



Maharashtra Association for the Cultivation of Science

**AGHARKAR RESEARCH
INSTITUTE**

**(An Autonomous body under the Department of Science and
Technology, Govt. of India)**

**PROACTIVE DISCLOSURE OF INFORMATION UNDER
SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT 2005
(ADMINISTRATION SECTION)**

2026-2027

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INDEX

SR. NO.	PARTICULARS	PAGE NO.
1	INTRODUCTION	4
2	1.1 PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES (INFORMATION UNDER SECTION 4(1)(b)(i) OF THE ACT)	5
3	1.2 POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES [SECTION 4(1) (b)(ii)]	8
4	1.3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS (INFORMATION UNDER SECTION 4(1)(b)(iii) OF THE ACT)	11
5	1.4 NORMS FOR DISCHARGE OF FUNCTION OF ARI (INFORMATION UNDER SECTION 4(1) (b) (iv) OF THE ACT)	12
6	1.5 RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS (INFORMATION UNDER SECTION 4(1)(b)(v) OF THE ACT)	13
7	1.6 CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY UNDER ITS CONTROL [SECTION 4(1)(b) (vi)] OF THE ACT	13
8	1.7 BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY [SECTION 4(1)(b)(viii)] OF THE ACT	14
9	1.8 DIRECTORY OF OFFICERS AND EMPLOYEES [SECTION 4(1) (b) (ix)] OF THE ACT	16
10	1.9 MONTHLY REMUNERATION RECEIVED BY OFFICERS & EMPLOYEES INCLUDING SYSTEM OF COMPENSATION [SECTION 4(1) (b) (x)] OF THE ACT	30
11	1.10 NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS [SECTION 4(1) (b) (xvi)] OF THE ACT	30
12	1.11 NO. OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PROPOSED/ TAKEN (SECTION 4(2) OF THE ACT)	30

SR. NO.	PARTICULARS	PAGE NO.
13	1.12 TRANSFER POLICY AND TRANSFER ORDERS [F NO. 1/6/2011- IR DT. 15.4.2013]	31
14	4.7 REPLIES TO QUESTIONS ASKED IN THE PARLIAMENT [SECTION 4(1)(D)(2)]	31

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT 2005

INTRODUCTION

Agharkar Research Institute (ARI) is an autonomous institute of the Department of Science and Technology (DST), Government of India. It was established in 1946 as Maharashtra Association for the Cultivation of Science (MACS) and was registered under the Societies Registration Act 1860 and Bombay Public Trust Act 1950. Later, as the research activities started expanding, the MACS Research Institute was given a separate identity. The institute was renamed as Agharkar Research Institute in 1992 to honor its founder Director, late Professor S. P. Agharkar.

This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 passed in the Parliament of India, which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.

The main objective of this handbook is to provide information as desired in the Right to Information Act, 2005.

As required under the Act, the following officials have been designated as the 'Central Public Information Officer' and PAA of the Institute who can be contacted.

CENTRAL PUBLIC INFORMATION OFFICER (CPIO)	APPELLATE AUTHORITY
Dr. Bhupendra Shrivage Scientist – E Developmental Biology Group MACS – Agharkar Research Institute Gopal Ganesh Agarkar Road Pune – 411 004 (MS) Email – bvshrivage@aripune.org Phone No. 020 – 25325048 Mobile - 7798577090	Dr. S.K. Singh Scientist – G Biodiversity – Fungi Group MACS – Agharkar Research Institute Gopal Ganesh Agarkar Road Pune – 411 004 (MS) Email – sksingh@aripune.org Phone No. 020 – 25325103 Mobile - 9552709158

1.1 PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES (INFORMATION UNDER SECTION 4(1)(b)(i) OF THE ACT)

(i) Name and address of the Organization:

MACS-Agharkar Research Institute, G.G. Agarkar Road, Pune - 411 004 (An Autonomous Grant-in-Aid Institute under the Department of Science & Technology, Govt of India, New Delhi.)

(ii) Head of the organization:

Director – Functions under the Institute Council, ARI and Governing Body of MACS a Society registered under the Society Registration Act 1860 Bombay Public Trust Act 1950.

(iii) Vision:

Our goal is to excel as an internationally recognized centre of multi-disciplinary life science research that focuses on industrial development, human health and environment.

Mission:

Conduct basic and applied research in life sciences and harness the genetic diversity of microbes, plants and animals towards a cleaner environment, sustainable agriculture and better health of the masses.

Aims and Key Objectives:

- a) Promotion of science and technology and their practical applications to problems of social relevance and national welfare;
- b) Maintaining an institute or institutes for promotion of science and technology and their parasitical applications of social relevance and national welfare;
- c) Publication of scientific books, monographs, journals, etc.
- d) Promotion and popularization of science and disseminating knowledge of pure and applied science by establishing science libraries and museums, and by organizing conferences, symposia, seminars, workshops, lectures, exhibitions, etc.;
- e) Taking such other steps as may appear to the Association as necessary and desirable for the furtherance of scientific research and its application.

