



BIO-RESOURCES DEVELOPMENT CENTRE



5 ½ Mile, Upper Shillong, Shillong-793009, Meghalaya

(Registration No. SR/BRDC-89/99 of 1999 under Societies Meghalaya Act., XII of 1983)

A Government of Meghalaya Institution for promoting Conservation and Sustainable Utilization of Bio-Resources

Phone No. : 0364 – 2561530

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INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2005

BIO RESOURCES DEVELOPMENT CENTRE
5 ½ MILE, UPPER SHILLONG
SHILLONG – 793009

* REVISED AS ON JULY, 2018

* THE INFORMATION HANDBOOK HAS BEEN PREPARED IN ACCORDANCE WITH THE
PRESCRIBED TEMPLATE PROVIDED UNDER *RIGHT TO INFORMATION ACT, 2005*

CHAPTER – 1

INTRODUCTION

I.1 Please throw light on the background of this handbook (RTI Act, 2005)

This Handbook is published for displaying in public domain so that citizens will have access to information about the Centre and its activities

I.2 Objective/ Purpose of this handbook

Empowering the citizens with knowledge about the Centre so as to ensure transparency in its functioning

I.3 Who are the intended users of this handbook?

The intended users of this handbook are all stakeholders & citizens.

I.4 Organization of the information of this handbook:

Organization of the information in this Handbook is made in accordance with the chapters listed in the prescribed template

I.5 Definitions (Please provide definitions of various terms used in the handbook):

- i) “**Government**” means the Government of Meghalaya unless otherwise mentioned
- ii) “**Centre**” means the Bio Resources Development Centre (BRDC)
- iii) “**Members**” mean notified members of the Governing Council
- iv) “**Council**” means the Governing Council
- v) “**Chairman**” and “**Vice – Chairman**” means the Chairman and the Vice – Chairman of the Governing Council respectively
- vi) “**Member Secretary**” means a Member Secretary of the Governing Council
- vii) “**Year**” means a Calendar Year
- viii) “**Society**” means the BRDC registered under the Meghalaya Society Registration Act XII of 1983

I.6 Contact Person in case somebody wants to get more information on topics covered in the handbook as well as other information also

List of Contact Person is laid down below

- | | |
|--|---|
| 1. Principal Secretary/ Commissioner & Secretary,
Planning Department & Vice Chairman, BRDC | Appellate Authority: |
| 2. Dr. (Mrs.) J.P Lyngdoh, Junior Scientist, BRDC
Mobile No.: 9863100851, Email: jplearl@yahoo.co.in | Public Information
Officer: |
| 3. Shri. T. Iangjuh, Junior Scientist, BRDC
Mobile No.: 9863499325, Email: tiangjuh@rediffmail.com | Assistant Public
Information Officer |
| 4. O/o BRDC
Phone No: 0364–2561530, Email: brdcshillong@gmail.com | |

I.7 Procedure and Fee Structure for getting information not available in the hand-book

The Procedure for getting information not available in the handbook is as prescribed in Section – 6 (i) of the RTI Act, 2005. The Fee Structure is as laid down in the Guide for the information seekers published by the Meghalaya State Information Commission which is as follows: -

- a) The application shall be accompanied with ₹ 10 /- in Cash **or** Demand Draft **or** IPO payable to the Public Information Officer **or** Assistant Public Information Officer
- b) ₹ 2 per page in A4 **or** A3 size paper created **or** copied
- c) Actual Charge **or** Cost Price of a copy in larger size paper
- d) Actual Cost of Price for samples **or** models
- e) During inspection of records, no fee for the first hour. ₹ 5 for each subsequent hour **or** fraction thereof.
- f) ₹ 50 per diskette if information is provided in Disk.
- g) For information provided in printed form at the price fixed for such publication **or** ₹ 2/- per page of Photo copy for extracts from publication
- h) No fee will be charge to applicant belonging to below the poverty line category, subject to submission of a proof in support that the applicant belongs to the poverty line. Otherwise, the applicant does not entitle to get information

CHAPTER – 2 (MANUAL – 1)

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/ Purpose of the Public Authority

“Availing biological technology and appropriating such affordable technology as meaningful knowledge for Social, Economic and Environmental Development”

2.2 Mission/ Vision Statement of the Public Authority

Bio Resources and Sustainable Development for Local Green Economy Development

2.3 Brief history of the public authority and context of its information

The Bio Resources Development Centre is a Government Society registered under the Meghalaya Societies Registration Act XII 1983. It was registered in 1998, the Centre became operational during the year 2005. Commencing 2005 – 06, the Centre implemented the “Five Year Project on Conservation and Sustainable Utilization of Bio Resources” aided by the Department of Bio Technology, Government of India under the Prime Minister’s Package for Economic Development in North Eastern Region of India with a project cost of ₹73.19 Lakh. In the project cycle of five year, the Centre had recruited the required manpower and established the required infrastructures and instrumentation, etc for micro – propagation utilizing tissue culture techniques for Germplasm Conservation of Orchids. Various field visits were conducted for collection of indigenous orchids from different agro – climatic zones across the State. As many as about eighty – thousand of plantlets were micro – propagated and are maintained in different stages of growth. About four thousand of orchids were distributed to eleven entrepreneurs from six villages in East Khasi Hills during the year 2012.

2.4 Duties of the Public Authority

The prime duty of the Public Authority is to disseminate meaningful knowledge to citizenry on integrated biological resources development for enhanced productivity and multiple livelihood creation within the framework of sustainable development.

2.5 Main Activities/ Functions of the Public Authority

- i. Studies, Action Research, Trails and Scientific Documentation
- ii. Documentation of Local Knowledge & Practices linked to biological resources
- iii. Integration of technology with local knowledge & practices
- iv. Demonstration of various affordable technologies on composts – making, biological control, organic farming and others to reduce risk associated with climate, diseases & pests, market
- v. Micro – Propagation of potential plants with market value
- vi. Scientific validation of the properties of marketable plants
- vii. Designing and Planning of Collaborative Project related to biological resources and sustainable development in partnership with Universities, R & D Organizations, Government of India’s Organization, etc.

2.6 List of Services Being Provided by the Public Authority with a Brief Write – Up on them

The mandate of the Centre is to service affordable and meaningful knowledge to citizenry as options for social, economic and environmental development. Listed below are the knowledge services being provided by the Public Authority: -

I) Sustainable Agriculture

Objective

- ❖ Promoting Beneficial Aspects of Organic Farming
- ❖ Biological Control of Diseases and Pests on Crops
- ❖ Promoting Meghalaya as a Market Destination for Organic Products

a) Field Experiments and Trials

- (i) Field trials and experiments were conducted at the Centre's experimental farms and farmers' field on various crops like potato, ginger, turmeric, garden pea, french bean, maize, etc using a combination of green inputs like Phosphate Solubilizing Bacteria, Trichoderma, Azospirillum, Mycorrhizza produced at the Centre's Bio-Inoculants Laboratory. In addition, Organic Composts such as Vermi, NADEP, Non-Soil, Berkely were also incorporated during the trials. The result on crops harvested is very encouraging in terms of reduced investment costs, improved yield, productivity and soil health improvement when compared to crop cultivation by farmers. More of such field experiments and trials need to be conducted with scientific documentation before finalizing recommendation. These field trials and experiments were conducted with the objective to make the farmers aware of the benefits that organic farming can bring about in societal health as well improved livelihood opportunities. In 2017, trials at farmers field have been conducted in over 4 villages of WJH, EJH, KHE & Ri-Bhoi District.

b) Demonstration on Composting Technologies Utilizing locally available resources

The Centre has demonstrated and serviced affordable knowledge to farming communities in making NADEP, Vermi, Non – Soil Composts and Berkely Hot Composts. This attempt has enabled them to bring down investment costs on manure, fertilizers and plant protection apart from improved crop yield and productivity, etc as they are utilizing locally available materials and available biomass within their vicinity. As many as 2,350 farmers have been trained covering 43 villages from all districts of the State. It may be mentioned that such trainings and hands-on- demonstrations have been conducted only on **demand basis** from the farmers through the District BDUs and EFCs at the block level as well as from the individual farmers.

c) Demonstration of Vertical Farming Technology

The Centre has serviced dissemination of knowledge to farming communities on low – cost vertical farming technology utilizing materials locally available for production of green leafy vegetables with minimum maintenance and management cost and least use of water and other inputs when compared to open field cultivation of vegetables. About 850 farmers have been trained covering 22 villages. Also, this technology was adopted by students of various schools at Ri-Bhoi, Jaintia Hills under the kitchen gardens managed by the concerned schools.

d) **Hands on Demonstration on Production of Bio-pesticide-cum-Bio-insecticide/ Organic Growth Promoters**

The Centre initiated production of Growth Promoters utilizing locally available biomass in villages with insecticidal and pesticidal properties for biological control of diseases and pests of crops as also enhancing productivity and shelf life of fruits as well as waste vegetables used for preparation of OGP have been trained and capacitated to about 800 farmers from 56 villages.

Status: At least 5 numbers of farmers from each village have adopted the technology.

Future plan: To upscale the production of organic compost to other villages in all the blocks as per the demand generated by the community through BDUs/EFCs.

2) **Action Research**

a) **Energy Pillars Technology**

As one of the attempts in finding out a solution in correcting orange decline in Meghalaya, the Centre has initiated action research adopting Energy Pillars Technology beginning March, 2015.

The result is very encouraging as evident from the health of such orange plants treated. More of such action research will be taken up in villages identified by District Basin Development Units. After scientific documentation, the technology will be shared with the concerned department for propagation. It may be noted that the orange growers are required to holistically adopt the management and package of practices.

Hands on Demonstration and training on this Technology was conducted in EKH, WKH, SWKH, EJH, WJH, Ri Bhoi , EGH and NGH District covering 28 villages, 525 farmers have been capacitated with the technology.

Status: The impact of this technology will be expected by the end of January- February 2019

Future plan: After achieving successful result, further training will be given to the farmers regarding the production of OGP and Microbial solution for use alongside this technology.

b) Biological Control Agents

After conducting field study and assessment of common diseases and pests of crops, the Centre has initiated Action Research propagating *Corcyra* and production of bio – control agents like *Trichogramma*. In 2017, action research had been conducted at farmer's field of WKH District.

- c) **Action research on Azolla as biofertilizer in Paddy cultivation:** To enhance the productivity of paddy in the state by using bio fertilizers, Azolla has been introduced in paddy fields as field trials. 65 farmers from 5 villages of EKH, EKH, WJH, Ri Bhoi Districts covering 4 blocks were trained.

Status: Approximately 60 to 70% increase in yield was observed.

Future plan: To upscale the production and incorporation of Azolla to other paddy growing villages in all the blocks as per the demand generated by the community through BDU/EFC.

d) Giving Back to Nature

Under the giving back to nature initiative, the Centre has transferred back 2000 micro propagated orchids to natural habitat (community forest) for bio – diversity promotion in different phases at 11 villages from SWKH, EJK, WJK, Bi Bhoi, EKH, WKH, NGH. Under the Five Year Project, these Orchids were micro-propagated under the Project – Conservation and Sustainable use of Bio Resources funded by the Department of Bio Technology, Government of India during the year 2005 – 06.

- e) **Mushroom Cultivation:** Action Research on Mushroom (Oyster) cultivation was initiated at experimental Farm Laitmynsaw for livelihood promotion.

