Work Allocation
4.0 WORK ALLOCATION

4.1 Joint Secretary (Crops)
- Overall in charge of Crops Division
- Formulation & Execution of Policy interventions on crops development including foodgrain & commercial crops production
- Administration of crops division & its directorates across the country
- All parliament matters concerning crops division/linked divisions
- Coordination with the departments/ministries of GOI, State Government on matters on Agriculture development

4.2 Additional Commissioner (CC)
- In charge of the Crops Unit-IV
- Coordination on all matters that attract technical intervention of GOI on commercial crops
- All parliament matters concerning Commercial crops/ crops division
- Interacts with the higher officials of DAC&FW/ICAR/Other Ministries/ Organizations/ State Governments

4.3 Assistant Commissioner (CC)
- Scrutiny of State/Agency wise Annual Action Plan of NFSM-CC
- Handling of other parliamentary matter
- Handling of RTI matter & VIP/PMO reference related to Commercial Crops
- Coordination with other divisions of the Ministry & with other ministries
- Preparation of Out Come Budget & Demands for grant on Commercial Crops.
- Attend any other work assigned by higher officers time to time.

4.4 Assistant Director (Crops)
- Supervising timely delivery of following works:
  - Scrutiny of State/Agency wise Annual Action Plan of NFSM-CC
  - Preparation of draft replies for Starred & Unstarred parliament questions
  - Handling of other parliamentary matter
  - Handling of RTI matter & VIP/PMO reference related to Commercial Crops
  - Coordination with other divisions of the Ministry & with other ministries
• Preparation of Out Come Budget & Demands for grant on Commercial Crops.
• Attend any other work assigned by higher officers time to time.

4.5 STA (Crops)/ASO/TA/Assistant
Executing timely delivery of following works:
• Scrutiny of State/Agency wise Annual Action Plan of NFSM-CC
• Preparation of draft replies for Starred & Unstarred parliament questions
• Preparation of material for other parliamentary matter
• Preparation of draft replies of RTI matter & VIP/PMO reference related to Commercial Crops
• Coordination with other divisions of the Ministry & with other ministries
• Assist in preparation of Out Come Budget & Demands for grant on Commercial Crops.
• Maintenance of progress report of NFSM-CC
• Issues related to tobacco w.r.t WHO-FCTC & farmers grievances
• Any other work assigned by senior officers

4.6 MTS
• Physical maintenance of records of the section
• Carrying of files & other papers within the building
• Photocopying, sending of FAX, etc.
• Delivering of dak (Outside the building)
• Any other work assigned by the superior authority
**Charter of duties**

Name: B.S. Patil, STA (Crops)

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Task</th>
<th>Check-list/rules/ Condition to accomplish</th>
<th>Level of final disposal</th>
<th>Time required for final disposal</th>
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</thead>
</table>
| 1    | Scrutiny of State/ Agencies wise Annual Action Plan of NFSM- CC (Cotton, Jute and Sugarcane) | - As per operational guidelines of NFSM-CC  
- Letters to be written to the States/Agencies  
- Receipt of Annual Action Plan from the States/Agencies  
- Scrutiny of Action Plan  
- Communication with the states/agencies, if necessary  
- Preparation of Action Plan of states/agencies  
- Issue of Action Plan to the respective States/agencies | Secretary (DAC&FW)                        | 7 days                           |
| 2    | Assist in preparation of Outcome Budget & Demand for Grants etc.                        | - Compilation of progress report  
- Projection of outlay/targets  
- Submission to CA-V | ADC/JS                              | 7 days                           |
| 3    | Assist in preparation of draft/ material for Starred / Unstarred Parliament Questions.  | - Receipt of Questions (Starred & Unstarred)  
- Circulation of the Question  
- Preparation and submission of draft reply  
- Approval the answer  
- Copy to be sent to Hindi section and parliament section of DAC&FW | MOS/AM                               | 2-3 days                         |
| 4    | Other Parliament material such as inputs/materials for Zero hours/Fact of the cases/ Calling Attention /Under Rule- 377 | - Receipt of letter  
- Circulation of letter  
- Preparation and submission of reply  
- Approval/Issue of letter | ADC/JS/ MOS                         | 2-3 days                         |
| 5    | Assist in preparation of replies/ materials for PMO references.                         | - Receipt of PMO Reference  
- Circulation of the matter to prepare reply  
- Preparation and submission of reply  
- Approval/Issue of letter | ADC/JS                               | 7 days                           |
| 6    | Assist in preparation of replies /materials for VIP references.                         | - Receipt of VIP Reference  
- Circulation of the matter to prepare reply  
- Preparation and submission of reply  
- Approval/Issue of letter | MOS/AM                               | 7-10 days                        |
| 7    | To maintain coordination with other Divisions of the Ministry & other Ministry i.e. Commerce, Ministry of Petroleum, Ministry of Health, Department of Food and PD/ Ministry of Textiles. | - Receipt of the letter  
- Circulation of the matter to prepare reply  
- Preparation and submission of reply  
- Approval/Issue of the letter | ADC/JS                               | 7-10 days                        |
| 8    | Any other work assigned by senior officers.                                              | As per procedure                                                                  | AD/ADC/JS                       | Priority based                   |
### Charter of duties