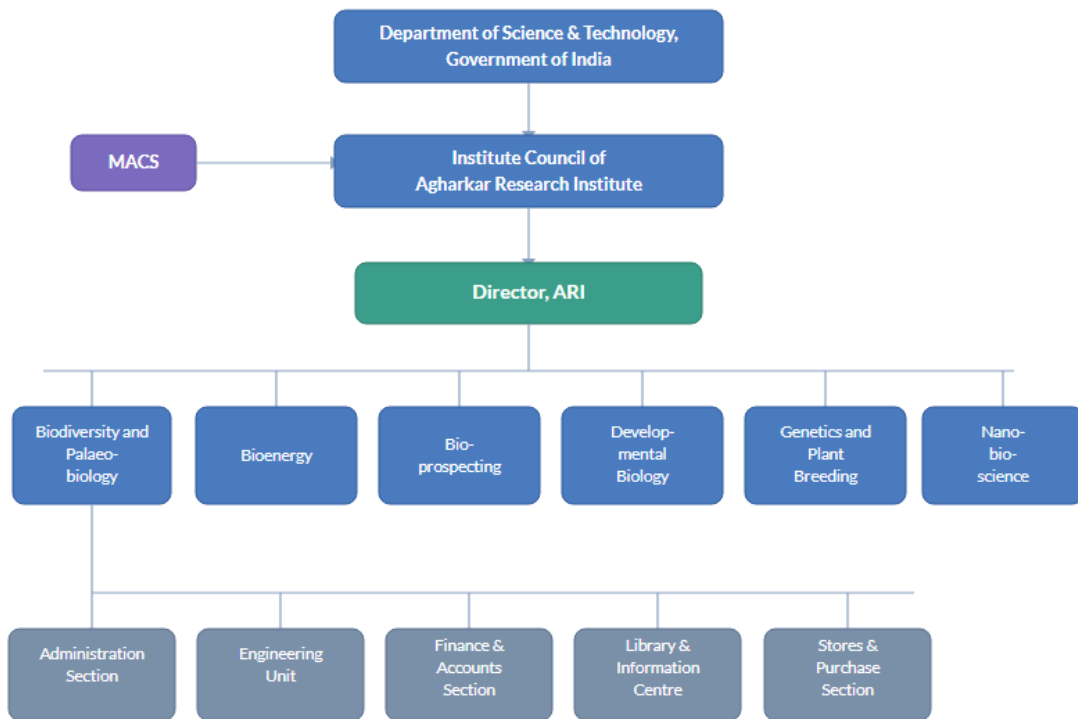
(iv) Function and duties:

The institute is committed to the promotion of science and technology with an emphasis on high standards of research and development activities for the benefit of mankind and the nation. The thematic areas of research and development include Biodiversity and Palaeobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics and Plant Breeding, and Nanobioscience. The institute admits students desirous of doing research leading to PhD degree, with the requirement that they fulfil the norms of the Savitribai Phule Pune University and Agharkar Research Institute. The following services are offered by the institute ● Fungus Identification Service under the National Fungal Culture Collection of India (NFCCI) ● Supply of breeder seeds of wheat and soybean varieties

to seed multiplication agencies and farmers •Contract Research, Transfer of Technology, and Consultancy in the thematic areas mentioned above.

(v) **Organization Chart**

ORGANISATIONAL STRUCTURE



Agharkar Research Institute (ARI) · An Autonomous Institute under the Department of Science & Technology, Government of India

(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt:

Agharkar Research Institute (ARI) is an autonomous institute of the Department of Science and Technology (DST), Government of India. It was established in 1946 as Maharashtra Association for the Cultivation of Science (MACS) and was registered under the Societies Registration Act 1860 and Bombay Public Trust Act 1950. Later, as the research activities started expanding, the MACS Research Institute was given a separate identity. The institute was renamed as Agharkar Research Institute in 1992 to honor its founder Director, late Professor S. P. Agharkar.

Agharkar Research Institute is committed to promotion of science and technology with emphasis on high standards of research and development activities for the benefit of mankind and the nation. The current research and development activities of ARI span across all areas of life sciences spread over six different themes, namely Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, and Nanobioscience. The institute has a distinguished faculty, modern infrastructural facilities, well-equipped laboratories, a guest house and students hostel. It is affiliated to the S.P. Pune University for postgraduate research (M.Sc. and Ph.D.). A number of research schemes, funded by DST, CSIR, ICAR, ICMR, DBT, MoEF and MNES are being operated. The ARI accepts consultancy, sponsored research projects and technology transfer programmes from public and private entities.

1.2 POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES [SECTION 4(1) (b)(ii)]

(i) Powers and duties of officers (administrative, financial and judicial)

(A) Director:

- (a) The Director shall be the Principal academic and executive officer of the Institute.
- (b) He shall be responsible for the proper administration, academic programs and maintenance of discipline in the Institute.
- (c) He shall prescribe the duties of all the employees of the Institute and shall exercise such supervision and control over the work and conduct of the employees of the Institute as may be necessary subject to these Rules and Regulations.
- (d) He shall coordinate and exercise general supervision over all research, training and other activities of the Institute.
- (e) He shall prepare, in July-August each year, the budget estimates for the ensuing year and revised estimates for the current year for consideration and approval of the Finance and Budget Committee and the Institute Council.
- (f) The Director shall be empowered to make purchases of capital equipment and other non-recurring items in accordance with the budget provisions up to the limits stipulated by the Institute Council from time to time.
- (g) The Director shall be competent to write off irrecoverable losses of stores or moneys and unserviceable items of equipment and furniture, as may be laid down by the Institute Council from time to time.
- (h) The Director may, in writing, delegate such of his powers and duties, assigned to him in these Rules and in Regulations, as well as the powers and duties that may be delegated to him by the Institute Council, as he may consider necessary to any of his subordinates.
- (i) The Director shall exercise such powers and discharge such other functions as are necessary for the efficient governance and functioning of the Institute.

(B) Heads of Divisions:

There shall be a Head of Division for every Division of the Institute. He shall –

- (a) function under the overall supervision of the Director,
- (b) be the principal administrative and academic officer of the Division,
- (c) be responsible to fulfil the academic and research objectives of the Division/Group(s),
- (d) do all such things as are necessary for maintaining discipline and for smooth working of his Division/Group(s) as per relevant Regulations,
- (e) perform all such functions and shall carry out all such duties as are assigned to him by the Director from time to time.

(C) Administrative Officer:-

The Administrative Officer shall –

- (a) function under the direction of the Director of the Institute,
- (b) be responsible for the administrative matters of the Institute,
- (c) be responsible for the work of the Office of the Institute,
- (d) act as recorder of the Institute and as custodian of all documents relating to the Institute,
- (e) represent the Institute in legal matters. The Institute may sue, or be sued, only in the

- name of the Administrative Officer of the Institute,
- (f) perform such functions and shall carry out such duties as are assigned to him by the Director from time to time.

(D) Finance And Accounts Officer :-

The Finance and Accounts Officer shall –

- (a) function under the direction of the Director of the Institute,
- (b) Supervise the accounts of the Institute and shall assist in the preparation of the budget and in exercising budgetary control.
- (c) be responsible for the finalisation of accounts and for internal auditing,
- (d) perform such functions and shall carry out such duties as are assigned to him by the Director from time to time.

