

5.CHARTER OF DUTIES:

i. Senior Technical Assistant (Crops)

Sl. No.	Task	Check-list Rules/Conditions to accomplish the task	Level of final disposal	Time required for disposal
1.	State level irrigation project report forwarded by Central Water Commission (CWC).	CU-I thoroughly examine the proposals of CWC & gives comments to CWC. While examining the projects the percentage of increase in cropped area, benefit cost ratio of the project, farmers benefit etc., are analyzed.	JS (Crops)	20 Days
2.	Coordination matters with the Divisions – RKVY, Seeds, INM, M & T and Drought.	Information collected from NFSM/CU-II/CU-IV/CA-V preparing the draft reply and timely sending the material to the concerned Divisions after approval from the competent authority.	JS (Crops)	5 Days
3.	Preparation and submission of consolidated note/ brief to AM/MOS/Senior level Officers.	Collecting information from NFSM/CU-II/CU-IV for preparing the draft reply and timely sending the reply to the concerned Divisions after approval from the competent authority.	JS (Crops)	3 Days
4.	Parliamentary matter and VIP reference relating foodgrains production.	The information collection from the States Govt. /ICAR/ NFSM/CU-II/CU-IV for preparing the draft reply and timely sending the reply to the concerned Divisions after approval from the competent authority.	Minister (A & C FW)	2 Days
5.	ICAR – DAC Interface & material for National conference on Kharif/Rabi campaign	Preparation of issues flagging before ICAR & obtain recommendations, after group discussion with ICAR, after finalizing the recommendations, Crops Division sends the comments to Extension Division.	Agriculture Commissioner	5 Days

ii. Name: Prabhat Kumar-TA

Sl. No.	Task	Check-list Rules/Conditions to accomplish the task	Level of final disposal	Time required for disposal
1.	Preparation of draft for targets of National, Crop wise and state-wise Annual Production for the country.	<ul style="list-style-type: none"> • To collect crop-wise and state-wise data from the states, Crop Development Directorates and concern Crop Units / NFSM Cells and NMOOP Division. • Based on the production trends of last five years, the National target for food crops, commercial crops, Oil seed crops are fixed state wise & Crops- wise for the current year 	Secretary (AC &, FW)/AM	15 Days
2.	Weekly Weather Watch Report	Information collected from States and Crop Development Directorates and preparing State wise & Crop wise reports are prepared.	Secretary (AC &, FW)	2 Day
3.	Weekly Video - Conference	Interacting with the officials on weekly crop area coverage, advise the states to issue crop advisories pertaining to excess rain, flood, drought & other natural calamities etc.,	Secretary (AC &, FW)	1 Day
4.	Preparation and submission of consolidated note/ brief to AM/MOS/Senior level Officers.	Collecting information from NFSM/CU-II/CU-IV for preparing the draft reply and timely submission of material to the concerned Divisions after approval from the competent authority.	Agriculture Commissioner	3 Days
5.	Parliamentary matter and VIP reference relating food grains production.	The information collecting from the States Govt. /ICAR/ NFSM/CU-II/CU-IV for preparing the draft reply and timely sending the material to the concerned Divisions after approval from the competent authority.	Secretary (AC &, FW)/MoS/ AM	7 Days