- 3) **On-Lab Production of Bio-inoculants:** For addressing pest, disease and growth in different crops, the Centre has produced different bio inoculants (Biopesticides and biofertilizers) such as *Trichoderma viridi*, *Bacillus*, PSB, *Pseudomonas*, *Rhizobium*, *Azospirillum*, etc.

Status: The bio inoculants were applied in different crops in which an enhancement in productivity and reduction in disease was observed. In 2017, 70 Kg of *Trichoderma*, 60 Kgs. Of PSB, 25 Kgs. Of *Rhizobium* and 26 Kgs of *Azospirillum* had been produced by the Centre.

Future plan: Mass production at Farmers field as per the demand generated by the community.

- 4) **Documentation of Traditional Best Practices:** The Centre has also documented 11 (eleven) traditional knowledge and best practices from different parts of the State.

Status: 3 documentations have been published.

Future plan: More practices related to bio resource will be documented and published.

- 5) **Promotion of Indigenous System of Medicine:** A Block Level Consultative Workshop was conducted at Amalarem C& RD Block in collaboration with Block Development Office, Amalarem Sub- Division and Basin Development Unit, West Jaintia Hills district. A State level “ Meghalaya Traditional Practitioners Meet, 2016” was organised in collaboration with Santhigiri Ashram, Kerala and NRM Team, Meghalaya Basin Development Authority under the aegis of Integrated Basin Development and Livelihood Promotion programme. In 2017, under the project Support to the Traditional Healers for Strengthening & Capacity Building” funded by Ministry of Tribal Affairs, GOI, the Centre has identified 15 Traditional Healers from each of 39 Blocks through a Block Level Awareness-cum Health Camp to undergo a 2-Day District Level Training Programme. Consequent to the training, the traditional healers will be supported with tools & kits

such as grinders, mortar & pestles, etc. as part of the Centre's objective to promote the indigenous system of medicine.

- 6) **Micropropagation of Plants:** In order to generate planting materials for the giving back to nature initiative of the Centre, indigenous orchids are micro-propagated through Tissue culture. Besides these indigenous orchids, banana and citrus were also propagated in addition to the economic & medicinal plants.

Status: About 50,000 to 80,000 plantlets are being sub-cultured and 1000 are being hardened.

Future Plan: The hardened plantlets will be Giving back to nature for creation of community owned orchid parks at villages on demand basis.

- 7) **Action research on this off season tomato:** To promote cultivation of indigenous tomato (Laitkynsew variety) in other parts of the state, an action research on this off -season tomato was conducted at Mawlyngbna in EKH district. 1 farmer was taken up cultivation in which 130 Kg of tomato was harvested.

Future plan: To promote cultivation of this crop to other villages with similar agro-climatic condition.

- 8) **Hands on Demonstration on Integrated Pest Management :** In order to address pest infestation in fruit trees and crops, hands on demonstration on Integrated Pest Management using customized bait traps, light trap, etc. In collaboration with the District Horticulture Offices, this technology have been demonstrated in 4 districts (EKH, WKH, Ri Bhoi and WJH) covering 30 villages from 8 blocks in which about 450 farmers have benefited from this training. In 2017, the Centre in collaboration with BDU, the technology was able to disseminate to 300 farmers of 10 villages belonging to 4 block.

Status: Increase in productivity observed in the fruit crops.

Future plan: To upscale this technology in the same villages to further assess the effectiveness of this technology where pest infestation in crops and fruit trees are the main problems in agriculture.

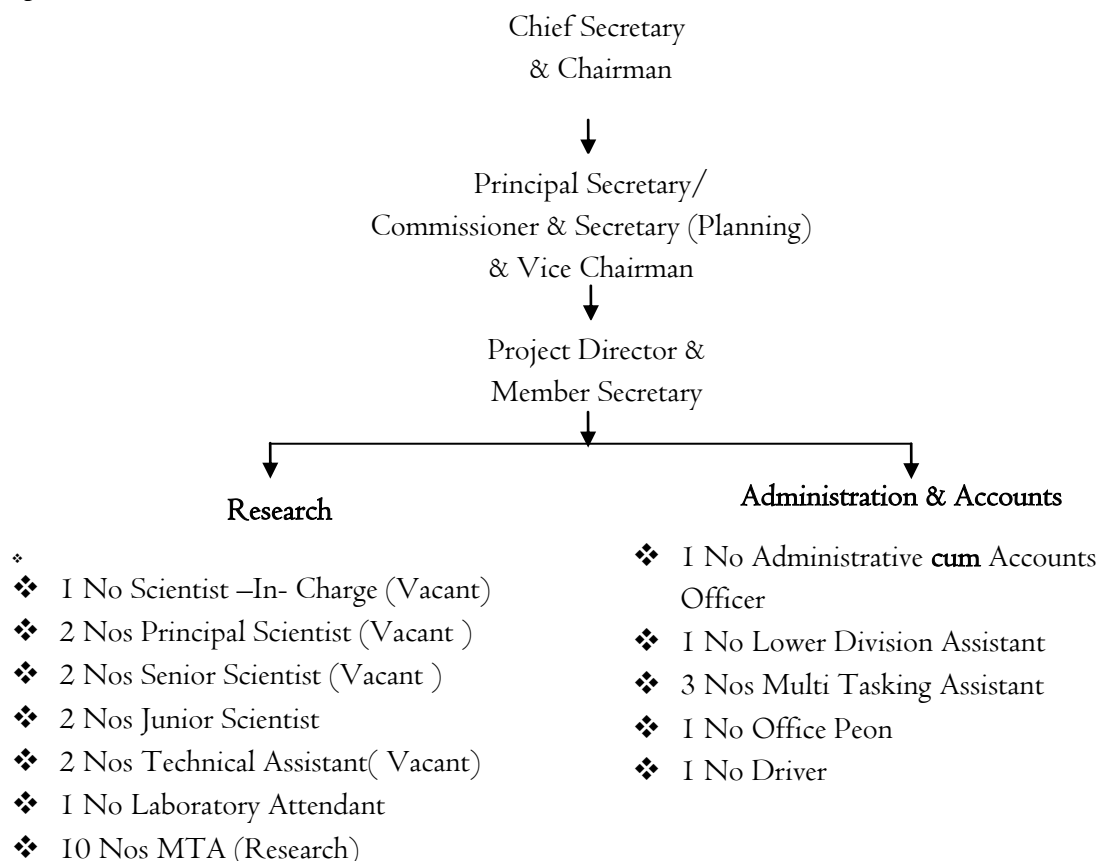
9) **Integrated farming system**

In collaboration with the State Council of Science & Technology (SCSTE), Integrated farming system is carried out at BRDC experimental farm, Upper Shillong with an area of 0.75 hectare. Activities under this system includes propagation of indigenous medicinal and aromatic plants, propagation of high value medicinal and aromatic plants, action research on Azolla as bio-fertilizer for paddy, production/cultivation of vegetables, composting, water harvesting-cum- fish rearing, cultivation of ornamental plants, production of planting material-tree nursery, cattle rearing, hydroponics green fodder production

Status: Propagation of indigenous medicinal and aromatic plants viz., *Acorus calamus*, *Allium tuberosum*, *Centella asiatica*, *Fragaria indica*, *Houttuynia cordata*, *Polygonum alatum* and high value medicinal and aromatic plants like vetiver, lemongrass, citronella, peppermint, sage are being carried out. Action research on azolla as bio-fertilizer for paddy and cultivation of vegetables like beans, beet root, mustard, cauliflower, coriander, broccoli, carrot etc. started. About 10 species of trees planted for tree nursery. Hydroponics green fodder system has been set up. Cultivation of ornamental plants has been initiated

Future plans: Composting units and water harvesting-cum- Fish rearing to be initiated, Cattles will be procured for a fully functional integrated farming system

Organizational Structure of BRDC, Shillong



2.7 Expectation of the Public Authority from the Public for Enhancing its Effectiveness and Efficiency

- 1) It is expected that the members of the public and in particular those in rural areas where demonstration, trials, action research, etc have been conducted to follow – up and take forward such activities as also to extend such knowledge – services to others within their vicinity
- 2) The Centre welcomes comments/ views/ suggestions for improving delivery of knowledge services, etc via Email, Website, Suggestion – Box at the O/o BRDC **or** any form of communication

2.8 Arrangements and Methods Made for Seeking Participation/ Contribution

- 1) Reach Out and Awareness Building
- 2) Email
- 3) Messages **via** Mobile
- 4) Any other form of available communication

2.9 Mechanism Available for Monitoring the Service Delivery and Public Grievance Resolution

- 1) Grievance – Box at the O/o BRDC
- 2) Any form of communication (e.g.) **via** Email, Website, Conventional Communication, Messages via Mobile
- 3) Social Auditing

2.I0 Addresses of the Main Office and Other Offices at Different Levels (Please Categorise the Addresses District – Wise for Facilitating the Undertaking by the User)

The address of the main office is: -

Bio Resources Development Centre
5 ½ Mile, Upper Shillong – 793009
Phone: 0364 – 2561530
Telefax: 0364 – 2561530
Email: brdcshillong@gmail.com

The Centre does not have offices at district – level.

2.II Morning Hours of the Office/ Closing Hours of the Office

10 AM to 5 PM

CHAPTER – 3 (MANUAL – 2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.I Please Provide details of the Powers and Duties of Officers and Employees of the Organization

The Delegation of Administrative Powers and Financial Powers are given below: -

Designation		Items	Chairman	Vice – Chairman	Project Director (S&T) & Member Secretary	Scientist – In – Charge	AAO
Powers	Administrative	Tour outside the State (Within NE Region)	-	Full Powers	-	-	-
		Creation of posts	Full Powers	-	-	-	-
		Appointment of Employee	Full Powers in respect of Gr – A Employee	Full Powers in case of Gr – B, C Employee	Full Powers in respect of Gr – IV Employee. Subject to approval of Vice-Chairman	-	-
		Sanction of Leave	-	Full Powers in respect of Annual Leave, Maternity Leave	Full Powers in case of Sick Leave	-	-
		Appointment of Employees on Deputation	-	Full Powers	-	-	-
		Engagement of persons on Casual Basis	-	Full Powers	Research team upto 17,000/- p.m. . Ministerial team upto 9,000/- p.m.	-	-
		Signing of MOU/ Contracts with Resources Partners	Full Powers	-	-	-	-
		Signing of other Deeds/ Documents	- do -	Full Powers	-	-	-

		Work Orders placed with Resource Partners/ Institutions	- do -	Full Powers	-	-	-
		Engagement of NGOs, etc	-	Full Powers	-	-	-
		Constitution of Committees/ Working Groups/ Task Force	-	Full Powers	-	-	-
		Tour advances	-	-	Full Powers for Advances within the State. In case of outside the State and Outside the Country, subject to sanction of the travel by Vice Chairman and Chairman respectively	-	-
		Taking office premises on rent	-	Full Powers	-	-	-
		Annual Performance Report of Staff	Acceptance in case of Group – A Employees	Reviewing in case of Group – A Employees Acceptance in case of Group – B Employees	Recording in case of Group – A employees Reviewing in case of Group – B Employees Acceptance in case of Group – C & D Employees	Recording in case of Group – B Employees Reviewing in case of Group C & D Employees	Recording in case of Group C & D Employees
		Upgradation of Technical & Ministerial Staff based on Performance, etc	Full Powers in respect of Group – A category	Full Powers in case of Group – B category	-	-	-