(E) Stores & Purchase Officer:-

- (a) The Stores & Purchase Officer shall be responsible for the procurement of all stores and equipment of the Institute as per indents from the end users after approval by the Director and shall maintain appropriate records for the purpose. All purchases shall be made as per the approved rules with the approval by the Director.
- (b) Annual Verification of Stock : The Stores & Purchase Officer shall initiate action by the end of the March every year for annual physical verification of stores and a report shall be prepared for submission to the Director.

(F) Library In-charge:-

- (a) The Library- in-charge shall be responsible for the custody of books, manuscripts, periodicals etc. belonging to the Library and shall maintain a complete register and index. The purchase of books and journals for the library will be recommended by the Library Committee for approval by the Director. The Rules for the management of the Library shall be framed from time to time, as may be found necessary by the Library Committee appointed by the Director to be responsible for the proper functioning of the Library.
- (b) Annual Report : The Library-in-Charge, shall prepare, by the end of the March every year, a report on the working of the Library for submission to the Director by the Library Committee.
- (c) Purchase of Books : The Library –in-charge shall be responsible for purchasing of books approved by the Library Committee or the Director.
- (d) Stock taking : The Library-in-charge shall take stock every three years of all the books in the Library. The Library Committee may assign personnel to check the report.

(ii) Power and duties of other employees

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions: Bye-laws, Rules and Regulations approved from time to time by the Institute Council/ Governing Body, MACS-ARI.

(iii) Rules/ orders under which powers and duty are derived and exercised as per Institute By-Laws [ARI Bye-Laws](#)

(iv) Work allocation

Work has been allotted as per the designations.

1.3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS (INFORMATION UNDER SECTION 4(1)(b)(iii) OF THE ACT)

(i) Process of decision making Identify key decision making points:

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

a) Director is the chief executor and is responsible for the day to day management of the activities of the Institute and overall administration in accordance with the Rules and Bye-laws and other instructions issued by the Institute Council/ Governing Body from time to time.

b) All the decisions relating to finance and administration are taken by him.

(ii) Final decision making authority: Institute Council of ARI

(iii) Related provisions, acts, rules etc.:

As defined in ARI Bye laws

ARI Bye-Laws : [Annexe-C.pdf \(aripune.res.in\)](#)

Promotion Rules for Scientist: [Annexe-C1.pdf \(aripune.res.in\)](#)

Recruitment and Promotion Rules for Support Staff 2012: [Annexe-C2.pdf \(aripune.res.in\)](#)

Recruitment Rules for Scientist: [Annexe-C3.pdf \(aripune.res.in\)](#)

Recruitment and Promotion Rules for Support Staff 2008: [Annexe-C4.pdf \(aripune.res.in\)](#)

Recruitment Rules for Director: [Revised-RR-for-Director-Post-2020.pdf \(aripune.res.in\)](#)

(iv) Time limit for taking decisions, if any

It depends on the matter. However, in major cases decision is being taken at the earliest.

(v) Channel of supervision and accountability:

Director is CEO (Chief Executive Officer) of the Institute all sectional Heads funded under him viz, 6 thematic groups, Administration Section, Stores & Purchase Section, Library, Engineering Unit, reports to the Director for day to day functioning of the Institute.

1.4 NORMS FOR DISCHARGE OF FUNCTION OF ARI (INFORMATION UNDER SECTION 4(1) (b) (iv) OF THE ACT

(i) Nature of functions/ services offered:

Services Offered- Biological (Microbial, Plant & Fossils) and non-biological (Chemical) Scientific Analysis

(ii) Norms/standards for functions/ service delivery:

Knowledge-based services offered depends on the type of service requested.

The Heads of each division will submit reports on the working of projects in their division to Director. All new schemes of research to be conducted at the Institute shall be submitted to the Director for placing the same before the Research Advisory Committee for approval.

The Administrative Officer and Accounts Officers shall advise the Director in all matters relating to the administration and finance of the Institute, as may be required.

The services under various thematic areas of research and development at MACS-ARI Pune can be accessed at link SERVICES@ARI

(iii) Process by which these services can be accessed:

(a) Online as well as Manual **(b)** Through conducting classes analysis result may be accessed by documented methodologies applied for the particular analysis.

(iv) Time-limit for achieving the targets: As defined

Initially depends on the type of services requested and availability of resource materials: (1-2 months)

(v) Process of redress of grievances: A Grievance Officer has been appointed at the Institute level to deal with the grievance received directly in the Institute and also through DARPG (<https://pgportal.gov.in/home/faq>)

1.5 RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS (INFORMATION UNDER SECTION 4(1)(b)(v) OF THE ACT)

(i) Title and nature of the record/ manual /instruction.

Bye-laws of ARI

(ii) List of Rules, regulations, instructions, manuals and records.

CONDITIONS OF SERVICES OF OFFICERS AND STAFF OF THE INSTITUTE

Till the Institute frames its own Rules in this regard, the Central Civil Services (Classification, Control and Appeal) Rules and C.C.S. (Conduct) Rules for the time being in force will apply mutatis mutandis to the Officers and establishment in the service of the Institute, subject to the modification that :

- (a)** Appointing disciplinary and appellate authorities shall be as per Bye-law 24 above;
- (b)** Reference to the “President and Government Servant” in the Central Civil Services (Classification, Control and Appeal) Rules shall be construed as reference to the “Chairman of Institute Council” and “Officers and establishment in the Service of the Institute” respectively; and
- (c)** Part II and III of CCS (CCA) Rules will not apply.

(iii) Acts/ Rules manuals etc. : Bye-laws of ARI

(iv) Transfer policy and transfer orders

The employees of the Institute shall be liable for transfer wherever the Institute has established facilities. No specific Transfer policy exists major facilities of ARI are at Pune, Hol and Songaon within the state of Maharashtra and with a radius 150 k.m.

1.6 CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY UNDER ITS CONTROL [SECTION 4(1)(b) (vi)] OF THE ACT

(i) Categories of documents

- (a)** All Scientific data
- (b)** General information relating to the institute's activities.

(ii) Custodian of documents/categories:

Director, Administrative Officer, Finance & Accounts Officer, Principal Library & Information Officer

1.7 BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY [SECTION 4(1)(b)(viii)] OF THE ACT

(i) Name of Boards, Council, Committee etc.