**Name : Manmohan Singh, ASO**

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<td>Assist in preparation of replies/ materials for PMO/VIP references.</td>
<td>-Receipt of PMO/VIP Reference &lt;br&gt;-Circulation of the matter to prepare reply &lt;br&gt;-Preparation and submission of reply &lt;br&gt;-Approval/Issue of letter</td>
<td>ADC/JS/MOS/AM</td>
<td>7 days</td>
</tr>
<tr>
<td>2</td>
<td>Assist in preparation of replies/inputs/materials of various Division/Department.</td>
<td>-Receipt of the letter &lt;br&gt;-Circulation of the matter to prepare reply &lt;br&gt;-Preparation and submission of reply &lt;br&gt;-Approval/Issue of the letter</td>
<td>ADC/JS</td>
<td>7-10 days</td>
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<td>3</td>
<td>Assist in preparation of replies/inputs/materials for Parliament Question- Zero hours/Fact of the cases/Calling Attention/Under Rule-377</td>
<td>-Receipt of Questions (Starred &amp; Unstarred) &amp; letters &lt;br&gt;-Circulations of the Question &amp; letters &lt;br&gt;-Preparation and submission of reply &lt;br&gt;-Approval of the reply &amp; letters &lt;br&gt;-Copy of approved answer to be circulated to Hindi section and parliament section of DAC&amp;FW</td>
<td>ADC/JS/MOS/AM</td>
<td>2-3 days</td>
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<tr>
<td>4</td>
<td>Assist in preparation of replies of RTI and Public grievances and other public representation.</td>
<td>-Preparation of reply with respect to scheme &lt;br&gt;-Submission and Approval &lt;br&gt;-Issue of letter</td>
<td>CPIO</td>
<td>2-3 days</td>
</tr>
<tr>
<td>5</td>
<td>Submission of Reports to other section i.e. RFS/Hindi Monthly/Quarterly/Extension Division/Prepare progress report (NFSM-CC)</td>
<td>-Receipt of Quarterly progress report of the states/agencies &lt;br&gt;-Scrutiny of the progress report &lt;br&gt;-Compilation of the progress report</td>
<td>AD/ADC</td>
<td>7 days</td>
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<td>6</td>
<td>File Record/reviewed and weed out of old files</td>
<td>As per procedure</td>
<td>AD/ADC</td>
<td>As per manual</td>
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<tr>
<td>7</td>
<td>Diary/Dispatch. Typing-Hindi &amp; English</td>
<td>As per procedure</td>
<td>AD</td>
<td>Regular basis</td>
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<td>8</td>
<td>Any other work assigned by Senior officers.</td>
<td>As per procedure</td>
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| 1    | To maintain data on Area, Production and Yield of Cotton, Jute and Sugarcane | -Obtaining data of Cotton from DOCD, Nagpur for onward transmission to DES.  
-Collecting data from DES.  
-Compilation of data. | ADC/JS | Regular basis |
| 2    | To assist in preparation of Outcome Budget & Demand for Grants etc. | -Compilation of progress report  
-Projection of outlay/targets  
-Submission to CA-V | ADC/JS | 7 days |
| 3    | To maintain Progress report of NFSM-CC | -Receipt of Quarterly progress report of the states/agencies  
-Scrutiny of the progress report  
-Compilation of the progress report | ADC | Regular basis |
| 4    | Typing work of parliament question Starred question/Unstarred Question and material supply to other Division/Department. | -Receipt of Questions (Starred & Unstarred)  
-Circulations of the Question  
-Preparation and submission of reply  
-Approval of the reply  
-Copy to be circulated to Hindi section and parliament section of DAC&FW | ADC/JS/MO S/AM | Priority based |
| 5    | Preparation & collection of materials of all meetings conducted by CU-IV Section | -To issue meeting notice to the concerned  
-Preparation of Agenda & Brief Notes  
-Preparation of minutes of the meeting  
-To issue minutes of the meeting  
-ATR on minutes/action points | ADC/JS | Time bound manner |
| 6    | Preparation of Power Point Presentation and other IT related mater. | -Compilation of data  
-preparation of ppt | ADC/JS | Regular basis |
| 7    | File Record /reviewed and weed out of old files | As per procedure | ADC | As per manual |
| 8    | All typing work of the Section. | As per procedure | AD/ADC | Need based |
| 9    | Uploading of documents on websites through programmer | As per procedure | AD/ADC | Need based |
| 10   | Any other work assigned by senior officers. | As per procedure | AD/ADC/JS | Priority based |
## Charter of duties

Name: Sunil Kumar, TA (Crops)

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<td>Secretary (DAC&amp;FW)</td>
<td>7 days</td>
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<td>2</td>
<td>Assist in preparation of replies/ materials for PMO references.</td>
<td>Receipt of PMO Reference - Circulation of the matter to prepare reply - Preparation and submission of reply - Approval/Issue of letter</td>
<td>ADC/JS</td>
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<td>Receipt of the letter - Circulation of the matter to prepare reply - Preparation and submission of reply - Approval/Issue of the letter</td>
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