		Items	Chairman	Vice – Chairman	Project Director (S&T) & Member Secretary	Scientist – In – Charge
	Financial	Purchase of books, maps, periodicals	Full Powers	Up to ₹1,50,000/- at a time	Up to ₹50,000/- at a time.	After observing the Procurement Procedures
		Purchase of Office Stationeries	- do -	Up to ₹1,50,000/- at a time	Up to ₹80,000/- at a time	After observing the Procurement Procedures
		Purchase of Laboratory Chemicals & Glasswares	- do -	Up to ₹3,00,000/- at a time	Up to ₹1,00,000/- at a time	After observing the Procurement Procedures
		Purchase of Office furniture/ fixtures	- do -	Up to ₹2,50,000/- at a time	Up to ₹1,00,000/- at a time.	After observing the Procurement Procedures
		Purchase of Laboratory Equipments	- do -	Up to ₹2,00,000/- at a time	Up to ₹1,00,000/- at a time	After observing the Procurement Procedures
		Purchase of Office Equipments (eg) IT Equipments, etc. and Farms Tools, machineries, etc.	- do -	Up to ₹3,00,000/- at a time	Up to ₹1,50,000/- at a time.	After observing the Procurement Procedures
		Payment of Bills like Electricity/ Telephone/ Internet Bills/ Bank Charges, Postage & Stamps, etc	-	-	Full Powers	-
		Payment of Salary, Wages, honorarium, travel expenses, hospitality expenses, etc	-	-	- do -	-
		Reimbursement of local conveyance	-	-	- do -	-
		Printing of books, forms, stationeries, reports, journals	Full Powers	Up to ₹1,50,000/- at a time	Up to ₹50,000/- at a time.	After observing the Procurement Procedures
		Maintenance of Motor Vehicle	-	Full Powers in respect of Major Repairs	Full Powers for minor repairs	After observing the Procurement Procedures
		Purchase of Motor Vehicle	Full Powers	-	-	After observing the Procurement Procedures -
		Purchase of tyres, battery, etc. for motor vehicle	-	Full powers	Up to ₹50,000/- at a time.	After observing the Procurement Procedures
		Advertisement, Sales & Publicity Expenses	- do -	Up to ₹1,50,000/- at a time	Up to ₹50,000/- at a time.	After observing the Procurement Procedures
		Expenditure on minor repairs/ renovation/ additional fitments of office building, etc	- do -	Up to ₹3,00,000/- for each case	Up to ₹1,50,000/- for each case.	After observing the Procurement Procedures
		Expenditure on construction of buildings	-	Full Powers	-	After observing the Procurement Procedures

		Payment of invoice/ expenses as per work orders placed with Resources Partners/ Institutions (After approval of Chairman of the Proposal)	-	Full Powers	-	-
		Sanction for training within the State	-	-	Full Powers	-
		Sanction for Training outside the State	-	Full Powers	-	-
		Sanction for Training outside India	Full Powers	-		-
		Sanction of Imprest Advance/ Petty Cash	-	-	Up to ₹20,000/- at a time	-
		Sanction for Conduct of Workshops, Seminars and other events	-	-	Full Powers (As per Actuals).	After observing the Procurement Procedures
		Sanction of Advance which will be deducted from Monthly salary in case of Renovation of House and Medical Treatment	--	Full Powers	Upto ₹ 1,00,000/- at a time	-
		Hospitality Expenses/ OPE for resource partners/ institutions	-	-	Full Powers (As per Actuals).	After observing the Procurement Procedures
		Hiring of Vehicles	-	-	Full Powers (As per Actuals).	After observing the Procurement Procedures
		Hiring of consultants/ agencies for documentation	-	Full Powers	-	-
		Condemnation and disposal of Office Equipments like Furniture, IT Equipments, Laboratory Equipments, Farm Equipments, etc.	-	Full Powers	With market value of ₹ 1,00,000/- and below	
Duties	Chairman	a) He shall execute all executive powers as may be prescribed b) He shall exercise any other powers as may be deemed fit in furtherance of the mission and objective of the Centre c) Any other powers as may be conferred upon according to the policies of the Centre				
	Vice Chairman	a) He shall execute all executive powers as may be prescribed b) He shall exercise any other powers as may be deemed fit in furtherance of the mission and objective of the Centre				
	Member Secretary	a) The Member Secretary is the controlling, drawing and disbursing authority of the Centre b) He shall initiate projects/ collaborative projects and submit the same to Vice Chairman for approval, etc before sending to the concerned Ministry/ Department, Government of India c) He shall be responsible in conducting the day to day affairs of the Centre d) He shall initiate all listed activities in pursuance of the mission and objective of the Centre e) He shall draft policies, framework of the Centre for implementation after approval of the competent authority				
	Financial Advisor	a) To advice the Centre on all matters relating to finance and accounts. b) Co-signatory of all disbursements.				
	Junior Scientists	Primarily, their duties are (i) to ensure that the Project Proposals are conceptualized for submission to Department of Bio Technology & Department of Science & Technology, Government of India, etc (ii) Implementation of the various activities/ initiatives like Experiments and Field Trials, Action Research, Demonstration of Green Technologies, Documentation of Local Knowledge and Practices linked to biological resources, Studies, etc (iii) Maintenance & Management of laboratories and activities thereunder				

	(iv) to advise regarding scientific related matters
Administrative cum Accounts Officer (AAO)	As the i/c of Administration & Accounts, the main duty is to systematize administrative related works and to ensure that accounting, book keeping, etc are in place including maintenance of records and reporting. Supervisory role of staff to ensure that they perform their responsibilities, duties responsibly and dutifully
Lower Division Assistant	To assist Administrative cum Accounts Officer in administration and accounts related works etc. Any other duties as may be assigned from time to time
Laboratory Assistant	Assisting Research Team in laboratory activities and maintenance of laboratory equipments, etc. Any other duty as may be assigned from time to time by the research team
MTA (Research)	Assisting Research Team in all laboratory and field activities of the Centre
Driver	Driving of office vehicle. Maintenance of motor vehicle, log – book. Any other duty as may be assigned from time to time.
Peon	Assisting the Officers/ Staff and in dak delivery, etc and assist in all other official field jobs. Delivery of Dak, etc. Any other duty as may be assigned from time to time
MTA (Admin & Accounts)	To assist Administrative cum Accounts Officer in administration and accounts related works etc. Any other duties as may be assigned from time to time

CHAPTER – 4 (MANUAL – 3)

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, FOR DISCHARGING FUNCTIONS

- 4.1 Please provide list of rules, regulations, instructions, manual and record, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document

Name/ Title of the Document

- 1) Gradation of Employee for Purpose of Entitlements
- 2) Classification of Posts
- 3) Conveyance/ Transport While on Official Tour
- 4) House Rent Compensation
- 5) Lodging Allowance While on Official Tour
- 6) Mobile Allowance
- 7) Leave Entitlement
- 8) Technical Manuals
- 9) Memorandum of Association, Rules and Regulations
- 10) Reports

From where one can get a copy of rules, regulations, instructions, manual and records

Address: O/o BRDC
5 ½ Mile, Upper Shillong
Shillong – 793009
Telephone No: 0364 – 2561530
Fax: 0364 – 2561530
Email: brdcshillong@gmail.com

Fees Charged for a copy of rules, regulations, instructions, manual and records.

Please refer Clause I.7 of this handbook

CHAPTER – 5 (MANUAL – 4)

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

Formulation of Policy

- 5.1 Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format: -

Formulation of Policy will be as may be decided by the Governing Council

Sl. No	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
I.	As may be decided by the Governing Council	As may be decided by the Governing Council	Any form of communication as may be decided by the Governing Council

¹ This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon

Implementation of Policy

- 5.2 Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policy? If there is, please provide details of provisions in the following format: -

Implementation of Policy will be as may be decided by the Governing Council

Sl. No	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
I.	As may be decided by the Governing Council	As may be decided by the Governing Council	Any form of communication as may be decided by the Governing Council

CHAPTER – 6 (MANUAL – 5)

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

- 6.I Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others).

Sl. No	Category of the document	Name of the document and its introduction in one line	Procedures to obtain the document	Held by/under control of
1.	Rules	a) Rules and Regulations of the Centre as Amended on 2015 b) Delegation of Financial Powers c) Delegation of Administrative Powers d) Gradation of Employee for Purpose of Entitlements e) Classification of Posts f) Conveyance/ Transport While on Official Tour g) House Rent Compensation h) Lodging Allowance While on Official Tour i) Mobile Allowance j) Leave Entitlement k) Memorandum of Association	a) On request	O/o BRDC, Shillong – 793009
2.	Manuals	a) Technical Manual on Green Technologies		
3.	Reports	a) A Report on Activities/ Initiatives of the Centre b) A Report on field Experiments and Trials c) A Report on Action Research d) A Report of Studies conducted		

CHAPTER – 7 (MANUAL – 6)

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

As the Government Society Registered under Meghalaya Societies Registration Act XII of 1983, it has the Governing Council which was established in the year 1998 headed by the Chief Secretary as its Chairman and Principal Secretary/ Commissioner & Secretary (Planning) as Vice Chairman. The objective and main activities is laid down in Chapter – 2 – 2.1 and 2.5. The Role of the Governing Council is to provide advice and to frame policies. The Composition of the Governing Council comprises of the following members:

- a) **Chairman:** Chief Secretary
- b) **Vice Chairman:** Principal Secretary/ Commissioner & Secretary (Planning)
- c) **Member Secretary:** Project Director, Science & Technology Cell & Member Secreary, BRDC, Shillong.
- d) **Members:**
 - i) Principal Secretary to the Govt. of Meghalaya, Forests & Environment
 - ii) Principal Secretary to the Govt. of Meghalaya, Agriculture
 - iii) Representative of Department of Bio-technology, Govt. of India
 - iv) Representative of Department of Science & Technology, Govt. of India
 - v) Scientist-in-Charge, Botanical Survey of India, Shillong
 - vi) Scientist-in-Charge, Zoological Survey of India, Shillong
 - vii) Dean, Life Sciences, NEHU, Shillong
 - viii) Director, ICAR, NEH Complex, Umiam

The Registered Office of this Society is as follows: -

Office of Bio Resources Development Centre
5 ½ Mile, Upper Shillong – 793009
Phone: 0364 – 2561530
Telefax: 0364 – 2561530
Email: brdcshillong@gmail.com

The frequency of the Meeting of the Governing Council is once in a year. In case of urgency the meeting may be held more than once in a year. The Minutes of the Governing Council Meeting are documented

CHAPTER – 8 (MANUAL – 7)

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

- 8.I Please provide contact information about the Public Information Officers, Assistant Public Information Officer and Departmental Appellate Authority of the Public Authority in the following format: -

Name of the Public Authority:

Assistant Public Information Officer:

Sl. No	Name	Designation	S.T.D Code	Ph. No		Fax	Email	Address
				Office	Home			
1.	Mr. T. Iangjuh	Junior Scientist	0364	2561530	-	2561530	brdcshillong@gmail.com	5 ½ Mile, Upper Shillong – 793009
2.	Smti. D. Rani	Administrative cum Accounts Officer	0364	2561530	-	2561530	brdcshillong@gmail.com	5 ½ Mile, Upper Shillong – 793009

Public Information Officer:

Sl. No	Name	Designation	S. T. D Code	Ph. No		Fax	Email	Address
				Office	Home			
1.	Dr. J.P Lyngdoh	Junior Scientist	0364	2561530	-	2561530	brdcshillong@gmail.com	5 ½ Mile, Upper Shillong – 793009

Department Appellate Authority:

Sl. No	Name	Designation	S.T.D Code	Ph. No		Fax	Email	Address
				Office	Home			
1.	-	Vice Chairman	0364	2561530	-	2561530	brdcshillong@gmail.com	5 ½ Mile, Upper Shillong – 793009

CHAPTER – 9 (MANUAL – 8)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rules of Business Manual, and other rules/ regulations etc can be made)

The procedure followed to take a decision for various matter will be as per the Rules and Regulations of the Centre and other Rules which are in place.