- a. Governing Body
- b. General Body of MACS
- c. Institute Council, Agharkar Research Institute
- d. Research Advisory Committee
- e. Building & Works Committee
- f. Finance and Budget Committee
- g. Internal Management Committee
- h. Institutional Animal Ethics Committee
- i. Institutional Bio-safety Committee

(ii) Composition

(a) General Body of MACS :

- (1) President
- (2) Vice-President
- (3) Secretary
- (4) Treasurer
- (5) Life Members
- (6) Hon'ble Fellows
- (7) Benefactors
- (8) Foundation Members
- (9) Director (Ex-Officio)
- (10) Representative of the ILS

(b) Governing Body of MACS : - The Governing Body of MACS consists of

- (1) President of the Association - Chairman
- (2) Vice-President
- (3) Secretary
- (4) Treasurer
- (5) Three Members
- (6) Two eminent scientists (who are not employees of the Institute belonging to the Association) invited by the President to be members - Members
- (7) Secretary, Department of Science and Technology, Government of India or his nominee who shall not be below the rank of Joint Secretary or its equivalent - Ex-Officio Member
- (8) Director ARI – Ex-Officio Member

(c) The constitution of Institute Council: The Institute Council shall consist of –

- (1) President of the Association - Chairman
- (2) Five eminent scientists (who are not employees of the Institute belonging to the Association) invited by the President to be members - Members

- (3) Secretary, Department of Science and Technology, Government of India or his nominee who shall not be below the rank of Joint Secretary or its equivalent - Ex-Officio Member
 - (4) Financial Advisor, Department of Science and Technology, Government of India or his nominee who shall not be below the rank of Deputy Secretary or its equivalent - Ex-officio Member
 - (5) Director of the Institute - Ex-officio Member-Secretary Heads of the Division(s) be invited whenever necessary.
- (d) The Constitution of Research Advisory Committee:** The Research Advisory Committee will consist of
- (1) Nine eminent scientists of various disciplines to be nominated by the Institute Council. (The Chairman to be nominated by the Institute Council).
 - (2) Director as Member-Secretary
- (e) The Constitution of the Finance & Budget Committee:** The Finance and Budget Committee will consist of :
- (1) Director - Chairman
 - (2) Nominee of the Institute Council Member
 - (3) Finance and Accounts Officer Member-Secretary
 - (4) Financial Advisor of Department Member of Science and Technology (DST), Govt. of India, or his nominee
- (f) The Constitution of the Building & Works Committee:** The Building and Works Committee of the Institute will consist of :
- (1) Director - Chairman
 - (2) Three engineers and a Members Architect nominated by the Institute Council.
 - (3) Financial Advisor of Department Member of Science and Technology (DST), Govt. of India, or his nominee
 - (4) Finance & Accounts Officer Member (e) Secretary of the Association Member (f) Administrative Officer Member-Secretary
- (g) The Constitution of the Institute Internal Management:** The Internal Management Committee of the Institute shall consist of:
- (1) Director- Chairman
 - (2) Heads of Divisions – Members
 - (3) Finance & Accounts Officer- Member
 - (4) Administrative Officer-Member-Secretary
- (iii) Dates from which constituted:**
As stipulated in ARI Bye-laws
- (iv) Term/ Tenure:** Three years
- (v) Powers and functions:** As Stipulated in MACS-ARI Bye-laws.
- (vi) Place where the minutes if open to the public are available?**
- (a) MACS Office
 - (b) Director's Office

1.8 DIRECTORY OF OFFICERS AND EMPLOYEES [SECTION 4(1) (b) (ix)] OF THE ACT

(i) Name and designation:

List of Staff as on 07.05.2026

Director

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Dr. P. K. Dhakephalkar	Director	Level-15	26-03-2021	October 2026

Directors Office

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Dr. Kumar Bharat Bhushan	Scientist F	Level-13 A	01-01-2026	February 2041
2	Shri. S. P. Balsane	Attendant B	Level- 2	16-03-2022	October 2042

Administration

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Shri. A. Rahman	Administrative Officer	Level-11	11-05-2017	September 2036
2	Shri. C. D. Nagpure	Officer B	Level- 9	04-01-2019	October 2028
3	Smt. M. V. Patake	Assistant B	Level- 6	29-06-2022	August 2044
4	Ms. T. V. Kurhade	Assistant B	Level- 6	29-06-2022	March 2048
5	Ms. D. V. Gawade	Assistant B	Level- 6	29-06-2022	August 2041
6	Shri. R. B. Dhobale	Assistant B	Level- 6	12-02-2024	March 2049
7	Smt. R. S. Shinde	Assistant B	Level- 6	03-03-2024	May 2047
8	Smt. S. S. Shah	Assistant B	Level- 6	08-02-2024	October 2048
9	Smt. Shilpa Murade	Assistant A	Level- 4	20-01-2020	April 2046
10	Shri. A. B. Kusalkar	Driver	Level- 4	18-02-2024	November 2044
11	Shri. G. H. Agawan	Driver	Level- 2	11-01-2016	June 2036

Accounts

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Smt. S. A. Tembe	Officer B	Level- 9	01-08-2014	July 2027
2	Smt. M. C. Ranjane	Officer A	Level- 7	29-06-2022	July 2035
3	Smt. S. S. Kalekar	Officer A	Level- 7	13-10-2023	August 2041
4	Shri. S. S. Chavan	Assistant B	Level- 6	08-02-2024	March 2050

5	Shri. R. G. Birwadkar	Assistant A	Level- 4	02-05-2016	August 2048
Purchase					
Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Smt. M. B. Tiwari	Officer A	Level- 8	17-11-2024	September 2029
2	Shri. A. V. Wable	Assistant B	Level- 6	11-02-2024	April 2049
3	Smt. P. D. Gagare	Assistant B	Level- 6	08-02-2024	July 2047
4	Smt. P. S. Velankar	Assistant A	Level- 4	12-04-2016	March 2050

Stores

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Shri. H. N. Mate	Officer B	Level- 10	01-10-2021	October 2029
2	Shri. S. A. Shaikh	Assistant B	Level- 6	20-02-2024	September 2040
3	Shri. R. M. Salunke	Attendant D	Level- 5	01-02-2021	May 2029
4	Shri. K. R. Sathe	Attendant C	Level- 4	16-03-2022	February 2040

