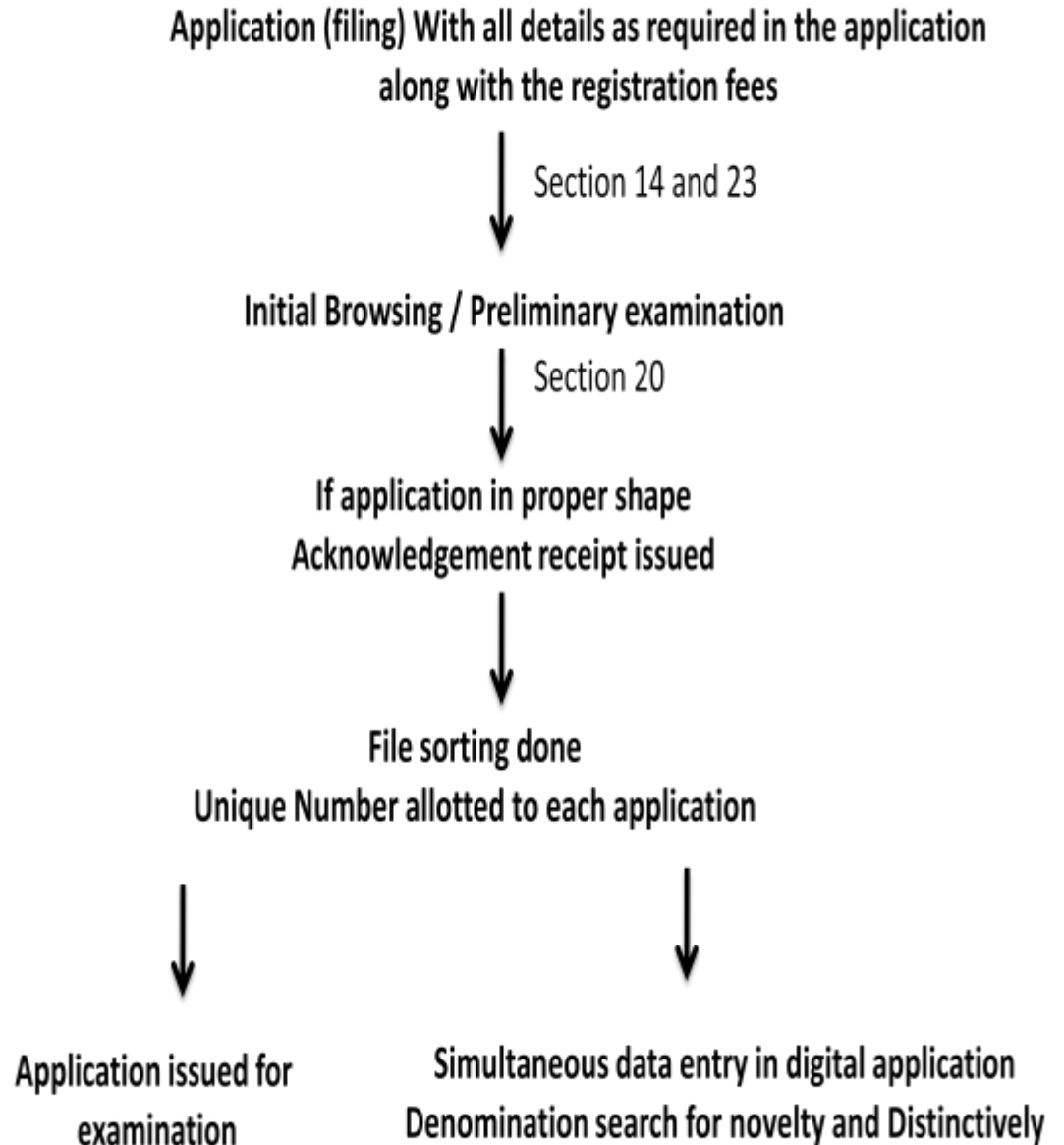
As Chairperson is the chief executive all decisions relating to the registration of Plant Varieties, general superintendence and directions in the conduct and management of the affairs of the Authority are taken with the approval of the Chairperson. The channel of supervision and accountability is as follows:-