- 9.2 What are the documented procedures/ laid down procedures/ Defined Criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Decision making is made at different levels in accordance with the Rules of the Centre.

- 9.3 What are the arrangements to communicate the decision to the public?

The arrangement to communicate the decision to the public will be made with approval of the Chairman **or** Vice Chairman as the case may be.

- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

Chairman **or** Vice Chairman as the case may be.

- 9.5 Who is the final authority that vets the decision?

The final authority that vets the decision will be the Chairman **or** Vice Chairman **or** Director as the case may be.

- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority

Subject on which the decision is to be taken	Depending upon the subject decision may be taken by the Chairman or Vice Chairman or Director as the case may be
Guidelines/ Direction, if any	Depending upon the case direction may be given by Chairman or Vice Chairman or Director
Process of Execution	Execution of decision of policies is done by the Director after approval of Chairman, Vice Chairman as the case may be
Designation of the officers involved in decisions making	Chairman, Vice Chairman, Director
Contact Information of above mentioned officers	Phone: 0364 – 2561530 Telefax: 0364 – 2561530 Email: brdcshillong@gmail.com
If not satisfied by the decision, where and how to appeal	Appellate Authority

CHAPTER – 10 (MANUAL – 9)

DIRECTORY OF OFFICERS AND EMPLOYEES

10.1 Please provide information district wise in following format

The Directory of Officers and Employees of the BRDC, Shillong is given below: -

Sl. No	Name	Designation	S.T.D Code	Ph. No		Email	Address
				Office	Home		
1.	Dr. J.P.Lyngdoh	Junior Scientist	0364	2561530	-	brdcshillong@gmail.com jpearl@yahoo.com	Pohktieh, Shillong
2.	Shri. T.Iangjuh	Junior Scientist	0364	2561530	-	brdcshillong@gmail.com tianjuh@rediffmail.com	Mawlai, Shillong
3.	Smti. D. Rani	Administrative cum Accounts Officer	0364	2561530	-	brdcshillong@gmail.com darityrani@gmail.com	Laban, Shillong
4.	Smti. U.M.Kharkongor	Lower Division Assistant	0364	2561530	-	brdcshillong@gmail.com ukharkongor@yahoo.com	Lumshyap, Shillong
5.	Smti. M.Marbaniang	Laboratory Attendant	0364	2561530	-	brdcshillong@gmail.com	Sadew, Upper
6.	Shri. E. L.Mawlong	Peon	0364	2561530	-	brdcshillong@gmail.com	Lawsohtun, Shillong
7.	Dr.E.J.Marbanaiang	MTA (Research)	0364	2561530	-	brdcshillong@gmail.com	3 rd Mile, Upper Shillong
8.	Dr. M.Swer	MTA (Research)	0364	2561530	-	brdcshillong@gmail.com	Mawlai, Shillong
9.	Smt. E. Jala	MTA (Research)	0364	2561530	-	brdcshillong@gmail.com	Malki Shillong
10.	Smt. E.Nongbri	MTA (Research)	0364	2561530	-	brdcshillong@gmail.com enongbri@yahoo.com	Riatsamthiah, Shillong
11.	Smt. I.Thawmuit	MTA (Research)	0364	2561530	-	brdcshillong@gmail.com ibanjanailyne@gmail.com	Nongpyiur, Mylliem, EKH
12.	Smt. S.M.Warjri	MTA (Analyst)	0364	2561530	-	brdcshillong@gmail.com mwsusan2015@gmail.com	Pomlum, Upper Shillong
13.	Smt. M.C.Marak	MTA (Botanist)	0364	2561530	-	brdcshillong@gmail.com marakmanna@gmail.com	Tura, West Garo Hills
14.	Smt. J.L.Pohlong	MTA (Biotechnologist)	0364	2561530	-	brdcshillong@gmail.com judithpohlong@gmail.com	Nongshilliang Shillong
15.	Smt. R.D.Lyngkhohi	MTA (Microbiologist)	0364	2561530	-	brdcshillong@gmail.com reccicalyngkhohi@gmail.com	Pynthorbah, Shillong
16.	Sh. M.Marbaniang	MTA (Admin)	0364	2561530	-	brdcshillong@gmail.com	3 rd Mile, Upper Shillong
17.	Sh.B.Ropmay	MTA (Accounts)	0364	2561530	-	brdcshillong@gmail.com	Jaiaw, Shillong
18.	Sh. J.R. Syiem	MTA (Account & Admin)	0364	2561530	-	brdcshillong@gmail.com	Pynthorbah, Shillong
19.	Sh.P.Lyngdoh	Driver	0364	2561530	-	brdcshillong@gmail.com	Laitmysaw, Mylliem.

CHAPTER – 11 (MANUAL – 10)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATION

II.I Please provide information in the following format

Sl. No	Name	Designation	Monthly Remuneration	Compensation/ Compensatory allowance	The Procedure to determine the remuneration as given in the regulation
1.	Dr. (Mrs) J.P Lyngdoh	Junior Scientist	49,000+ DA as admissible to State Govt. Employees	HRA , Mobile Allowance, E.P.F.	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
2.	Shri. T.Jangjuh	Junior Scientist	49,000 + DA as admissible to State Govt. Employees	HRA , Mobile Allowance, E.P.F.	
3.	Smti. D. Rani	Administrative cum Accounts Officer	37,800 + DA as admissible to State Govt. Employees	HRA , Mobile Allowance, E.P.F.	
4.	Smti. U. Kharkongor	LDA	26,500 + DA as admissible to State Govt. Employees	HRA , Mobile Allowance, E.P.F.	
5.	Dr.E.J.Marbanaiang	MTA (Research)	17,000/-	E.P.F	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
6.	Dr. M.Swer	MTA (Research)	17,000/-	E.P.F.	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
7.	Smt. E. Jala	MTA (Research)	16,000/-	E.P.F	
8.	Smt. E.Nongbri	MTA (Research)	9,450/-	HRA , Mobile Allowance, E.P.F.	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
9.	Smt. I.Thawmuit	MTA (Research)	9,450/-	HRA , Mobile Allowance, E.P.F.	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
10.	Smt. S.M.Warjri	MTA(Analyst)	24,000/-	E.P.F	Governing Council with approval of Chairman/ Vice Chairman depending
11.	Smt. M.C.Marak	MTA(Botanist)	24,000/	E.P.F	
12.	Smt. J.L.Pohlong	MTA(Biotechnologist)	24,000/	E.P.F	
13.	Smt. R.D.Lyngkhohi	MTA(Microbiologist)	24,000/	E.P.F	

					upon the category of Officer/ Employees
I4.	Sh. M.Marbaniang	MTA (Admin)	9,450/-	E.P.F	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
I5.	Sh.B.Ropmay	MTA (Accounts)	9,450/-	E.P.F	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
I6.	Shri J.R.Syiem	MTA (Admin& Accounts)	9,000/-	E.P.F	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
I7.	Smti. M Marbaniang	Laboratory Attendant	17,400+ DA as admissible to State Govt. Employees	HRA, Mobile Allowance & E.P.F.	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
I8.	Shri. E. L Mawlong	Peon	17,400 + DA as admissible to State Govt. Employees	HRA, Mobile Allowance & E.P.F.	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees
I9.	Shri.P.Lyngdoh	Driver	10,000/-	HRA, Mobile Allowance & E.P.F.	Governing Council with approval of Chairman/ Vice Chairman depending upon the category of Officer/ Employees

CHAPTER – 12 (MANUAL – 11)

THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE)

For Public Authority responsible for developmental, construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format

13 Year 2017-18

Sr. No.	Name of the Scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released / disbursed (no. of installments)	Actual expenditure for the last year (2017-18)	Responsible Officer for the quality and the complete execution of the work	Remarks
31.	Bio-Resources Development Centre	Salary	1.4.2017	31.3.2018	61.56Lakh	61.56Lakh	-	51.28L	Project Director (S&T) & Member Secretary	-
2.	Bio-Resources Development Centre	Non-Salary	1.4.2017	31.3.2018	10.74Lakh	10.74Lakh	-	8.74L	Project Director (S&T) & Member Secretary	-
3.	Promotion of Bio-technology	As per Sl. No.2.6	1.4.2017	31.12.18	75.00Lakh	75.00Lakh	-	20.15L	Project Director (S&T) & Member Secretary	-
4.	Support to the T.H. for Strengthening & Cap. Building under Art-275(1)	-Block Level Health Camp cum-Awareness. -Training to TH -Distribution of Tools & Kits	14.8.2017	1.8.2018	100.00Lakh	100.00Lakh	-	17.00Lakh	Project Director (S&T) & Member Secretary	

CHAPTER – 13

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

13.1 Please provide the information as per the following format

The Centre does not have provision implement subsidy programme

CHAPTER – 14 (MANUAL – 13)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT

14.1 Please provide the information as per the following format

Does not arise, as the Centre does not provide any subsidy.

CHAPTER – 15 (MANUAL – 14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUCNTIONS

15.1 Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

Execution of various activities/ initiatives related to Studies, Action Research, Field Experiments & Trials, etc is done as per the Delegation of Administrative and Financial Powers of the Centre in which decision will be taken by the Chairman, Vice Chairman, Project Director (S&T) & Member-Secretary, BRDC as the case may be.

CHAPTER – 16 (MANUAL – 15)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

- 16.I Please provide the details of the information related to the various schemes which are available in the electronic format

The details of the information related to various activities of the Centre and knowledge services rendered are being made available at the website: www.megbrdc.nic.in and other form of communication in electronic format.

CHAPTER – 17 (MANUAL – 16)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

- 17.I Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like
- a) Office Library – Yes
 - b) Drama and Shows – No
 - c) Through News paper – Yes
 - d) Exhibition – Yes
 - e) Notice Board – Yes
 - f) Inspection of Records in the Office – Yes
 - g) System of issuing of copies of documents – Yes
 - h) Printed Manual Available – Yes
 - i) Website of the Public Authority – Yes
 - j) Others means of advertising – Yes

CHAPTER – 18 (MANUAL – 17)

OTHER USEFUL INFORMATION

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

- a) Application form (a copy of filled application form for reference)

Public may seek information in plain paper

- b) Fee

In case of information sought under RTI Act, 2005 , fee may be charged in accordance with the prescribed fee in accordance with Section 6 (i) of the RTI Act, 2005 and Guide for Information Seekers of the Meghalaya State Information Commission

- c) How to write a precise information request Few Tips

In case of information sought regarding the details of knowledge services rendered by the Centre **or** otherwise, information seekers may do so in plain paper.

- d) Right to the Citizen in case of denial of information and procedure to appeal

In the event of denial of information, the procedures to appeal may be taken up in accordance with RTI Act, 2005.