Engineering

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Ms. M. Kharade	Technical Officer C	Level-11	01-12-2016	March 2034
2	Shri. P. V. Sawant	Technical Officer B	Level-9	24-09-2020	March 2040
3	Shri. D. S. Shinde	Technician B	Level-4	1-Jan-2020	February 2050
4	Shri. Nayanakumara D	Technician B	Level-4	24-09-2020	May 2053

Library

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Shri. R. P. Janrao	Asst. Library Information Officer	Level- 7	05-07-2011	June 2027
2	Smt. S. Deshmukh	Sr. Library Assistant	Level- 7	01-06-2025	September 2047
3	Shri. R. R. Kale	Library & Information Asst.	Level- 4	20-02-2018	November 2038

Biodiversity & Paleobiology -Fungi

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Dr. S. K. Singh	Scientist G	Level-14	01-01-2025	August 2029

2	Dr. Rajeshkumar K. C.	Scientist E	Level-13	01-07-2022	May 2039
3	Dr. P. N. Singh	Scientist E	Level-13	01-01-2024	December 2027
4	Dr. Nischitha R	Scientist B	Level-10	19-06-2023	September 2052
5	Dr. Shiwali Rana	Scientist B	Level-10	19-06-2024	February 2049
6	Shri. S. B. Gaikwad	Technical Officer A	Level-7	28-11-2017	February 2040
7	Shri. D. K. Maurya	Lab. Assistant D	Level-6	24-09-2020	April 2046
8	Smt. S. M. Shinde	Lab. Assistant D	Level-6	24-09-2020	June 2048

Biodiversity & Paleobiology -Lichen

1	Dr. B. O. Sharma	Technical Officer C	Level-11	16-03-2022	June 2026
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Biodiversity & Paleobiology - Palaeobiology

1	Dr. Tushar Kaushik	Scientist D	Level-12	01-01-2023	August 2047
2	Dr. P. G. Gamre	Technical Officer B	Level-9	01-01-2021	May 2026

Biodiversity & Paleobiology - Plants and Diatoms

1	Dr. M. N. Datar	Scientist E	Level-13	01-07-2024	May 2038
2	Dr. Karthick B.	Scientist E	Level-13	01-01-2022	November 2041
3	Smt. N. S. Gaikwad	Lab. Assistant C	Level-5	17-10-2016	September 2041
4	Shri. S. A. Pardhi	Lab. Assistant B	Level-4	16-03-2022	September 2049

Biodiversity & Paleobiology - Garden

1	Smt. K. H. Sable	Technical Officer B	Level-9	20-03-2018	May 2043
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Bioenergy

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Dr. Kamlesh Jangid	Scientist E	Level-13	20-07-2023	September 2037
2	Dr. Sumit Dagar	Scientist E	Level-13	01-01-2023	June 2045
3	Shri. P. R. Kshirsagar	Scientist E	Level-13	01-01-2025	May 2041
4	Dr. Neelam Kapse	Scientist B	Level-10	13-06-2023	September 2050
5	Dr. Tushar Lodha	Scientist B	Level-10	27-06-2023	December 2048
6	Dr. V. B. Lanjekar	Technical Officer B	Level-10	01-09-2017	March 2040
7	Smt. Shraddha Tiwari	Attendant A	Level- 1	11-04-2021	August 2046

Bioprospecting

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Dr. P. P. Kulkarni	Scientist F	Level-13A	01-07-2022	July 2032

2	Dr. P. Srivastava	Scientist D	Level-12	05-09-2022	January 2030
3	Dr. Navneet Kour	Scientist B	Level-10	29-12-2023	September 2051
4	Dr. R. J. Waghole	Technical Officer A	Level-7	23-08-2018	March 2031
5	Dr. A. V. Misar	Technical Officer A	Level-7	01-01-2020	October 2031
6	Dr. P. P. Apte	Lab. Assistant C	Level-5	01-01-2020	September 2039

Developmental Biology

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Dr. A. Ratnaparkhi	Scientist G	Level-14	01-01-2026	May 2030
2	Dr. Chinmoy Patra	Scientist E	Level-13	01-07-2022	September 2037
3	Dr. B. V. Shrivage	Scientist E	Level-13	01-01-2023	October 2037
4	Shri. M. B. Daware	Technical Officer C	Level-11	16-03-2022	May 2030
5	Smt. R. J. Londhe	Technical Officer B	Level-9	24-09-2020	May 2041
6	Smt. A. A. Nikam	Lab. Assistant B	Level-4	16-03-2022	August 2047

Genetics & Plant Breeding

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Dr. M. D. Oak	Scientist F	Level-13A	18-07-2025	August 2030
2	Dr. Debabrata Majumder	Scientist F	Level-13A	28-08-2025	April 2037
3	Dr. R. M. Patil	Scientist E	Level-13	01-01-2024	September 2037
4	Shri. S. A. Jaybhay	Scientist D	Level-12	01-01-2022	May 2044
5	Dr. Yashavantha Kumar KJ	Scientist D	Level-12	01-01-2024	May 2044
6	Dr. V. S. Baviskar	Scientist D	Level-12	01-01-2025	August 2045
7	Dr. S. P. Navathe	Scientist D	Level-11	01-01-2026	May 2050
8	Shri. V. M. Khade	Technical Officer C	Level-11	24-09-2020	November 2029
9	Shri. J. H. Bagwan	Technical Officer B	Level-9	04-10-2018	October 2041
10	Shri. B. D. Idhol	Technical Officer B	Level-9	16-03-2022	May 2045
11	Shri. S. V. Phalke	Technical Officer A	Level-7	22-06-2018	February 2045
12	Shri. V. D. Gite	Technical Officer A	Level-7	01-01-2020	May 2048
13	Shri. B. N. Waghmare	Technical Officer A	Level-7	24-09-2020	May 2033
14	Smt. A. A. Deshpande	Technical Officer A	Level-7	01-01-2021	January 2046

15	Shri. S. S. Khairnar	Technical Asst. B	Level-6	10-07-2014	August 2044
16	Smt. J. S. Sarode	Lab. Assistant D	Level-6	01.01.2020	August 2032
17	Shri. D. H. Salunkhe	Lab. Assistant D	Level-6	16-03-2022	July 2042
18	Shri. D. N. Bankar	Lab. Assistant C	Level-5	04-08-2017	July 2044
19	Shri. S. R. Kachhi	Attendant D	Level- 5	10-08-2023	November 2033
20	Shri. S.V. Ghadge	Attendant C	Level- 4	01-05-2022	November 2028
21	Shri. D. L. Kolte	Attendant C	Level- 4	10-08-2023	October 2036
22	Shri. G. S. Rajguru	Attendant B	Level- 2	16-03-2022	June 2036
23	Shri. T. B. Dhurve	Attendant B	Level- 2	01-05-2022	November 2040