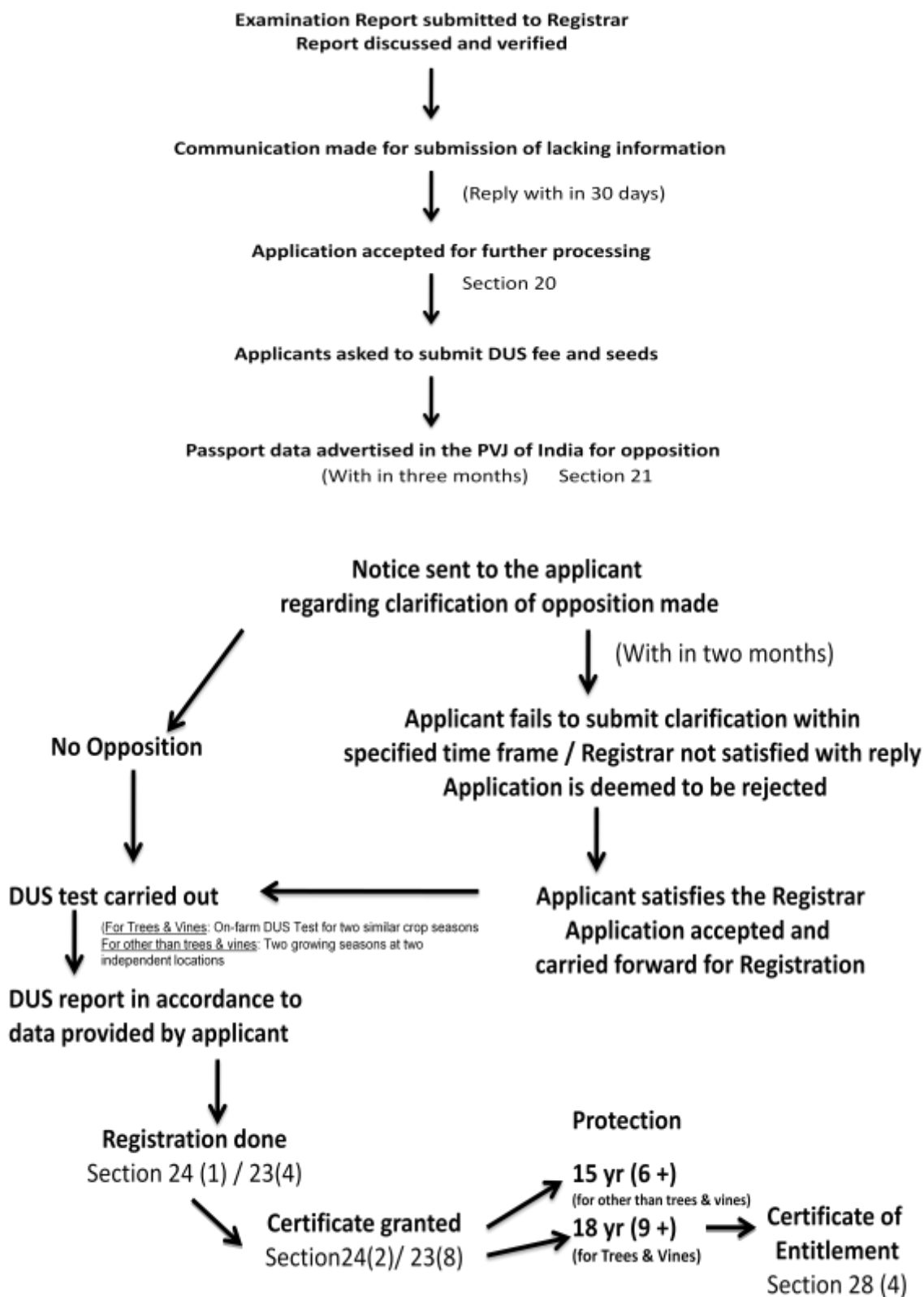
Deputy Registrar to Joint Registrar
Joint Registrar to Registrar
Registrar to Registrar-General
Registrar-General to Chairperson