18.3 With relation to training imparted to public by Public Authority

- a) Name of training programme with brief description

The Mission/ Vision of the Public Authority is to service the knowledge on Biological Resources and Sustainable Development. Various Activities and Knowledge Services will be extended/ demonstrated through hands-on training to interested citizenry

- b) Time period of Training Programme/ Scheme

The period/ schedule for hands-on training programme will vary depending upon the activities/ knowledge services desired by citizenry

- c) Objective of Training

“Availing biological technology and appropriating such technology as meaningful knowledge for Social, Economic and Environmental Development”

- d) Eligibility for training

All interested citizens including students, etc

- e) Prerequisite for training (if any)

Nil

- f) Financial and other form of help (if any)

The basic premise of the Public Authority is to veer from the beneficiary approach to entrepreneurship development. Secondly, the Centre promotes knowledge services only.

- g) Description of help (Mention the amount of Financial help, if any)

As discussed above, the Public Authority is concerned with servicing knowledge on bio resources & sustainable development with locally available materials wherein no financial help is provided

- h) Procedure of giving help

The Centre does not provide help financially.

i) Contact Information for applying

Sl. No	Name	Designation	Contact No	Email
1.	Dr. (Mrs) J.P Lyngdoh	Junior Scientist	8575963341	jpearl@yahoo.com
2.	Shri. Thomas Iangjuh	Junior Scientist	9863499325	tianjuh@rediffmail.com
3.	Smti. D. Rani	Administrative cum Accounts Officer	9615972764	darityrani@gmail.com

j) Application Fee (Wherever applicable)

Not applicable in case of information sought in connection with servicing knowledge.

k) Other Fees (Wherever applicable)

Does not arise

l) Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

Information Seekers may apply on plain paper

m) List of enclosures/ documents

May submit in plain paper alongwith information sought

n) Format of enclosures/ documents

Not applicable

o) Procedure of application

Does not arise

p) Selection Procedures

Does not arise

q) Time table of training programme (In case available)

Depending upon the training programme, time table will be chalked out

r) Process to inform the trainee about the training schedule

Regarding the training schedule, information will be sent to all concerned by the Centre on receipt of application, etc

s) Arrangement made by the Public Authority for creating public awareness about the training programmes

The Centre plans to create public awareness about various training programme/ knowledge services through Knowledge/ Demonstration Centres at micro – level.

t) List of Beneficiary of the training programme at various levels like district level, block level, etc

Name of Training	Name of Trainee	Name of Cluster	Name of Society	Name of SHG	Village	Block	District
Management & Skill – Set Development Programme For Entrepreneurs	R Nongbri	-	-	-	Patharkhmah	Jirang	EKH
	A Kharlukhi	-	-	-	Myllem	Myllem	EKH
	D Kharlukhi	-	-	-	Myllem	Myllem	EKH
	B Nongrang	-	-	-	Patharkhmah	Jirang	EKH
	D Kharbani	-	-	-	Nongstoin	Nongstoin	EKH

on Floriculture	J. Diengdoh	-	-	-	7 th Mile	Myllem	EKH
	M Warjri	-	-	-	7 th Mile	Myllem	EKH
	C Khongtiang	-	-	-	Lawsohtun		EKH
	T Wankhar	-	-	-	Lawsohtun		EKH
	E Marbianiang	-	-	-	Mawngap		EKH
	P Kharlukhi	-	-	-	Myllem		EKH
	R Kharlukhi	-	-	-	Myllem		EKH
	S Kharlukhi	-	-	-	Myllem		EKH
	P Shabong	-	-	-	Pyrda Sohra		EKH
	T Nongrum	-	-	-	Sohra		EKH
	S Ryntathiang	-	-	-	3 ½ Mile		EKH
	M Ryntathiang	-	-	-	3 ½ Mile		EKH
	M Synrem	-	-	-	Laitkroh		EKH
	L Synrem	-	-	-	Laitkroh		EKH
	L Sun	-	-	-	Umtyrwit		EKH
	J Khyriem	-	-	-	Umtyrwit		EKH
	A Nongpyiur	-	-	-	Lawsohtun		EKH
	M Nongpyuir	-	-	-	Lawsohtun		EKH
	P Ryntathiang	-	-	-	3 ½ Mile		EKH
	R Khyriem	-	-	-	Mawngap		EKH
Demonstration of Affordable Knowledge in Making Composts like NADEP, Vermi, Non – Soil and Catalyzed Non – Soil with Locally Available Materials	M. Nengnong	-	-	-	Mawklot	Myllem	EKH
	Oralyn Swer	-	-	-	Nongpyiur	Myllem	EKH
	Elphina Dkhar	-	-	-	Nongpyiur	Myllem	EKH
	Mida Lyngdoh	-	-	-	Nongpyiur	Myllem	EKH
	Ridalin Lyngdoh	-	-	-	Nongpyiur	Myllem	EKH
	Berlin Lyngdoh	-	-	-	Nongpyiur	Myllem	EKH
	Tioris Thawmuit	-	-	-	Nongpyiur	Myllem	EKH
		-	Nonglwai Orchid	-	Nonglwai	Nongstoin	WKH
		-	-	Nongrwe Iamonlang	Nonglwai	Nongstoin	WKH
	T.Tympuin	-	-	-	Nonglwai	Nongstoin	WKH
	Tiolis Tympuin	-	-	-	Nonglwai	Nongstoin	WKH
	D.Palia	-	-	-	Nonglwai	Nongstoin	WKH
	S.Paliar	-	-	-	Nonglwai	Nongstoin	WKH
	C.Tympuin	-	-	-	Nonglwai	Nongstoin	WKH
	A.Sangma	-	-	-	Nonglwai	Nongstoin	WKH
	E.K.Bani	-	-	-	Nonglwai	Nongstoin	WKH
	A.Tympuin	-	-	-	Nonglwai	Nongstoin	WKH
		-	-	Iasnohktitlang	Nongrmai	Mairang	WKH
		-	-	Nangiatrei	Nongrmai	Mairang	WKH
		-	-	Ngin Pyrshang	Nongrmai	Mairang	WKH
		-	-	Maitlynti	Nongrmai	Mairang	WKH
		-	-	Iamyntoilang	Nongrmai	Mairang	WKH
	S.Marngar	-	-	-	Mawkamoit	Mairang	WKH
	P.Nongbri	-	-	-	Mawkamoit	Mairang	WKH
	T.Marngar	-	-	-	Mawkamoit	Mairang	WKH
	G.Pariong	-	-	-	Mawkamoit	Mairang	WKH
	Q.Pariong	-	-	-	Mawkamoit	Mairang	WKH
	H.Wahlang	-	-	-	Mawkamoit	Mairang	WKH
	P.Marngar	-	-	-	Mawkamoit	Mairang	WKH
	S.S Syiem	-	-	-	Mawkamoit	Mairang	WKH
	S.Marwein	-	-	-	Mawkamoit	Mairang	WKH
	Phlin Nognbri	-	-	-	Mawkamoit	Mairang	WKH
	D. Nongbri	-	-	-	Mawkamoit	Mairang	WKH
	S. Nongbri	-	-	-	Mawkamoit	Mairang	WKH
	M. Nongbri	-	-	-	Mawkamoit	Mairang	WKH
	H.Nongphud	-	-	-	Mawkamoit	Mairang	WKH
	M.D. Nongbri	-	-	-	Mawkamoit	Mairang	WKH
	M.Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
	P.Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH

T.Mawdoh	-	-	-	Mawphanlur	Mawthadra ishan	WKH
S.K.Bani	-	-	-	Mawphanlur	Mawthadra ishan	WKH
N.Mawdoh	-	-	-	Mawphanlur	Mawthadra ishan	WKH
B.L.Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
M.L. Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
B.Thabah	-	-	-	Mawphanlur	Mawthadra ishan	WKH
P.Syiem	-	-	-	Mawphanlur	Mawthadra ishan	WKH
S.Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
Meridian Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
R.Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
K.Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
Kmial Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
Klen Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
T.Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
Mistiful Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
M.Marwein	-	-	-	Mawphanlur	Mawthadra ishan	WKH
L.Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
T.Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
Trimtimai Lyngkhoi	-	-	-	Mawphanlur	Mawthadra ishan	WKH
	-	Khein & Long Multi- purpose Cooperative Society	-	Umkrem	Mawthadra ishan	WKH
Reyo Challam	-	-	-	Cham Cham	Khliehriat	EJH
Brida Lamare	-	-	-	Cham Cham	Khliehriat	EJH
Mr. Shailin Mawiong	-	-	-		Umdiker	RB
Mr. Tilin Kynsian	-	-	-		Umdiker	RB
Mrs. Marbahun Rani	-	-	-		Umdiker	RB
Mrs. Bashisha Pathaw	-	-	-		Umdiker	RB
Mr. Shimlang Sohktung	-	-	-		Umdiker	RB
Mrs. Airinda Nongbsap	-	-	-		Umdiker	RB
Mrs. Banisha Nongrang	-	-	-		Umdiker	RB
Mrs. Rionda Sohktung	-	-	-		Umdiker	RB
Mrs. Manisha Syiemlieh	-	-	-		Umdiker	RB
Mr. Test Sohktung	-	-	-		Umdiker	RB
Mrs. Kristina	-	-	-		Umdiker	RB

Sohktung						
Sri. Panjo Sohktung	-	-	-		Umdiker	RB
Mrs. Jenita Nongsiej	-	-	-		Umdiker	RB
Mrs. Roilin Kurbah	-	-	-		Umdiker	RB
Mrs. Aisida Mawlong	-	-	-		Umdiker	RB
Wandaiaineh Syiem	-	-	Iatreilang	Umsohpanan	Jirang	RB
Lispha Kalwing	-	-	Iatreilang	Umsohpanan	Jirang	RB
Pheiris Jamu	-	-	Iatreilang	Umsohpanan	Jirang	RB
Aisara Jamu	-	-	Iatreilang	Umsohpanan	Jirang	RB
Rimadancy Kalwing	-	-	Kyrni Lumi	Umsohpanan	Jirang	RB
Listramon Thangkhiew	-	-	Kyrni Lumi	Umsohpanan	Jirang	RB
Esilian Wahlang	-	-	Kyrni Lumi	Umsohpanan	Jirang	RB
Rinadsuthiang Kalwing	-	-	Kyrni Lumi	Umsohpanan	Jirang	RB
Aisun Jamu	-	-	Kyrni Lumi	Umsohpanan	Jirang	RB
Sirinda Lapang	-	-	Kyrni Lumi	Umsohpanan	Jirang	RB
Estrani Jamu	-	-	Iadeilang	Umsohpanan	Jirang	RB
Ibadashai Jamu	-	-	Iadeilang	Umsohpanan	Jirang	RB
Aisinam Jamu	-	-	Iadeilang	Umsohpanan	Jirang	RB
Shimtilut Thangkhiew	-	-	Iadeilang	Umsohpanan	Jirang	RB
Espioland Kalwing	-	-	Iadeilang	Umsohpanan	Jirang	RB
Beatrice Marbianiang	-	-	Kawei Jingmut	Umsohpanan	Jirang	RB
Immortal Jamu	-	-	Kawei Jingmut	Umsohpanan	Jirang	RB
Merlidona Wahlang	-	-	Kawei Jingmut	Umsohpanan	Jirang	RB
Shomitra Kalwing	-	-	Kawei Jingmut	Umsohpanan	Jirang	RB
Erwis Jamu	-	-	Kawei Jingmut	Umsohpanan	Jirang	RB
Modarsis Jamu	-	-	Kawei Jingmut	Umsohpanan	Jirang	RB
Dikorty Thangkhiew	-	-	Iaikyrsoi	Centre Village	Jirang	RB
Tloni Thangkhiew	-	-	Iaikyrsoi	Centre Village	Jirang	RB
Sensimiaris Syiem	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Bralin Rani	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Banrihun Rani	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Sisternen Wahlang	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Daiahun Wahlang	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Aisidamon Rani	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Chandramis Thangkhiew	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Aibansara Jamu	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Besarlisha	-	-	Kyntiew	Centre	Jirang	RB

