

Priority Issues

5.0 PRIORITY ISSUES

1. **Annual Action Plan :-** Allocation of Funds and Examination/Approval of Annual Action Plan of States & central agencies under NFSM-Commercial Crops.
2. **VIP/PMO References:-** Preparation of replies to all the VIP/PMO references pertaining to commercial crops within the stipulated time.
3. **RTI Matter/Public Grievances:-** Preparation of replies to RTI matter/public grievances pertaining to commercial crops in a time bound manner.
4. **Parliamentary Matters:-** Preparation of replies to Starred/Unstarred questions relating to commercial crops. Due priority is also given to input/material supply, Zero hour matter, assurances, etc.
5. **Outcome Budget & Demand for Grants:-** Preparation of material concerned to NFSM- Commercial crops & timely submission to CA-V Section.
6. **Coordination with other Divisions of Ministry & other Ministries:-** To coordinate with other divisions of the ministry such as RFS, NRM, Trade, Extension, IC, Seed, etc and other Ministries such as Food & Public Distribution, Textiles, Health, Commerce, etc.
7. **EC & GC Meeting of NFSM:-** As per the guidelines of NFSM, EC meeting are to be held four times a year and GC meeting twice a year. Requisite information pertaining to NFSM-CC is provided to NFSM Cell.
8. **Monitoring of NFSM-CC:-** The officials of DAC&FW/National Consultants/CDDs monitor as per allotted States in the prescribed format & submit report.
9. **Rabi Conference/Kharif Conference:-** These conferences are held regularly in the month of September & March respectively. Material/ Information pertaining to commercial crops is provided to CU-I unit.
10. **Court Cases:-** Inputs to CA-III section/ Sharing notice or petition with concerned respondents of GOI.
11. **E-Samiksha:-** Information, if any provided to CA-III section.
12. **Regional Review Meeting:-** Conducting of regional review meetings under the chairmanship of JS (Crops) for better monitoring & co-ordination with the States for implementation of NFSM-Commercial crops.
13. **Progress Report:-** Maintenance of Physical & Financial progress report of NFSM- Commercial Crops.
14. **Implementation of E-Office:-** Priority is given towards the working on electronic file only from 1st June, 2018.

Statement of files & letters

6. STATEMENT OF FILES AND LETTERS

6.1 STATEMENT OF FILES OPENED

The number of files opened and maintained by this section is as under:

S.No.	Year	Total Files	Completed Files	Running Files	Weeding out files	Remarks
1.	2012	112	43	2	67	Periodical review as per office procedure
2.	2013	77	75	2	-	
3.	2014	119	103	16	-	
4.	2015	56	30	26	-	
5.	2016	45		45		
6.	2017	16		16		
7.	2018	11		11		

6.2 INWARD LETTERS

Details of Letters Received

S. No.	Period	No. of letters received
1.	1.1.2015 to 31.12.2015	1221
2.	1.1.2016 to 31.12.2016	1140
3.	1.1.2017 to 31.12.2017	1025
4.	1.1.2018 to 30.04.2018	272

6.3 DISPATCHED LETTERS

Details of Letters dispatched

S. No.	Period	No. of letters Dispatched
1.	1.1.2015 to 31.12.2015	1293
2.	1.1.2016 to 31.12.2016	1240
3.	1.1.2017 to 31.12.2017	1500
4.	1.1.2018 to 30.04.2018	415