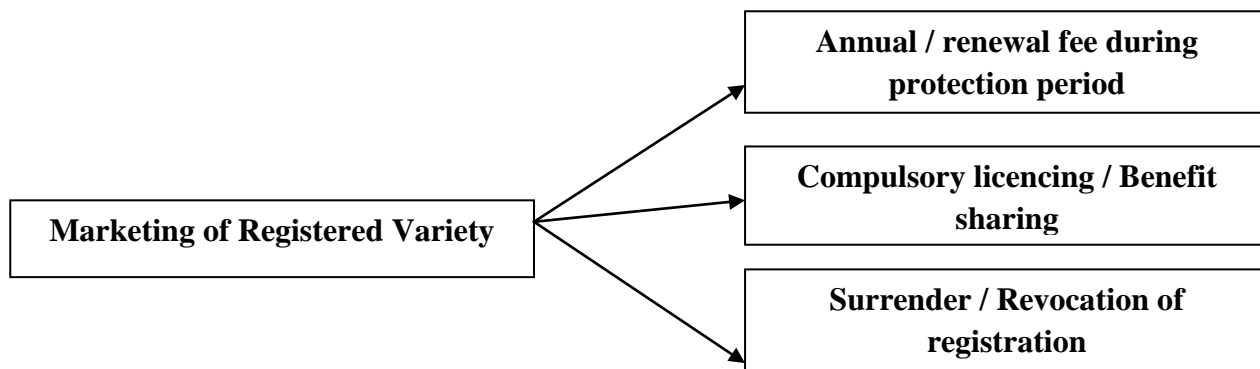
4. The norms set by it for the discharge of its functions:

For Registration of Plant Varieties the norms and procedure for registration of plant varieties is as follows:

Registration of Plant Varieties







5. The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The provisions of the PPV&FR Act are followed for various functions of the Authority. The Authority has also framed guidelines crop-wise for registration of the plant varieties. These guidelines are available on the website. In addition Govt. of India rules are followed for regulating the service and financial matters of the Authority.

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

As per the Act PPV&FR Act, Authority consist of members appointed or nominated under clause (b) of sub-section (5) of section (3). The members on the PPV&FR Authority inter-alia consist of the following:-

- i. One Representative from a National or State level Farmers Organization.
- ii. One Representative from a Tribal Organization
- iii. One Representative from the Seeds Industry
- iv. One Representative from a National or State level Woman Organization associated with the agriculture.

Apart from this the Programme, Planning and Policy Committee, Standing Committee on Farmers Rights have also been constituted for this purpose. The details of these committees are available on the website.

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

The details are available on the website:

8. A directory of its officers and employees.

The directory of its officers and employee is follows:

S. no.	Name	Designation	Office telephone no.	Mobile No.	E-mail ID
1.	Dr. R. R. Hanchinal	Chairperson	011-25848127	8130578889	chairperson-ppvfra@nic.in
2.	Dr. R.C. Agrawal	Registrar General	011-25843316	9899008855	rg-ppvfra@nic.in
3.	Dr. Ravi Prakash	Registrar	011-25843853	9810250206	prakash.ravi@nic.in
4.	Sh. J. P. Singh	Financial Advisor	011-25843632	9555110424	fa-ppvfra@nic.in
5.	Sh. D. R. Choudhury	Joint Registrar	011-25843622	9968317894	jr-ppvfra@nic.in
6.	**Sh. U.K. Dubey	Deputy Registrar	0651-2450055	9968914211	dr-ppvfra@nic.in
7.	Sh. D. S. Raj Ganesh	Legal Advisor	011-25843388	9350453380	la-ppvfra@nic.in
8.	Sh. R. R. Pradhan	Legal Advisor	011-25843388	9650154126	la2-ppvfra@nic.in
9.	*Dr. A.K. Singh	Senior Technical Officer	0361-2366755	9958993647	sto1-ppvfra@nic.in
10.	Dr. D. S. Pilia	Technical Assistant		9868900441	ta-ppvfra@nic.in
11.	Sh. Arvind Kr. Rai	Computer Assistant	011-25843622	9654889042	ca1-ppvfra@nic.in
12.	Sh. Sanjay Kr. Gupta	Computer Assistant		9015508067	ca4-ppvfra@nic.in
13.	Smt. Shipra Mathur	Computer Assistant		9971128570	ca3-ppvfra@nic.in
14.	Sh. Nitesh Kr. Verma	Computer Assistant			ca2-ppvfra@nic.in
15.	Sh. S. N. Prasad	Computer Assistant	011-25843622	9289333585	ca5-ppvfra@nic.in