Nanobioscience

Sr. No.	Name	Designation	Pay Matrix Level	Present Level From	Date of Retirement
1	Dr. J. M. Rajwade	Scientist F	Level-13A	01-07-2021	April 2029
2	Dr. D. S. Bodas	Scientist F	Level-13A	01-01-2024	June 2037
3	Dr. V. Ghormade	Scientist F	Level-13A	18-07-2025	October 2026
4	Dr. V. Gajbhiye	Scientist F	Level-13A	01-01-2026	January 2041
5	Dr. M. C. Rahalkar	Scientist E	Level-13	01-01-2022	December 2036
6	Dr. Y. A. Karpe	Scientist E	Level-13	01-07-2022	December 2043
7	Dr. S. H. Jadhav	Scientist E	Level-13	01-01-2024	July 2037
8	Smt. R. G. Bambe	Technical Officer A	Level-7	01-01-2021	June 2046
9	Shri. Atul Dwivedi	Technical Asst. B	Level-6	01-01-2021	January 2050
10	Shri. S. S. Waghmare	Lab. Assistant C	Level-6	02-08-2025	January 2037
11	Shri. V. M. Gosavi	Attendant C	Level- 4	10-08-2023	February 2034

(ii) Telephone, fax and email ID:**Staff Directory**

Scientist						
Sr. No.	Name	Department	Designation	Building / Room No.	Tel. No.	Email Address
1	Dr. P. K. Dhakephalkar	Directors Office	Director	Main Building /01	5001	pkdhakephalkar@aripune.org
2	Dr. S. K. Singh	Biodiversity & Paleobiology	Scientist G	B/35	5103	sksingh@aripune.org
3	Dr. A. Ratnaparkhi	Developmental Biology	Scientist G	A/48	5077	aratnaparkhi@aripune.org
4	Dr. J. M. Rajawade	Nanobioscience	Scientist F	C/109	5131	jrajwade@aripune.org
5	Dr. P. P. Kulkarni	Bioprospecting	Scientist F	B/27	5102	ppkulkarni@aripune.org
6	Dr. D. S. Bodas	Nanobioscience	Scientist F	B/107	5127	dsbodas@aripune.org
7	Dr. Debabrata Majumder	Genetics & Plant Breeding	Scientist F	A/2	5039	debabratamajumder@aripune.org
8	Dr. M. D. Oak	Genetics & Plant Breeding	Scientist F	B/15	5095	mdoak@aripune.org
9	Dr. V. Ghormade	Nanobioscience	Scientist F	C/106	5129	vandanaghormade@aripune.org
10	Dr. Kumar Bharat Bhushan	Directors Office	Scientist F	Main Building /17	5023	bharatbhushan@aripune.org
11	Dr. V. Gajbhiye	Nanobioscience	Scientist F	C/108	5140	virendragajbhiye@aripune.org
12	Dr. M.C. Rahalkar	Nanobioscience	Scientist E	B/84	5119	monalirahalkar@aripune.org
13	Dr. K. Balasubramanian	Biodiversity & Paleobiology	Scientist E	A/58	5053	karthickbala@aripune.org
14	Dr. Y. A. Karpe	Nanobioscience	Scientist E	B/3	5086	yakarpe@aripune.org
15	Dr. Rajeshkumar K.C.	Biodiversity & Paleobiology	Scientist E	B/36	5106	rajeshkumar@aripune.org
16	Dr. Chinmoy Patra	Developmental Biology	Scientist E	A/48	5046	cpatra@aripune.org
17	Dr. Sumit Dagar	Bioenergy	Scientist E	B/86	5120	ssdagar@aripune.org
18	Dr. B. V. Shrivage	Developmental Biology	Scientist E	A/41	5047	bvshravage@aripune.org
19	Dr. Kamlesh Jangid	Bioenergy	Scientist E	C/92	5115	jangidk@aripune.org
20	Dr. P. N. Singh	Biodiversity & Paleobiology	Scientist E	B/31	5104	pnsingh@aripune.org

21	Dr. R. M. Patil	Genetics & Plant Breeding	Scientist E	B/15	5093	rmpatil@aripune.org
22	Dr. S. H. Jadhav	Nanobioscience	Scientist E	Animal House	5139	shjadhav@aripune.org
23	Dr. M. N. Datar	Biodiversity & Paleobiology	Scientist E	A/53	5057	mndatar@aripune.org
24	Shri. P. R. Kshirsagar	Bioenergy	Scientist E	C/81	5121	prkshirsagar@aripune.org
25	Shri. S. A. Jaybhay	Genetics & Plant Breeding	Scientist D	A/40	5036	sajaybhay@aripune.org
26	Dr. P. Srivastava	Bioprospecting	Scientist D	C/99	5123	psrivastava@aripune.org
27	Dr. Tushar Kaushik	Biodiversity & Paleobiology	Scientist D	A/35	5083	tkaushik@aripune.org
28	Dr. Yashavantha Kumar	Genetics and Plant Breeding - Hol	Scientist D	Hol Farm		yashavanthak@aripune.org
29	Dr. V. S. Baviskar	Genetics and Plant Breeding - Hol	Scientist D	Hol Farm		vsbaviskar@aripune.org
30	Dr. S. P. Navathe	Genetics and Plant Breeding - Hol	Scientist C	Hol Farm		snavathe@aripune.org
31	Dr. Neelam Kapse	Bioenergy	Scientist B	B/245	5096	neelamkapse@aripune.org
32	Dr. Nischitha R	Biodiversity & Paleobiology	Scientist B	B/33	5138	nischitha@aripune.org
33	Dr. Tushar Lodha	Bioenergy	Scientist B	C/76	5117	tushardl@aripune.org
34	Dr. Navneet Kour	Bioprospecting	Scientist B	B/25	5101	navneetkour@aripune.org
35	Dr. Shiwali Rana	Biodiversity & Paleobiology	Scientist B	B/35	5103	shiwali@aripune.org

