

F.No. 4-2/2011-RSC-ES

**Government of India**  
**Ministry of Agriculture & Farmers Welfare**  
**Department of Agriculture, Cooperation & Farmers Welfare**  
**Directorate of Economics & Statistics**  
(A.E.R. Division)

Room No.119, F-wing  
Shastri Bhawan, New Delhi -1

**Dated: 18-11-2015**

To

Shri Pratap Singh  
C/o Dr. M.S. Parmar,  
Pine Vila, Near Shiv Mandir,  
Summer Hill,  
Shimla -171005 (H.P.)

Subject: Information under RTI Act 2005 –Application dated 31.10.2015 of Shri Pratap Singh, Shimla seeking information on seniority and duties of all staff of AERC–regarding.

Sir,

The undersigned is directed to refer to your RTI application dated 31.10.2015 on the above mentioned subject and to convey the following:-

1. Regarding post wise duties of all officials working in Agro-Economic Research Centres (AERCs) it is informed that the AER Centres/Units aims at to conduct research studies in the field of Agricultural Economy. The staff under AER Centres/Units has been divided into two categories, i.e., Technical and Non-technical category. The Technical staff of AER Centres/Units comprising posts of Director, Dy. Director, Research Officer, Research Associates/Research Investigators and Research Fellows, is responsible for conducting the Research Studies. The Non-Technical Staff comprising the posts of Research and Reference Assistant, Office Superintendent/Section Officer, P.A. to Director, Account Assistant, Typist and Peon, is supporting administrative staff to help in maintaining day-to-day official work of the Centres/Units. A statement showing duties and responsibilities performed by the staff of AER Centres/Units is enclosed as Annexure-I.

2. Regarding the seniority among the different posts of the officials working in AERC, Shimla it is informed that AERC, Shimla is functioning under the administrative control of the Himachal Pradesh University (HPU), Shimla. The staff of AERC, Shimla is appointed by the HPU, Shimla and their services are governed by the rules and regulations of the HPU, Shimla. The role of the Ministry of Agriculture & Farmers Welfare is restricted only to provide the grants-in-aid to the Universities for payment of salary and allowances of the employees of AERCs. Therefore, the applicant is requested to seek this information from the University Concerned, i.e., Himachal Pradesh University, Shimla.

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3. The first appeal, if any, against the reply may be made to the First Appellate Authority within 30 days of receipt of reply. Shri Debasish Guha, Adviser, Room no.449-A, Krishi Bhawan, New Delhi, Ph. No. 23382540, email:debasish.guha@nic.in, is the Appellate Authority for Directorate of Economics & Statistics.

Yours faithfully,

*yatin*  
18.11.15

(Nagender Jatav)  
Dy. Economic Adviser  
Tel. (011) 23387039

Copy to: 1. Dr. S. Chandrasekar, CPIO & Adviser, RTI Act Cell, CC Division, Room No.443-B, Krishi Bhawan, New Delhi –w.r.t their communication No. 1-150/2015-RTI-CC-ES, dated 06.11.2015.

✓ 2. Technical Director, NIC, Room No.341, Krishi Bhawan, New Delhi.

**Statement showing duties and responsibilities performed by the staff of AER Centres/Units**

<b>Designation</b>	<b>Duties and Responsibilities</b>
Director / Professor	Overall In-charge of the centre. Performing and discharging all administrative works, monitoring/supervising of progress of studies.
Dy. Director / Reader / Assitt. Professor	Research guidance and to assist Director in progress of studies.
Research Officer / Lecturer	Undertakes project as project leader, conducting field work data analysis, interpretation and report writing.
Research Associate / Research Investigator	Collection of data, processing and tabulation work
Research fellows	Collection of data
Research & Reference Assistant	Library management and marinating research references
Section Officer / Office Superintendent	In-charge of establishment and account section.
P.A. to Director	To assist Director
Account Assistant	To assist Section Officer/Office Superintendent in maintaining accounts.
Typist	Received. Dispatch and day to day typing work of the centre
Peon	Assist office & Research Faculty of the centre.

Note: The technical/research staff of Centre/Unit may undertake teaching and research guidance work for University/Institute or the State Government in such a way that does not affect the work of the Centre/Unit. The studies to be conducted for the Ministry would get overriding priority.