9. The Monthly remuneration received by each of its offices and employees including the system of compensation as provided in its regulations:

S. no.	Name	Designation	Pay scale
1.	Dr. R. R. Hanchinal	Chairperson	Rs. 80,000/- fixed
2.	Dr. R.C. Agrawal	Registrar General	Rs. 67000-79000/-
3.	Dr. Ravi Prakash	Registrar	Rs. 37400-67000 with GP 8700/-
4.	Sh. J. P. Singh	Financial Advisor	Rs. 37400-67000 with GP 8700/-
5.	Sh. D. R. Choudhury	Joint Registrar	Rs. 15600-39100 with GP 7600/-
6.	**Sh. U.K. Dubey	Deputy Registrar	Rs. 15600-39100 with GP 6600/-
7.	Sh. D. S. Raj Ganesh	Legal Advisor	Rs. 15600-39100 with GP 6600/-
8.	Sh. R. R. Pradhan	Legal Advisor	Rs. 15600-39100 with GP 6600/-
9.	*Dr. A.K. Singh	Senior Technical Officer	Rs. 9300-34800 with GP 4600/-
10.	Dr. D. S. Pilania	Technical Assistant	Rs.9300-9300-34800 with GP 4200/-
11.	Sh. Arvind Kr. Rai	Computer Assistant	Rs.9300-9300-34800 with GP 4200/-
12.	Sh. Sanjay Kr. Gupta	Computer Assistant	Rs.9300-9300-34800 with GP 4200/-
13.	Smt. Shipra Mathur	Computer Assistant	Rs.9300-9300-34800 with GP 4200/-
14.	Sh. Nitesh Kr. Verma	Computer Assistant	Rs.9300-9300-34800 with GP 4200/-
15.	Sh. S. N. Prasad	Computer Assistant	Rs.9300-9300-34800 with GP 4200/-

***Branch Office, Guwahati**

****Branch office, Ranchi**

10. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

Total budget allocated to the Authority during the 11th Five Year Plan .Period years wise is given below

Annual Plan 2007-08 (₹in Lakhs)	Annual Plan 2008-09 (₹in Lakhs)	Annual Plan 2009-10 (₹in Lakhs)	Annual Plan 2010-11 (₹in Lakhs)	Annual Plan 2011-12 (₹in Lakhs)	Annual Plan 2012-13 (₹in Lakhs)
418.39/-	582.67/-	638.39/-	950.34/-	1500/-	1602.33/-

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

There is no provision for subsidy programme. However financial assistance is given to the ICAR Institutes, Krishi Vigyan Kendra, Agricultural Departments of State Government and NGOs for training to the farmers on generation of awareness about the various provision of PPV&FR Act. Funds are also allocated to various DUS Centre , Projects indentified by the PPV&FRA for various aspect. Release of funds is need based.

12. Particulars of recipient of concessions, permits or authorizations granted by it.

No such provision exist. However in order to support and rewards farmers, particularly the tribal, rural communities engaged in conservation, improvement and preservation of genetic resources of economic plants and wild relatives particularity in areas identified as agro-biodiversity hot-spot, Plant Genome Savior Award four in number are conferred annually. Each award will be of ` 10,000/- (Ten thousand only)

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

No such library or reading room is available

14. The Names Designation and other particulars of the Public Information Officers.

S. No.	Name	Designation	Office Tel. No.	Mobile No.	E-mail Id
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1.	Dr. Ravi Prakash	Registrar/CPIO	011-25843853	9810250206	prakash.ravi@nic.in
2.	Dr. R.C. Agrawal	Registrar-General/ First Appellate Authority	011-25843316	9899008855	rg-ppvfra@nic.in

15. Such other information as may be prescribed, and thereafter update these publication every years

	Name	Designation	Office Tel. no.	Mobile No.	E-mail Id
Grievance Redressal	Dr. R.C. Agrawal	Registrar-General	011-25843316	9899008855	rg-ppvfra@nic.in
Vigilance Officer	Sh.D.S. Raj Ganesh	Legal Advisor	011-25843388	9350453380	la-ppvfra@nic.in
Citizens' Charter	Already available on the website(http://www.plantauthority.gov.in)				