Wahlang			Shaphrang	Village		
Matilda Syngkli	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Sholibon Nongphlang	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Restimai thangkhiw	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
Fullmen Rani	-	-	Kyntiew Shaphrang	Centre Village	Jirang	RB
	Balgito	-	-	Chichotcheng		NGH
	Gokulgre	-	-	Gokulgre		NGH
	Aruakgre	-	-	Aruakgre		NGH
Simstone Marak	-	-	-	Gokul	Resubelpara	NGH
Chealith Sangma	-	-	-	Gokul	Resubelpara	NGH
Uttam Marak	-	-	-	Gokul	Resubelpara	NGH
Jasinta Marak	-	-	-	Gokul	Resubelpara	NGH
Monthunath Marak	-	-	-	Gokul	Resubelpara	NGH
Norindro Sangma	-	-	-	Gokul	Resubelpara	NGH
Gresline Marak	-	-	-	Gokul	Resubelpara	NGH
Emilla Momin	-	-	-	Gokul	Resubelpara	NGH
Hamber Sangma	-	-	-	Gokul	Resubelpara	NGH
Jacky Sangma	-	-	-	Gokul	Resubelpara	NGH
Bimol Shira	-	-	-	Gokul	Resubelpara	NGH
Janseng Marak	-	-	-	Gokul	Resubelpara	NGH
Sujona Sangma	-	-	-	Gokul	Resubelpara	NGH
Tenjini Marak	-	-	-	Gokul	Resubelpara	NGH
Kulai Marak	-	-	-	Gokul	Resubelpara	NGH
Sulaya R. Marak	-	-	-	Gokul	Resubelpara	NGH
Brimward K. Marak	-	-	-	Gokul	Resubelpara	NGH
Jang Sangma	-	-	-	Gokul	Resubelpara	NGH
Meera R. Marak	-	-	-	Gokul	Resubelpara	NGH
Sansuchi Sangma	-	-	-	Gokul	Resubelpara	NGH
Bindaram. M. Momin	-	-	-	Chichotcheng	Resubelpara	NGH
Silseng Marak	-	-	-	Chichotcheng	Resubelpara	NGH
Riku Sangma	-	-	-	Chichotcheng	Resubelpara	NGH
Dukkila Marak	-	-	-	Chichotcheng	Resubelpara	NGH
Tetmoni Sangma	-	-	-	Chichotcheng	Resubelpara	NGH
Jesaline.N. Sangma	-	-	-	Chichotcheng	Resubelpara	NGH
Silovia.N. Sangma	-	-	-	Chichotcheng	Resubelpara	NGH
Norinda.N. Sangma	-	-	-	Chichotcheng	Resubelpara	NGH
Nikke.M. Marak	-	-	-	Chichotcheng	Resubelpara	NGH
Binorey.M. Sangma	-	-	-	Chichotcheng	Resubelpara	NGH
Minoty Momin	-	-	-	Chichotcheng	Resubelpara	NGH
Lamuni Sangma	-	-	-	Chichotcheng	Resubelpara	NGH
Aroni Sangma	-	-	-	Aruak Nokat	Resubelpara	NGH
Tamil Marak	-	-	-	Aruakgre	Resubelpara	NGH
Gaurav Marak	-	-	-	Aruakgre	Resubelpara	NGH
Sedinath Sangma	-	-	-	Aruakgre	Resubelpara	NGH
Wetson Sangma	-	-	-	Aruakgre	Resubelpara	NGH
Malga Marak	-	-	-	Aruakgre	Resubelpara	NGH
Pleander. M. Sangma	-	-	-	Aruakgre	Resubelpara	NGH
Millikson Marak	-	-	-	Aruakgre	Resubelpara	NGH
Ningjeng Marak	-	-	-	Aruakgre	Resubelpara	NGH
Josbina Sangma	-	-	-	Aruakgre	Resubelpara	NGH
Belbang Marak	-	-	-	Aruakgre	Resubelpara	NGH
Singrong Sangma	-	-	-	Aruakgre	Resubelpara	NGH
Dominic Marak	-	-	-	Bekbekgre	Resubelpara	NGH

		Nengmandalg re	-	-	Nengmandalg re		EGH
		Kalak	-	-	Kalak		EGH
		Napak	-	-	Napak		EGH
		Warima	-	-	Warima	Chokpot	SGH
		Sangknightre	-	-	Rongrak Tegsagre		SGH
<p>Demonstration of affordable knowledge in making compost like NADEP, Vermi Compost, Non Soil, Berkeley Compost &</p> <p>Demonstration on Organic Growth Promoter and Botanical pesticide</p>	Strongbar Nongrum				Lummawnei, Mawlai	Mawtawar	EKH
	Karlesstar kharbuli				Lummawnei, Mawlai	Mawtawar	EKH
	Klate Ryntathiang				Lummawnei, Mawlai	Mawtawar	EKH
	Risilin Pariong				Lummawnei, Mawlai	Mawtawar	EKH
	Kradsing Pariong				Lummawnei, Mawlai	Mawtawar	EKH
	Phandaris Pariong				Lummawnei, Mawlai	Mawtawar	EKH
	Arphida Marbaniang				Lummawnei, Mawlai	Mawtawar	EKH
	Lioda Marbaniang				Lummawnei, Mawlai	Mawtawar	EKH
	Pyniahunlang Marbaniang				Lummawnei, Mawlai	Mawtawar	EKH
	Aimonda Kharbani				Lummawnei, Mawlai	Mawtawar	EKH
	Shemlang Myllem				Lummawnei, Mawlai	Mawtawar	EKH
	Seriwell Myllem				Lummawnei, Mawlai	Mawtawar	EKH
	Sherda Myllem				Lummawnei, Mawlai	Mawtawar	EKH
	Kliansi Myllem Umlong				Lummawnei, Mawlai	Mawtawar	EKH
	Renesda Myllem Umlong				Lummawnei, Mawlai	Mawtawar	EKH
	Flington Myllem Umlong				Lummawnei, Mawlai	Mawtawar	EKH
	Ronelia Myllem Umlong				Lummawnei, Mawlai	Mawtawar	EKH
	Teiborlang Kharshiing				Lummawnei, Mawlai	Mawtawar	EKH
	Erat Kharkrang				Lummawnei, Mawlai	Mawtawar	EKH
	Restellia Ryntathiang				Lummawnei, Mawlai	Mawtawar	EKH
	Nasar yn				Kruin , Puriang	Mawryngk neng	EKH
	Parti Kharlukhi				Kruin, Puriang	Mawryngk neng	EKH
	Riston Myrsong				Kruin, Puriang	Mawryngk neng	EKH
	Nas Jyrwa				Nongpit , Puriang	Mawryngk neng	EKH
	Dilas Wahlang				Nuir , Puriang	Mawryngk neng	EKH

	Haria Kharsati				Nuir , Puriang	Mawryngk neng	EKH
	Winslowella Kharnaior				Nuir , Puriang	Mawryngk neng	EKH
	Lasarius Pamti				Nuir , Puriang	Mawryngk neng	EKH
	Lophidaris Myrboh				Nuir , Puriang	Mawryngk neng	EKH
	Aidalin Lawai				Nongpit, Puriang	Mawryngk neng	EKH
	Syntikhi Mukhim				Nongpit, Puriang	Mawryngk neng	EKH
	Solin Diengdoh				Niur , Puriang	Mawryngk neng	EKH
	Aril Myrsong				Kruin, Puriang	Mawryngk neng	EKH
	S Kharsati				Kruin, Puriang	Mawryngk neng	EKH
	S. Myrsong				Nuir , Puriang	Mawryngk neng	EKH
	Lydia Myrsong				Nuir , Puriang	Mawryngk neng	EKH
	Nolin Myrsong				Nuir , Puriang	Mawryngk neng	EKH
	I. Pomti				Nuir , Puriang	Mawryngk neng	EKH
	Laittimai Kharumnuid				Nuir, Puriang	Mawryngk neng	EKH
	Sanibha Nongrum				Nongpit, Puriang	Mawryngk neng	EKH
	Bantei Mukhim				Nuir , Puriang	Mawryngk neng	EKH
	Pynhunlang Myrsong				Nuir , Puriang	Mawryngk neng	EKH
	Sanita Mynsong				Nuir , Puriang	Mawryngk neng	EKH
	Teibor Kharsati				Nuir, Puriang	Mawryngk neng	EKH
	Philo Suting				Thloningkho w, Puriang	Mawryngk neng	EKH
	Phrina Suting				Thloningkho w,	Mawryngk neng	EKH
	Kurien Lyngdoh				Lulong	Mawryngk neng	EKH
	Evarinalynda Kharsunai				Nuir, Puriang	Mawryngk neng	EKH
	Sanifa Mynsong				Nuir, Puriang	Mawryngk neng	EKH
	Ritiplin Kharumniud				Nuir, Puriang	Mawryngk neng	EKH
	Bansara Jyrwa				Nuir, Puriang	Mawryngk neng	EKH
	Rosalin Kharsati				Kruin , Puriang	Mawryngk neng	EKH
	Merida Mawlong				Kruin, Puriang	Mawryngk neng	EKH

	Sakhariat Lawai				Kruin, Puriang	Mawryngk neng	EKH
	Phret Kharsati				Kruin, Puriang	Mawryngk neng	EKH
	Meristella Lawai				Kruin, Puriang	Mawryngk neng	EKH
	I .Palia				Kruin, Puriang	Mawryngk neng	EKH
	Aidahun Mukhim				Kruin, Puriang	Mawryngk neng	EKH
	Mary Lapang			Farmer Producers Organization		Mawphrew	Umling
	Regina Makri			Farmer Producers Organization		Mawphrew	Umling
	Mr.Siemon Maring			Farmer Producers Organization		Mawphrew	Umling
	Tugen Lapang			Farmer Producers Organization		Mawphrew	Umling
	Still Makri			Farmer Producers Organization		Mawphrew	Umling
	Ionis Makri			Farmer Producers Organization		Mawphrew	Umling
	Simon Makri			Farmer Producers Organization		Mawphrew	Umling
	Smil Lapang			Farmer Producers Organization		Mawphrew	Umling
	Phimary Maring			Farmer Producers Organization		Mawphrew	Umling
	Rosa Mary Makri			Farmer Producers Organization		Mawphrew	Umling
	Spajer Maring			Farmer Producers Organization		Mawphrew	Umling
	Phil Maring			Farmer Producers Organization		Mawphrew	Umling
	TarsilaMakri			Farmer Producers Organization		Mawphrew	Umling
	Robert Maring			Farmer Producers Organization		Mawphrew	Umling
	Elisabeth Makri			Farmer Producers Organization		Mawphrew	Umling
	Sabina Makri			Farmer		Mawphrew	Umling

