

7. CALENDAR OF ACTIVITIES

Sl. No.	Time/ schedule	Work description
1.	Weekly	<ul style="list-style-type: none"> • Weekly Crop Weather Watch Group meeting (Friday). • Video Conference with the State Agriculture Departments (Tuesday). • RKVY, CWC Projects assessment & preparation of Comments. • PMO/VIP/Farmers reference dispersal within time frame. • Coordination with other Divisions on crop related aspects.
2.	Monthly (January- December)	EXIM Meeting as per the dates fixed by the Seed Division. (Every month).
3.	Quarterly (July-Aug, Nov-Dec, Feb-March, April-May)	Parliament sessions.
4.	Half yearly (March- April & August - September)	Pre-Kharif & Pre-Rabi DAC & FW-ICAR interface meetings.
5.	Yearly (March-April)	Fixation of Crop-wise & state wise National Production Target.

Road Map of Crop

Unit-I

8. ROAD MAP OF CROP UNIT-I:

(i) Weekly Crop Weather Watch Report/Group Meeting:

- Weekly Crop Weather Watch report is prepared every Friday.
- Crops Unit -I of crops Division collects information every week on Thursday regarding area coverage / sowing of different crops during Kharif, Rabi and Summer season, crop conditions of standing crops and reasons for shortfall, if any, in area coverage etc. through the concerned Crop Development Directorates.
- The crop sowing reports are received from concerned Crop Development Directorates on Thursday evening.
- All the Crops Development Directorates collect the significant information on crops coverage and crops condition from their assigned states and submit the reports to Crops Division.
- Besides, Crops Development Directorates (CDD's), States are also contacted over telephone for sending information on area coverage, crops conditions and crops related specific issues, if any by email and this information is checked with the reports provided by the CDD's. If variations are found between their reports, then it is reconciled with available information data/reports.
- The data are analyzed properly, after collection of information on area coverage /sowing of different crops, crop conditions of standing crops and reasons for shortfall in area coverage, if any other significant information etc. If any mistakes are found then the concerned Crop Development Directorates are contacted for correction/ revision of the data.
- All the reports received and analyzed, then Crops Unit –I prepares the final summary reports for crop-wise area coverage of all crops with description of state-wise higher and less area coverage and then submitted to the higher authority.
- The final approved reports are kept in record in Data Management System (DMS) and also sent by email to higher authority.

- After completion of the final reports for crop-wise area coverage, State-wise area coverage reports of major crops growing States (17-18 states) are also prepared.
- Reasons of less/higher area coverage are prepared based on the information received from the concerned Crop Development Directorates and States by email or over telephone.
- Based on final reports, a summarized PMO reports for Kharif/Rabi/Summer sowing is prepared and a copy of the report is sent by e mail after getting approval from higher authority viz., JS (Crops)/AC/Secretary.
- After completion of all these reports, meetings are held from 2.30 pm to 4.00pm on every Friday under the chairmanship of Adviser, ESA & other officials. In the meeting, all the concerned issues are discussed related to area coverage, standing crop conditions and shortfall in area coverage or any crops related issues.
- After meeting, the concerned issues raised are discussed with the Crop Development Directorates and concerned states and directorates are advised to issue advisories on crops related issues to their assigned states as and when required.
- In the crop weather watch report, rainfall data are also analyzed for the rainfall pattern in different states. Based on the amount of rainfall received, states are classified as excess (+20 % or more), normal (+19 % to -19 %), deficient (-20 % to -59 %), scanty (-60 % to -99 %) and no rain (-100 %) as per standard procedure of IMD.

(i) Video Conference:

- Video Conference is held on every Tuesday with different States to review the Crop status/Condition from 12.00 pm to 2.00 pm.
- In the meeting, generally States are interacted to provide information on area coverage of crops /sowing of different crops during Kharif, Rabi and Summer season, crop conditions of standing crops, reasons for shortfall in area coverage if any, any kind of crops losses report due to natural calamities like heavy rains/hailstorm/ floods/ drought/ high temperature conditions, etc.
- States are advised to issue crop advisories if there is any crops related issues found for standing field crops.