TECHNICAL STAFF

Sr. No.	Name	Department	Designation	Building / Room No.	Tel. No.	Email Address
1	Ms. M. Kharade	Engineering	Technical Officer – C	A/32	5037	manisha@aripune.org
2	Shri V.M. Khade	Genetics & Plant Breeding	Technical Officer – C	B/39	5036	vmkhade@aripune.org
3	Shri M.B. Daware	Developmental Biology	Technical Officer – C	A/50	5047	mbdaware@aripune.org
4	Dr.Smt. B.O. Sharma	Biodiversity – Lichens	Technical Officer – C	C/66	5107	bharatisharma@aripune.org

5	Dr. V.B. Lanjekar	Bioenergy	Technical Officer – B	C/76	5114	vblanjekar@aripune.org
6	Ms. K. H. Sable	Biodiversity – Plants and	Technical Officer – B	Garden Cabin	5144	kiranpatil@aripune.org
7	Shri J.H. Bagwan	Genetics & Plant Breeding, Hol	Technical Officer – B	Hol Farm	–	jhbagwan@aripune.org
8	Ms. R.J. Londhe	Developmental Biology	Technical Officer – B	A/50	5047	rjlondhe@aripune.org
9	Shri P.V. Sawant	Engineering	Technical Officer – B	Main Building /18	5026	pvsawant@aripune.org
10	Dr. P.G. Gamre	Biodiversity – Palaeobiology	Technical Officer – B	A/37	5034	pggamre@aripune.org
11	Shri B.D. Idhol	Genetics & Plant Breeding	Technical Officer – B	Hol Farm	–	bdidhol@aripune.org
12	Shri. S.B. Gaikwad	Biodiversity – Fungi	Technical Officer – A	C/68	5110	sbgaikwad@aripune.org
13	Shri. S.V. Phalke	Genetics & Plant Breeding, Hol	Technical Officer – A	Hol Farm	–	svphalake@aripune.org
14	Dr. R.J. Waghole	Bioprospecting	Technical Officer – A	C/93	5124	rjwaghole@aripune.org
15	Dr.Smt. A.V. Misar	Bioprospecting	Technical Officer – A	B/26	5124	avmisar@aripune.org
16	Shri. V. D. Gite	Genetics & Plant Breeding, Hol	Technical Officer – A	Hol Farm	–	vdgite@aripune.org
17	Shri. B.N.Waghmare	Genetics & Plant Breeding, Hol	Technical Officer – A	Hol Farm	–	Not Available
18	Smt. R. G. Bambe	Nanobioscience	Technical Officer – A	B/2	5087	rsawant@aripune.org
19	Smt. A. A. Deshpande	Genetics & Plant Breeding	Technical Officer – A	B/15	5092	aadeshpande@aripune.org
20	Shri. S. S. Khairnar	Genetics & Plant Breeding, Hol	Technical Assistant – B	Hol Farm	–	sskhairnar@aripune.org

21	Shri. Atul Dwivedi	Nanobioscience	Technical Assistant – B	B/06	5088	atuldwivedi@aripune.org
22	Smt. J. S. Sarode	Nanobioscience	Lab. Assistant – D	A/30	5126	jssarode@aripune.org
23	Shri. D. K. Maurya	Biodiversity – Fungi	Lab. Assistant – D	B/32-35/span >	5110	dmaurya@aripune.org
24	Smt. S. M. Shinde	Biodiversity – Fungi	Lab. Assistant – D	B/35	5110	snehalad@aripune.org
25	Shri. D. H. Salunkhe	Genetics & Plant Breeding, Hol	Lab. Assistant – D	Hol Farm	–	dsalunkhe@aripune.org
26	Shri. S. S. Waghmare	Nanobioscience	Lab. Assistant – C	C/113	5128	sswaghmare@aripune.org
27	Smt. N. S. Gaikwad	Biodiversity – Plants and	Lab. Assistant – C	A/63	5054	nsgaikwad@aripune.org
28	Shri. D. N. Bankar	Genetics & Plant Breeding, Hol	Lab. Assistant – C	Hol Farm		dnbankar@aripune.org
29	Dr. Smt. P. P. Apte	Directors Office	Lab. Assistant – C	Main Building /02	5004	priptide@aripune.org
30	Shri. D. S. Shinde	Engineering	Technician – B	Main Building /18	5026	dshinde@aripune.org
31	Shri. Nayanakumara D	Engineering	Technician – B	Main Building /18	5026	nayankumard@aripune.org
32	Smt. A. A. Nikam	Developmental Biology	Lab. Assistant – B	A/47	5077	amrutanikam@aripune.org
33	Shri. S. A. Pardhi	Biodiversity – Plants and	Lab. Assistant – B	A/55	5051	sapardhi@aripune.org

MINISTERIAL STAFF

Sr. No.	Name	Department	Designation	Building / Room No.	Tel. No.	Email Address
1	Shri. A. Rahman	Administration	Administrative Officer	Main Building /15	5008	arahman@aripune.org
2	Shri. H.N. Mate	Stores	Officer B	A/22	5082	hnmate@aripune.org

3	Smt. S.A. Tembe	Accounts	Officer B	Main Building /12	5146	satembe@aripune.org
4	Shri. C.D. Nagpure	Administration	Officer B	Main Building /14	5009	cdnagpure@aripune.org
5	Smt. M.B. Tiwari	Purchase	Officer A	Main Building /11	5020	manjushatiwari@aripune.org
6	Smt. M.C. Ranjane	Accounts	Officer A	Main Building /12	2016	mranjane@aripune.org
7	Smt. S.S. Kalekar	Accounts	Officer A	Main Building /12	5018	sskalekar@aripune.org
8	Smt. M.V. Patake	Administration	Assistant B	Main Building /14	5013	madhurapatake@aripune.org
9	Ms. T.V. Kurhade	Administration	Assistant B	Main Building /14	5013	truptikurhade@aripune.org
10	Ms. D.V. Gawade	Administration	Assistant B	Main Building /14	5014	dvgawade@aripune.org
11	Shri. R. B. Dhobale	Administration	Assistant B	Main Building /14	5014	rbdhobale@aripune.org
12	Shri. A.V. Wable	Purchase	Assistant B	Main Building /11	5022	awabale@aripune.org
13	Smt. R.S. Shinde	Administration	Assistant B	Main Building /17	5002	reshmashinde@aripune.org
14	Shri. S.S. Chavan	Accounts	Assistant B	Main Building /12	5019	schavan@aripune.org
15	Smt. S.S. Shah	Administration	Assistant B	Main Building /14	5013	snehaljagtap@aripune.org
16	Smt. P.D. Gagare	Purchase	Assistant B	Main Building /11	5022	pradnyagagre@aripune.org
17	Shri. S.A. Shaikh	Stores	Assistant B	A/24	5028	sshikh@aripune.org
18	Ms. P.S. Velankar	Purchase	Assistant A	Main Building /11	5022	prachitembe@aripune.org
19	Shri. R.G. Birwadkar	Administration	Assistant A	Main Building /14	5019	rbirwadkar@aripune.org
20	Ms. Shilpa Murade	Accounts	Assistant A	Main Building /12	5013	shilpamurade@aripune.org

