

4. WORK DISTRIBUTION AMONG THE STAFF OF CROPS UNIT-I

(I) JOINT SECRETARY (CROPS)

- Overall in charge of the Crops Division.
- Finalization of the reply to Parliament Questions related to Crops Unit-I. All parliament matters concerned to Crops Division.
- PMO/VIP references.
- Interacts with the higher officials of DAC & FW / ICAR / other Ministries / Organizations / State Governments.
- Approval of comments of Rashtriya Krishi Vikas Yojana (RKVY) and Central Water Commission (CWC) projects.
- Weekly Weather Watch Reports.
- Weekly Video Conference Reports.

(II) ADDITIONAL COMMISSIONER (CROPS)

- In charge of the Crops Unit-I
- Report to Joint Secretary (Crops)
- Preparation of draft reply/notes on all matter on Parliament Starred/ Unstarred Questions.
- PMO/VIP references.
- Interacts with the higher officials of DAC & FW / ICAR / other Ministries / Organizations / State Governments.
- Comments of Rashtriya Krishi Vikas Yojana (RKVY) and Central Water Commission (CWC) projects.
- Weekly Weather Watch Reports.
- Weekly Video Conference Reports.

(III) NATIONAL CONSULTANT (NFSM), EX DEPUTY COMMISSIONER

- In charge of the Crops Unit-I
- Report to Additional Commissioner (CC) / Joint Secretary (Crops).
- Preparation of draft reply/notes on all matters of Parliamentary Starred/Unstarred Questions.
- PMO/VIP references.
- Comments of Rashtriya Krishi Vikas Yojana (RKVY) and Central Water Commission (CWC) projects.
- Weekly Weather Watch Reports.
- Weekly Video Conference Reports.
- Interact with the higher official's viz. Secretary (DAC & FW), Agriculture Commissioner, Joint Secretary (Crops), Additional Commissioner (Crops).
- Interact with the State Governments, Crop Directorates (CDDs) and other departments of the Ministry.

(IV) ASSISTANT COMMISSIONER (CROPS)

- Pursuing & preparation of Parliament Questions, Parliament Assurances, Under Rule 377, zero hour, Rule 193, 194 etc.
- Supervision of technical matters related to CU-I.
- Attend Weekly Weather Watch Group meeting & Conducting Weekly Video - Conference
- Pursues of draft for Crops-wise and State-wise annual production target for the country.
- Coordinating with the ICAR for DAC&FW- ICAR Interface.
- Coordinating with different Ministries/Organizations.
- Views as VIP/PMO/Farmers Organizations reference relating to CU-I.
- Suggestions on matters related to the INM, DM, Seeds and M&T, RKVY, Drought Divisions.
- All matter related to Hindi.
- Pursuing all reference/subject matters which are in Hindi language.
- Attend any other work assigned by higher officers time to time.

(V) ASSISTANT DIRECTOR (CROPS)

- Preparation of Parliament Questions , Parliament Assurances, Under Rule 377, zero hour, Rule 193, 194 etc.
- Supervision of technical matters related to CU-I.
- Attend Weekly Weather Watch Group meeting & Conducting Weekly Video - Conference
- Preparation of draft for Crops-wise and State-wise annual production target for the country.
- Coordinating with the ICAR for DAC&FW- ICAR Interface.
- Coordinating with different Ministries/Organizations.
- Pursuing VIP/PMO/Farmers Organizations reference relating to CU-I.
- Coordination on matters related to the INM, DM, Seeds and M&T, RKVY, Drought Divisions.
- Attend any other work assigned by higher officers time to time.

(VI) ASSISTANT SECTION OFFICER

- Preparation of reports related to Cabinet Secretariat.
- Maintenance of files relating RKVY, EXIM of seed and CWC.
- Coordination Matters with the others Division's works.
- Preparation of reports in Hindi & all references related to Hindi.
- Typing of letters, reports, note sheets.
- Attending any other work assigned by Senior Officers from time to time.
- Updating all the communication, address, phone no., fax & email.

(VII) SENIOR TECHNICAL ASSISTANT (CROP)

- Preparation & Pursuing of draft notes for Parliament Questions Parliament Assurances, Under Rule 377, zero hour, Rule 193, 194 etc.
- Examining the FRs concerned to Crops Unit-I and timely submission on the files.
- Examining the State level proposal of RKVY & Irrigation Project reports forwarded by Central Water Commission (CWC).
- Preparing the comments for the proposals of export/import of seed related to Crops Division.
- Coordination with different Ministries/Organizations.
- Processing matter & timely submission of the files of VIP/PMO/Farmers Organizations references.
- Coordination with the INM, RKVY, Seed, Drought Management and M&T Divisions.
- Pursuing and E-mails to concerned officers/Dept./Division.
- Attending any other work assigned by higher officers time to time.

(VIII) TECHNICAL ASSISTANT

- Preparation of the National weekly crop sowing reports viz. Crop-wise and State-wise.
- Assist in the Weekly Crop Weather Watch Meeting & preparing reports.
- Assist in Weekly Video – Conference to review the crops situation in the country & preparing its report.
- Preparation/fixation of National, Crops-wise and State-wise annual production targets for the country.
- Preparation of reports on crop losses/damage due to natural calamity. Preparation of Power point presentation on crop coverage and other related issues of Crops Unit-I
- Preparation of draft/notes and reports on all technical matter related to Crop Development Programmes.
- Preparation of consolidated note/ brief for AM/MOS//PMO/Senior Officers.
- Preparation and maintenance of relevant records & data of various activities of crop development programmes.
- Attending any other work assigned by Senior Officers.

(IX) SENIOR SECRETARIAL ASSISTANT

- Maintenance of files related to CU-I.
- Arrangement of Divisional Meetings / Seminars etc.
- Noting /Drafting on routine matters.
- Pursuing the files.
- Assist in record of official documents.
- Attending any other work assigned by Senior Officers.

(X) DATA ENTRY OPERATOR (DEO)

- Support for preparation of Weekly Weather Watch & Video Conference reports etc.
- Attending any other work assigned by Senior Officers.
- Works related to Data Entry in the Unit.
- Create/Receive Files and FRs with FTS No. through e-office.
- Updating the address, email, phone no., address etc.
- Maintaining attendance record and leave letters.

(XI) MULTI TASKING STAFF (MTS)

- Support in maintenance of office files, photo copying the documents.
- Delivering of letters/files/notes to the respective Officers, Division and Ministries / Organizations.
- Attending any other works assigned by Senior Officers.