

## **WORK ALLOCATION OF CA-V**

### **(i) DIRECTOR (CROPS)**

- In-charge of the Crops Division
- Supervision of financial matters of Crops Division
- All Budget matters, Parliamentary Standing Committee matters
- Coordination works on financial/ administrative matters of the PMT of NFSM.
- RTI /CPGRAMS matters.
- All matters related to CA-V Section

### **(ii) UNDER SECRETARY (CA-V)**

- Supervision of Financial matters related to NFSM
- Demand for Grants, Parliamentary Committees, Audit Paras, Outcome Budget, Performance Budget and other related to Budget etc.
- Annual reconciliation of financial figures under NFSM as per utilization certificates received from States.
- Administrative matters of PMT of NFSM.

### **(iii) SECTION OFFICER (NFSM)**

- Proposals for release of Central Assistance to States & Implementing Agencies under NFSM Scheme;
- Tracking the financial achievements of NFSM including the files pending with the IFD;
- Court cases pertaining to PMT of NFSM.
- Administrative matters regarding engagement of the Project Management Team (PMT) of NFSM at National level;
- Examination of TA bills of the non-official members of NFSM Executive Committee;
- Reviewing, recording and weeding out of old files.

### **(iv) SECTION OFFICER (CA-V)**

- Proposals for release of Central Assistance to North-Eastern States under NFSM Scheme;
- Preparation of Demand for Grants, BE-RE, Annual Plan, Outcome/Performance Budget of NFSM Scheme;
- Providing information/material pertaining to NFSM Scheme for examination of Parliamentary Standing Committee on Agriculture;
- Liquidation of pending UCs and Audit Paras pertaining to NFSM, MM-II of JTM and TMC Schemes;
- Replies to RTI applications pertaining to NFSM Scheme;

**(v) TECHNICAL ASSISTANT**

- Preparing proposals for release of Central Assistance to States/ Implementing Agencies under National Food Security Mission (NFSM) Scheme.
- Follow up with States for Utilization Certificates for previously released Grants-in-Aid under NFSM Scheme and their scrutiny for future release.
- Providing up-to-date data and fund position of NFSM in excel sheet regarding NFSM- Allocation, Release and Expenditure on regular basis for Senior Officers' Meeting.
- Updation of component-wise expenditure on the basis of Utilization Certificates/Quarterly Progress Reports (QPRs) received from States/ Implementing Agencies under NFSM Scheme.
- Tracking the financial achievements of NFSM daily basis including the files pending with the Integrated Finance Division.
- Providing information pertaining to NFSM for framing replies to Parliament Questions, VIP references, RTI Queries, miscellaneous information to Plan Coordination, General Coordination, Budget Division etc. of DAC&FW.
- Tracking of important Files and receipts of Crop Administration-V Section in e-Office portal of Department of Agriculture Cooperation and Farmers Welfare.

**(vi) DATA ENTRY OPERATOR**

- To assist Section Officer (NFSM) in preparing proposals in consultation with TA for release of funds to States under NFSM- Commercial Crops & implementing agencies.
- Preparation of Sanction orders, Bills (in various Budget Heads), RTGS and bank details for payment to States/Implementing Agencies. Generate/ create Sanction IDs for payment to States/ Implementing Agencies in CGA's website.
- Maintenance of various bill folders, guard files etc. Each and every letter issued by NFSM (CA-V) is maintained in a Guard File.
- FTS of important receipts and files of CA-V Section in e-Office portal of DAC&FW.
- To interact with PAO & AAO with regard to States & implementing agencies bills returned by PAO.
- Other important works as and when assigned by my seniors.

**(vi) STENOGRAPHER**

- To provide typing assistance to US (CA-V), Section Officer (NFSM) & Section Officer (CA-V).
- Diary, dispatch & issue of letters to the States.
- Preparation of list of files in the Section.
- Attending any other work assigned by higher officers time to time.

**5**

**CHARTER OF DUTIES OF  
CROPS ADMINISTRATION-V**

## CHARTER OF DUTIES OF CA-V SECTION

S.No	Task	Check-List/ Rules/ Conditions to accomplish the task	Level of final disposal	Time required for disposal (working days)
1.	<b>Diarising of incoming Dak</b>	As per MOP	Section level	1 day
2.	<b>Issue of administrative approval of NFSM.</b>	NFSM Guidelines	JS(Crops)	3-4 days
3.	<b>Making proposals for release of funds to 29 States covered under NFSM and Implementing agencies/ICAR Institutes.</b>	As per GFR and NFSM Guidelines	AS&FA	7 days
4.	<b>Preparation / issue of Sanction Orders, on line Bills</b>	--	US(CA-V)	3 days
5.	<b>Creation of Sanction IDs in PFMS portal of Controller General of Account's website</b>	--	US(CA-V)	2 day
6.	<b>Revalidation of UB of previous year available with State /implementing agencies</b>	--	AS&FA/JS (crops)	5-7 days
7.	<b>Administrative matters of national level PMT of NFSM &amp; Court cases</b>	--	JS(Crops)	7-9 days
8.	<b>Financial Reports and Returns</b>	--	US(CA-V)	2 days.
9.	<b>Providing financial Information of NFSM to B&amp;A, PC,GC &amp; Policy Divisions</b>	--	US(CA-V)	2 days.
10.	<b>Providing information of Parliament Questions</b>	--	Dir.(Crops)/ US(CA-V)	1 day
11.	<b>Providing information under RTI Act</b>	As per RTI Act-2005	Dir.(Crops)/ JS(Crops)	7-9 days
12.	<b>Compiling information regarding BE/RE, Demand for Grants, Parliamentary Standing Committee</b>	As per instruction of Budget Division	JS(Crops)	5-7 days.

13.	<b>Compiling information regarding Outcome Budge/Budget related matter</b>	-do-	JS(Crops)	3-5 days.
14.	<b>SOM- Providing financial information to CA-III Section</b>	--	JS(Crops)	1 day.
15.	<b>Giving Financial information to Senior Officers, NFSM Cell and Consultants as and when required</b>	--	SO(CA-V)/ SO(NFSM)	1 day.
16.	<b>Recording and weeding out of files</b>	As per MoP	Dir.(Crops)	Once in three months.
17.	<b>Examination of TA bills of the non-official members of NFSM Executive Committee.</b>	As per TA rules of GoI	Dir.(Crops)/ JS(Crops)	7 days
18.	<b>Audit Paras in respect of MM-II of JTM , MM-II of TMC &amp; NFSM</b>	--	JS(Crops)	7-9 days