				Producers Organization			
	Beronica Maring			Farmer Producers Organization		Mawphrew	Umling
	Binosha Maring			Farmer Producers Organization		Mawphrew	Umling
	A. Mary Majhong			Farmer Producers Organization		Mawphrew	Umling
	Merita Makri			Farmer Producers Organization		Mawphrew	Umling
	Augustin Makri			Farmer Producers Organization		Mawphrew	Umling
	Salbina Sohkhwai			Farmer Producers Organization		Mawphrew	Umling
	Lus Maring			Farmer Producers Organization		Mawphrew	Umling
	Bian Maring			Farmer Producers Organization		Mawphrew	Umling
	Bhalamti M. Maring			Farmer Producers Organization		Mawphrew	Umling
	Lucia Makri			Farmer Producers Organization		Mawphrew	Umling
	Regina Shylliang			Farmer Producers Organization		Mawphrew	Umling
	Stylin Maring			Farmer Producers Organization		Mawphrew	Umling
	Fleming Makri			Farmer Producers Organization		Mawphrew	Umling
	Jro Maring			Farmer Producers Organization		Mawphrew	Umling
	Rekha Boro			Farmer Producers Organization		Mawphrew	Umling
	Justina Maring			Farmer Producers Organization		Mawphrew	Umling
	Phrangsngi Sangrang				Iamkhon	Umsning	Ri Bhoi
	Solin Suting				Wahiajer	Wahiajer	WJH
	Lamjingieid Lapasam				Sahsniang	Laskein	EJH
	Deiwathmu				Iooksi	Laskein	EJH

	Paslein						
	Sniawbha Lapasam				looksi	Laskein	EJH
	Darshun Paslein				looksi	Laskein	EJH
	Pyntngen Tyngkan				looksi	Laskein	EJH
	Gentleness Suchiang				looksi	Laskein	EJH
	Agrima Tangliang				looksi	Laskein	EJH
	Hamawri Sutnga				looksi	Laskein	EJH
	Manda Passah				looksi	Laskein	EJH
	Bhalangki Iaki				looksi	Laskein	EJH
	Riwanki Latam				looksi	Laskein	EJH
	Niwasalan Tariang				looksi	Laskein	EJH
	Pormi Sutnga				looksi	Laskein	EJH
	Chanbha Sutnga				looksi	Laskein	EJH
	Phli Tyngkan				looksi	Laskein	EJH
	Nidawan Tariang				looksi	Laskein	EJH
	Batikna Lapasam				looksi	Laskein	EJH
	Aimon Tyngkan				looksi	Laskein	EJH
	Rinalangi Manners				looksi	Laskein	EJH
	Ialamiai Lapasam				looksi	Laskein	EJH
	Shibunki Paslein				looksi	Laskein	EJH
	Pyngshngian Manners				looksi	Laskein	EJH
	Shiangtida Paslein				looksi	Laskein	EJH
	Damtis Tyngkan				looksi	Laskein	EJH
	Sunita Tyngkan				looksi	Laskein	EJH
	Litha Suting				Samanong	Amlarem	WJH
	Joplin Suting				Samanong	Amlarem	WJH
	Cha Suting				Samanong	Amlarem	WJH
	Stanly Phawa				Samanong	Amlarem	WJH
	Picha Bareh				Samanong	Amlarem	WJH
	Meri Bareh				Samanong	Amlarem	WJH
	Shimti Bareh				Samanong	Amlarem	WJH
	Rilang Bareh				Samanong	Amlarem	WJH
	Wanbha Bareh				Samanong	Amlarem	WJH
	Krial Bareh				Samanong	Amlarem	WJH
	Hunmon Bareh				Samanong	Amlarem	WJH
	Lang Pyrtuh				Samanong	Amlarem	WJH
	Amos Suting				Samanong	Amlarem	WJH
	Jring Langstang				Samanong	Amlarem	WJH
	Bailet Bareh				Samanong	Amlarem	WJH
	Phol Bareh				Samanong	Amlarem	WJH
	Pyngngad Bareh				Samanong	Amlarem	WJH
	Wailad Bareh				Samanong	Amlarem	WJH
	Rut Suting				Samanong	Amlarem	WJH
	Litha Suting				Samanong	Amlarem	WJH
	Ril Suting				Samanong	Amlarem	WJH
	Phrang Suting				Samanong	Amlarem	WJH
	Bok Suting				Samanong	Amlarem	WJH
	Porly Bareh				Samanong	Amlarem	WJH
	Syntu Pohshna				Samanong	Amlarem	WJH

	Thilda Bareh				Samanong	Amlarem	WJH
	Shaniah Bareh				Samanong	Amlarem	WJH
	Subiang Bareh				Samanong	Amlarem	WJH
	S. Parluna				Samanong	Amlarem	WJH
	D. Khonglah				Samanong	Amlarem	WJH
	Bod Mynsong				Samanong	Amlarem	WJH
	Ialad Khriem				Moosakhia	Amlarem	WJH
	Phar Lynsiang				Moosakhia	Amlarem	WJH
	Riwell Suting				Moosakhia	Amlarem	WJH
	Doris Suting				Moosakhia	Amlarem	WJH
	Lin Miksor				Moosakhia	Amlarem	WJH
	Sunday Paksang				Moosakhia	Amlarem	WJH
	Pre Suting				Moosakhia	Amlarem	WJH
	Yolang Suting				Moosakhia	Amlarem	WJH
	Dian Suting				Moosakhia	Amlarem	WJH
	Barly Suting				Moosakhia	Amlarem	WJH
	Sakhila Suting				Moosakhia	Amlarem	WJH
	Plit Mannar				Moosakhia	Amlarem	WJH
	Bih Muksor				Moosakhia	Amlarem	WJH
	Simi Paksang				Moosakhia	Amlarem	WJH
	Marbi Paksang				Moosakhia	Amlarem	WJH
	Dint Suting				Moosakhia	Amlarem	WJH
	Morning Suting				Moosakhia	Amlarem	WJH
	Big Suting				Moosakhia	Amlarem	WJH
	Present Bareh				Moosakhia	Amlarem	WJH
	Lareen Paksang				Moosakhia	Amlarem	WJH
	Risiang Paksang				Moosakhia	Amlarem	WJH
	Petras suting				Moosakhia	Amlarem	WJH
	Risa Bareh				Moosakhia	Amlarem	WJH
	Phyrnai Lyngdoh				Moosakhia	Amlarem	WJH
	Rimiki Muksoh				Moosakhia	Amlarem	WJH
	Saki Suting				Moosakhia	Amlarem	WJH
	Pina Muksoh				Moosakhia	Amlarem	WJH
	Synjor Suting				Moosakhia	Amlarem	WJH
	Niki Khriem				Moosakhia	Amlarem	WJH
	Ruki Suting				Moosakhia	Amlarem	WJH
	Phiyoo Suting				Moosakhia	Amlarem	WJH

Demonstration on Growth Promoters	Mr. Quolington Pariong				Rngi Sawlia	Mawthadra ishan	WKH
	-	-		Iamyntoilang	Nongrmai	Mairang	WKH
Energy Pillars Technology		Lawei phyrnai	-	-			RB
		Jirang area	-	-			RB
		Ranibari area Servicing	-	-	Ranibari	Jirang	RB
		Iatreilang	-	-	Umtasor	Umsning	RB
		Ialamlynti	-	-	Nongpyrdet	Umroi	RB
		Lam Jingshai	-	-	Khwenng	Umroi	RB
		Lumlyngkien g ,	-	-	Iewrynghep	Mawkynrew	EKH
		Lum Lyngkien Sohphie	-	-	Iew Rynghep	Mawkynrew	EKH
		Lamlynti, Mawlam	-	-	Pyrnai	Mawkynrew	EKH
		Iaphyrnai	-	-	Mawmihthied	Shella-Bholaganj	EKH
		Nangbet	-	-	Umdiengpoh	Shella-Bholaganj	EKH
		Iakduplang	-	-	Kyndong Tuber	Laskein	WJH
		Pynroi	-	-	Mookyndeng	Laskein	WJH
		Iasynsoplang	-	-	Iurimkhlieh shnong	Khliehriat	EJH
		Ryntihlang	-	-	Cham Cham	Khliehriat	EJH
		Napak	-	-	Napak	Songsak	EJH
		Nengmandalgre	-	-	Nengmandalgre	Samanda	EJH
		Green Hills Kalak	-	-	Kalak	Samanda	EJH
		Bolchimdagre	-	-	Bolchimdagre	Chokpot	SGH
		Bejima Kucholsan	-	-	Warima Songgital	Chokpot	SGH
Dehydrated Floral Craft Technology	Sanchi Shira	-	-	-	Alokpang		SGH
	Birutdini D. Sangma	-	-	-	Gorephara		SGH
	Denitha Sangma	-	-	-	Darsingbibra		SGH
	Rosalline W. Marak	-	-	-	Warimasongital		SGH
	Dipulla N. Marak	-	-	-	Gambukaga		SGH
	Nithilda B. Marak	-	-	-	Mikatocra		SGH
	Krisini R. Marak	-	-	-	Mendal		EGH
	Sonda D. Sangma	-	-	-	Mendal		EGH
	Supriya A. Sangma	-	-	-	Songsak		EGH
	Balsica Areng	-	-	-	Songsak		EGH
	Atamchie Areng	-	-	-	Songsak		EGH
	Nesila Marboh	-	-	Iaiminot SRL I	Umtasor		RB
	Phyrnai Nongshli	-	-	Iatylli SRL V	Umtasor		RB
	Euphinia Lyrshiang	-	-	SHG I	Mawkduk Lumdiengngan		RB
	Delbi Kharumnuid	-	-	Iatreilang SRL III	Mawkduk Lumdiengngan		RB

Shaniah Syiem	-	-	-	Khweng		RB
Gillbert L.Nonglait	-	-	-	Zero Point		RB
Evarynia T.Lyngdoh	-	-	-	O.Point		RB
Ainoris Lyngdoh	-	-	-	Wahlakar		RB
Meribha Nongrum	-	-	-	Umsning 'B'		RB
D.Ribakerdor Nongbrap	-	-	-	Umsning 'B'		RB
Rortilin Marbaniang	-	-	-	Tdohumsiing		RB
Restomson Marbaniang	-	-	-	Tdohumsiing		RB
Ibaniai Kynmaw Umdor	-	-	-	Lum Nongrim		RB
Iaridashisha K.Naioir	-	-	-	Lum Nongrim		RB
Moral Sajem	-	-	-	Lum Nongrim		RB
Ibanjoblang L.Nonglait	-	-	-	Umsamlem		RB
Bashida pathaw	-	-	-	Umdiker		RB
Debia sohtun	-	-	-	Umdiker		RB
Ibaiaineh nongsiej	-	-	-	Umdiker		RB
Wandashisha k.mawlong	-	-	-	Umsning A		RB
Merinda kharnaioir	-	-	-	Umsning A		RB
Aitilin kharnaioir	-	-	-	Umsning A		RB
Sadoti ritshong	-	-	-	Umsning patarim		RB
Agnes kharbani	-	-	-	Lumnongrim dewlieh		RB
Vanessa ryntathiang	-	-	-	Lumnongrim dewlieh		RB
Darihun kyrsiar	-	-	-	Lumnongrim dewlieh		RB
Ridashisha k.mawlong	-	-	-	umsning		RB
Arina Makri	-	-	-	Umroi Madan		RB
Cheron Makri	-	-	-	Umroi Madan		RB
Iarilanglin Makri	-	-	-	Umroi Madan		RB
Daphamidakaru Siangshai	-	-	Chirupdeimai a	Kyndongtube r		WJH
Brilliant Talang	-	-	Nangtur Shaphrang	Kyndongtube r		WJH
Nidaiohlad Niang	-	-	Ryngkatlang	Mukhap		WJH
Nolinda Niang	-	-	Ryngkatlang	Mukhap		WJH
Thiej Heimon Niang	-	-	Ryngkatlang	Mukhap		WJH
Teimon Shylla	-	-	Iakhihlang	Mowtyrshah		WJH
Violet Chympa	-	-	Iakhihlang	Mawkyndeng		WJH
Poibha Lamare	-	-	Iakhihlang	Mawkyndeng		WJH
Iong Shangpung	-	-		Ummulong		WJH
Emiki Syngkon	-	-		Moodymmai		WJH
Phristian Syiemiong	-	-	Lawei Ngin Tei	Mawblang		EKH
Badahuncy Syiemiong	-	-	Lawei Ngin Tei	Mawblang		EKH