Sr. No.	Name	Department	Designation	Building / Room No.	Telephone No.	Email Address
1	Shri. R.P. Janrao	Library	Asst. Library Information	Main Building /17	5024	rpjanrao@aripune.org
2	Smt. S. A. Deshmukh	Library	Sr. Library Assistant	Main Building /17	5024	snehadeshmukh@aripune.org
3	Shri. R.R. Kale	Library	Library & Information Asst.	Main Building /17	5024	rkale@aripune.org

NTM STAFF

Sr. No.	Name	Department	Designation	Building / Room No.	Telephone No.	Email Address
1	Shri. R. M. Salunke	Stores	Attendant D	Main Building /22	5032	rmsalunke@aripune.org
3	Shri. S. R. Kachhi	Genetics & Plant Breeding (HOL)	Attendant D	Hol Farm		skachhi@aripune.org
4	Shri. K. R. Sathe	Stores	Attendant C	Main Building /12	5017	krsathe@aripune.org
5	Shri. S. V. Ghadage	Genetics & Plant Breeding	Attendant C	B/30	5094	svghadge@aripune.org
6	Shri. V. M. Gosavi	Animal House	Attendant C	Animal House	5139	vmgosavi@aripune.org
7	Shri. D. L. Kolte	Genetics & Plant Breeding	Attendant C	Hol Farm		klaxman@aripune.org
8	Shri. S. P. Balsane	Directors Office	Attendant B	Main Building /09	5002	spbalsane@aripune.org
9	Shri. G. S. Rajguru	Genetics & Plant Breeding	Attendant B	Songaon Farm		grajguru@aripune.org
10	Shri. T. B. Dhurve	Genetics & Plant Breeding (HOL)	Assistant B	Hol Farm		tdhurve@aripune.org
11	Smt. S. K. Tiwari	Bioenergy	Attendant A	B/24	5098	shradhathiwari@aripune.org
12	Shri. A. B. Kusalkar	Administration	Driver	Main Building /14	5010	akusalkar@aripune.org
13	Shri. G.H. Agawan	Administration	Driver	Main Building /14	5010	gagawan@aripune.org

1.9 MONTHLY REMUNERATION RECEIVED BY OFFICERS & EMPLOYEES INCLUDING SYSTEM OF COMPENSATION [SECTION 4(1) (b) (x)] OF THE ACT

- (i) **List of employees with Gross monthly remuneration:** Detailed information available on link <https://aripune.org/rti-links/>
- (ii) **System of compensation as provided in its regulations:** As per DOPT orders.

1.10 NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS [SECTION 4(1) (b) (xvi)] OF THE ACT

- (i) **Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority:**

Dr. Bhupendra Shrivage, CPIO
Dr. S.K. Singh, Appellate Authority

- (ii) **Address, telephone numbers and email ID of each designated official.**

Dr. Bhupendra. V. Shrivage, CPIO- 020-25325048, bvshrivage@aripune.org
Dr. S.K. Singh, Appellate Authority – 020-25325103, sksingh@aripune.org

1.11 NO. OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PROPOSED/ TAKEN (SECTION 4(2) OF THE ACT

- (i) **No. of employees against whom disciplinary action has been**
 - (a) Pending for Minor penalty or major penalty proceedings: NIL
 - (b) Finalised for Minor penalty or major penalty proceedings: NIL

1.12 TRANSFER POLICY AND TRANSFER ORDERS [F NO. 1/6/2011- IR DT. 15.4.2013]

The employees of the Institute shall be liable for transfer whenever Institute has established facilities. No specific transfer policy exists, and the major facilities of ARI are situated at Pune, Hol, and Songaon, which are within Maharashtra State and have a radius of 150 km.

Transfer orders are available on the Institute website and also accessible for the public.

4.7 REPLIES TO QUESTIONS ASKED IN THE PARLIAMENT [SECTION 4(1)(D)(2)]

Details of questions asked and replies given :

Sr. No.	Received on	Replied on	Subject
1	23.04.2025	24.04.2025	Matter raised under Rule 377 by Shri Dharmendra Yadav, Hon'ble MP in Lok Sabha on 17.03.2025 - regarding.
2	11.07.2025	11.07.2025	Rajya Sabha Provisionally admitted Starred Question Dy.No. S2188 for 24.07.2025 regarding "Regarding number of posts Directors, Scientists and Students researchers vacant at present".
3	24.11.2025	24.11.2025	Lok Sabha Provisionally Admitted Unstarred Parliament Question Diary No. U1988 due for answer on 03.12.2025 regarding "Slowdown in Public investment in Scientific Research and Innovation".
4	27.11.2025	27.11.2025	Input for Rajya Sabha Provisionally Admitted Parliament Question Diary No. U1522 due for answer on 04.12.2025 regarding "Scholarship Programmes Under the Ministry"
5	19.02.2026	19.02.2026	Consideration of Demands for Grants (2026-27) by the Department-related Parliamentary Standing Committee on Science and Technology, Environment, Forests and Climate Change- reg.
6	11.03.2026	12.03.2026	Seeking inputs for Lok Sabha Provisionally Admitted Unstarred Parliament Question Diary No. U13368 due for answer on 18.03.2026 regarding "Vacancies in Ministry of Science and Technology"