- States are also contacted over telephone for receiving revised information, if any, regarding crops conditions, area coverage, or any crops related specific issues by email.
- After getting information by interacting with the states, reports are prepared for submission to the higher authority.

(ii) RKVY Proposals:

CU-I unit starts receiving State Level Sanctioning Committee projects of RKVY Schemes from the RKVY Division for furnishing the comments. CU-I thoroughly examine the project proposals and furnishing the comments based on the guidelines of National food Security Mission (NFSM), Bringing Green Revolution to Eastern India (BGREI) & Crop Diversification Programme (CDP). While preparing the comments, status of implementation of the earlier projects in the concerned states are cross examined.

(iii) PMO/VIP references

CU-I receives PMO & VIP reference letters from various sources directly and indirectly throughout the year. Utmost attention is given to the PMO/VIP references on priority. Required information is collected from different sources i.e. Ministries/Divisions/Departments/Sections and report/reply is prepared after compilation of the information and submit to the higher authorities for kind approval.

(iv) Coordination with other Departments

CU-I receives letters from different departments on various matters related to Crops. On request from time to time information is provided to other departments on crop aspects.

(v) EXIM Meeting:

On every month, CU-I receives proposals on Export/Import of various crop seeds. Accordingly, the CU-I unit examine the EXIM proposals as per the availability or shortage of seed production report of the country as per the report of Seed Division and also on the basis of requirement of Export/Import, CU-I provides comments and attends the EXIM meeting every month.

(vi) Central Water Commission project proposals:

CU-I receives the project proposals of CWC. After thoroughly examining the proposals comments are given to CWC. While examining the project the percentage of increase cropped area, benefit cost ratio of the project etc. and benefits to farming communities towards crops production are examined before submission of comments.

(vii) Parliament Session:

CU-I handles the parliament questions related to crop area coverage and providing information to the RKVY, INM, DM and M & T Division on behalf of Crops Division after getting approval from the competent authority.

(viii) DAC&FW-ICAR Interface Meeting:

Crops Division flag researchable issues before ICAR and after receiving the recommendations from the ICAR, Crops Division conducts the group meeting to discuss on recommendations with the counter parts of ICAR under the chairmanship of Agriculture Commissioner/ JS (Crops). After finalizing the recommendations Crops Division forward the comments to Extension Division.

(ix) Fixation of National Production Targets:

Crops Unit-I fixes targets for production of foodgrains & commercial crops on annual basis by taking into account of various factors such as the past trend of production, crop production potential, agro climatic & edaphic conditions etc. The State Government also plan their targets for the crops.

(x) Coordination with Ministry of Enviroment, Forest and Climate Change (MoEFCC) :

Individual petition & grievances are taken up with the States & MoEFCC with respect to damage to crops by wild animals.

Statement of Files and Letters

9. STATEMENT OF FILES AND LETTERS.

Sl. No.	Year	Total Files	Completed Files	Running Files	Weeding out/ Record Files	Remarks
1	2009 to 2014	190	--	--	190	Files were weeded out and kept in NSC record room
2	2014	72	54	8	10	
3	2015	93	60	33	--	
4	2016	82	--	75	--	
5	2017	28	--	25	--	

INWARD LETTERS:-

Sl. No.	Period	No. of letters received
1	01.01.2015 to 31.12.2015	652
2	01.01.2016 to 25.10.2016	656
3	26.10.2016 to 30.04.2017	451

DISPATCHED LETTERS:-

Sl. No.	Period	No. of letters dispatched
1	01.01.2015 to 31.12.2015	813
2	01.01.2016 to 25.10.2016	715
3	26.10.2016 to 30.04.2017	520