Aidalin Kharbudon	-	-	Lawei Ngin Tei	Mawblang		EKH
Oralyn Swer	-	-	Lawei Ngin Tei	Mawblang		EKH
Elphina Dkhar	-	-	-	Laitmynsaw		EKH
Mida Lyngdoh	-	-	-	Laitmynsaw		EKH
Ridalin Lyngdoh	-	-	-	Laitmynsaw		EKH
Berlin Lyngdoh	-	-	-	Laitmynsaw		EKH
Tioris Thawmuit	-	-	-	Laitmynsaw		EKH
Bitalis Wahlang	-	-	-	Iangpoit Thymmai		WKH
Delphina Khardewsaw	-	-	-	Iangpoit Thymmai		WKH
Diolessy Nongsiej	-	-	-	Nongkhniang		WKH
Violin Wanniang	-	-	-	Diskiang		WKH
Siona Dkhar	-	-	-	Nongsohpian		WKH
Nancy Khardewsaw	-	-	-	Mawiong Lumsyntiew		WKH
Bibiaicy Lyngdoh	-	-	-	Rynniaw		WKH
Maskiewlin Lyngdoh	-	-	-	Rynniaw		WKH
Rilinda Wanniang	-	-	-	Tiehsaw		WKH
Anchery Shyrkon	-	-	-	Nongjadu		WKH
Badakyntiew Shyrkon	-	-	-	Nongjadu		WKH
Airisful Shyrkon	-	-	-	Nongjadu		WKH
Devalmomoris Syiemsad	-	-	-	Mawthungma rwei		WKH
Debora Kharbani	-	-	-	Mawthungma rwei		WKH
Shongdor Kharbani	-	-	-	-		WKH
Ailinda Dkhar	-	-	-	Nonglwai		WKH
Albira Kharbani	-	-	-	Nonglwai		WKH
Theresia Tympuin	-	-	-	Nonglwai		WKH
Timoris Wanniang	-	-	-	Siejlich		WKH
Plistalin Kurbah	-	-	-	Mawsawa		WKH
Bashida Nongsiej	-	-	-	Mawsawa		WKH
Pitra Wahlang	-	-	-	Laitdom Main		WKH
Samtilang Warjri	-	-	-	Laitdom Main		WKH
Phrila Wahlang	-	-	-	Laitdom Main		WKH
Sharka Warjri	-	-	-	Laitdom Main		WKH
Skialda Marngar	-	-	-	Kynrud		WKH
Pataris Marngar	-	-	-	Kynrud		WKH
Olbina Marbaniang	-	-	-	Kynrud		WKH
Sherel Marbaniang	-	-	-	Kynrud		WKH
Sildaris Syiem	-	-	-	Kynrud		WKH
Sumarlin Kharkyrssen	-	-	-	Kynrud		WKH
Skot Kharkyrssen	-	-	-	Kynrud		WKH
Shimtilang Thabah	-	-	-	Kynrud		WKH
Praidalin Marbaniang	-	-	-	Kynrud		WKH
Ibanjalin Marngar	-	-	-	Kynrud		WKH
Victoria Lyngdoh	-	-	-	Mawiong		WKH

	Bisnolin Marngar	-	-	-	Mawiong		WKH
	Milaris Lyngdoh Mawlong	-	-	-	Mission		WKH
	Badarijune Lyngdoh Mawlong	-	-	-	Mission		WKH
	Ritalin Diengdoh	-	-	-	Mission		WKH
	Rilinda Diengdoh	-	-	-	Mission		WKH
	Mus Ryntathiang	-	-	-	Mission		WKH
	Bansiewdor Jyrwa	-	-	-	Mission		WKH
	Dapmershisha Kharjana	-	-	-	Mission		WKH
	Erbolin War	-	-	-	Mission		WKH
	Wem Mawnai	-	-	-	Mission		WKH
	Listina War	-	-	-	Mission		WKH
	Almighty Nongsiej	-	-	-	Thangmaw		WKH
	Tiewloris Nongrang	-	-	-	Thangmaw		WKH
	Deimeris Nongrang	-	-	-	Thangmaw		WKH
	Philingdaris Nongbsap	-	-	-	Thangmaw		WKH
	Arina Makri	-	-	-	Umroi Madan		RB
	Cheron Makri	-	-	-	Umroi Madan		RB
Tissue Culture	Kumari Alka, Dr. MPS College, Agra	-	-	-	Agra		-
	Sikkim Manipal University	-	-	-	Shillong		EKH
	Mairang Presbyterian H.S.School	-	-	-	Mairang		WKH
	Mr. Kanshokmi, Sikkim Manipal University	-	-	-	Shillong		EKH
	Ms. B.N.Phanrang, Sikkim Manipal University	-	-	-	Shillong		EKH
	Ms. P.Nongbet Sikkim Manipal University	-	-	-	Shillong		EKH
	Ms.W.Pala, Sikkim Manipal University	-	-	-	Shillong		EKH
	Ms.N.Rija, Sikkim Manipal University	-	-	-	Shillong		EKH
	Ms.Kritika Singh Sikkim Manipal University	-	-	-	Shillong		EKH
	Mr.B.Mmawlong, NEHU	-	-	-	Shillong		EKH
	Mr.W.Karumnui d, NEHU	-	-	-	Shillong		EKH
	Mr.H.Debbarna, Sikkim Manipal University	-	-	-	Shillong		EKH
	Ms. S. Challam, Army Public School	-	-	-	Shillong	-	EKH
	Charle Tympuin				Nonglwai	Nongstoin	WKH

	Jame Maxwell Kharbani				Nonglwai	Nongstoin	WKH
	Lumlang Kharbani				Nonglwai	Nongstoin	WKH
	Asha Tympuin				Nonglwai	Nongstoin	WKH
	Ibandarishisha Nongkseh				Pyndengrei	Nongstoin	WKH
Microbiology	V.I.C Basaiawmoit	Christu Jayanti College, Bengaluru			Shillong	Myllem	EKH
	N.L.Lalhriatpuui	Christu Jayanti College, Bengaluru			Shillong	Myllem	EKH

18.4 With relation to training imparted to public by Public Authority

a) Name of training programme with brief description

The Mission/ Vision of the Public Authority is to service the knowledge on Biological Resources and Sustainable Development. Various Activities and Knowledge Services will be extended/ demonstrated through hands-on training to interested citizenry

b) Time period of Training Programme/ Scheme

The period/ schedule for hands-on training programme will vary depending upon the activities/ knowledge services desired by citizenry

c) Objective of Training

“Availing biological technology and appropriating such technology as meaningful knowledge for Social, Economic and Environmental Development”

d) Eligibility for training

All interested citizens including students, etc

e) Prerequisite for training (if any)

Nil

f) Financial and other form of help (if any)

The basic premise of the Public Authority is to veer from the beneficiary approach to entrepreneurship development. Secondly, the Centre promotes knowledge services only

g) Description of help (Mention the amount of Financial help, if any)

As discussed above, the Public Authority is concerned with servicing knowledge on bio resources & sustainable development with locally available materials wherein no financial help is provided

h) Procedure of giving help

The Centre do not provide help financially

i) Contact Information for applying

Sl. No	Name	Designation	Email
a)	Dr. (Mrs) J.P Lyngdoh	Junior Scientist	jpearl@yahoo.com
b)	Shri. T.Iangjuh	Junior Scientist	tianjuh@rediffmail.com
c)	Smti. D. Rani	Administrative cum Accounts Officer	darityrani@gmail.com

j) Application Fee (Wherever applicable)

Not applicable in case of information sought in connection with servicing knowledge.

k) Other Fees (Wherever applicable)

Does not arise

l) Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

Information Seekers may apply on plain paper

m) List of enclosures/ documents

May submit in plain paper alongwith information sought

n) Format of enclosures/ documents

Not applicable

o) Procedure of application

Does not arise

p) Selection Procedures

Does not arise

q) Time table of training programme (In case available)

Depending upon the training programme, time table will be chalked out

r) Process to inform the trainee about the training schedule

Regarding the training schedule, information will be sent to all concerned by the Centre on receipt of application, etc

s) Arrangement made by the Public Authority for creating public awareness about the training programmes

The Centre plans to create public awareness about various training programme/ knowledge services through Knowledge/ Demonstration Centres at micro – level.

t) List of Beneficiary of the training programme at various levels like district level, block level, etc. Shown at 18.3 (t)

a) Validity period of certificate (if applicable)

Not applicable

b) Process of renewal (if any)

Not applicable

18.5 With relation to registration process

a) Objective

Depending upon the training programme, the objective of such training programme will differ

b) Eligibility for registration

Interested persons willing to attend the various training programmes are eligible for registration

c) Prerequisite (if any)

Not applicable

d) Contact Information for applying

Office of Bio Resources Development Centre

5 ½ Mile, Upper Shillong – 793009

Phone: 0364 – 2561530

Telefax: 0364 – 2561530

Email: brdcshillong@gmail.com

e) Application Fee (wherever applicable)

Not applicable

f) Other Fees (wherever applicable)

Not applicable

g) Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

In plain paper indicating therein name of programme which is required

h) List of enclosure/ documents

Hands – out will be distributed during the training programme in local dialect

i) Format of enclosures/ documents

Does not arise

j) Procedure of application

There is no procedure

k) Process followed in the Public Authority after the receipt of application

On receipt of application, the Centre will conduct the training programme

l) Validity period of registration (if applicable)

Not applicable

m) Process of renewal (if any)

Not applicable

18.6 With relation to collection to tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax, etc)

- a) Name and description of tax
- b) Purpose of tax collection
- c) Procedure and criteria for determination of tax rates
- d) List of major defaulters

Does not arise

18.7 With relation to issuing new connection electricity/ water supply, temporary and permanent disconnection, etc (This will be applicable to local bodies like Municipal Corporation/ Municipalities/ UPCL)

- a) Eligibility for connection
- b) Prerequisite (if any)
- c) Contact Information for applying
- d) Application Fee (wherever applicable)
- e) Other Fees/ Charges (wherever applicable)
- f) Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- g) List of enclosure/ documents
- h) Format of enclosures/ documents
- i) Procedure of application
- j) Process followed in the Public Authority after the receipt of application
- k) Brief description of terms used in the bills
- l) Contact information in case of problems regarding Bills or service
- l) Tariff and Other Charges

Not applicable

18.8 Details of any other public services provided by the Public Authority

The Public Authority will attempt to provide knowledge service concerned with bio-resources management and development, sustainable utilization of bio-resources which are in the interest of public services.
