

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)

- Pursuing & preparation of Parliament Questions, Parliament Assurances, Under Rule 377, zero hour etc.
- 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)

S.N.	Task	Check-list/rules/ Condition to accomplish	Level of final disposal	Time required for final disposal
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	7days
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

S.N.	Task	Check-list/rules/ Condition to accomplish	Level of final disposal	Time required for final disposal
1	Assist in preparation of replies/ materials for PMO/ VIP references.	-Receipt of PMO/VIP Reference -Circulation of the matter to prepare reply -Preparation and submission of reply -Approval/Issue of letter	ADC/JS/MOS /AM	7 days
2	Assist in preparation of replies/inputs/ materials of various Division /Department.	-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
3	Assist in preparation of replies /inputs/materials for Parliament Question- Zero hours/Fact of the cases/ Calling Attention /Under Rule- 377	-Receipt of Questions (Starred & Unstarred) & letters -Circulations of the Question & letters -Preparation and submission of reply -Approval of the reply & letters -Copy of approved answer to be circulated to Hindi section and parliament section of DAC&FW	ADC/JS/MOS /AM	2-3 days
4	Assist in preparation of replies of RTI and Public grievances and other public representation.	-Preparation of reply with respect to scheme -Submission and Approval -Issue of letter	CPIO	2-3 days
5.	Submission of Reports to other section i.e. RFS/ Hindi Monthly/ Quarterly/ Extension Division./ Prepare progress report (NFSM-CC)	-Receipt of Quarterly progress report of the states/agencies -Scrutiny of the progress report -Compilation of the progress report	AD/ADC	7 days
6.	File Record /reviewed and weed out of old files	As per procedure	AD/ADC	As per manual
7.	Diary/ Dispatch. Typing- Hindi & English	As per procedure	AD	Regular basis
8.	Any other work assigned by Senior officers.	As per procedure	AD/ADC/JS	Priority based

Charter of duties

Name:- Shri Sanjeev Kapoor, Assistant

S.N.	Task	Check-list/rules/ Condition to accomplish	Level of final disposal	Time required for final disposal
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	7days
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)

S.N	Task	Check-list/rules/ Condition to accomplish	Level of final disposal	Time required for final disposal
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 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
3	Assist in preparation of replies/inputs/ materials of various Division /Department.	-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
4	Preparation & collection of materials of all meetings conducted by CU-IV Section	-Issue of meeting notice to the concerned -Preparation of Agenda & Brief Notes -Preparation of minutes of the meeting -Issue of minutes of the meeting	ADC/JS	Time bound manner
5	File Record /reviewed and weed out of old files	As per procedure	AD/ADC	As per manual
6	Diary/ Dispatch. Typing- Hindi & English	As per procedure	AD	Regular basis
7	Any other work assigned by Senior officers.	As per procedure	AD/ADC/JS	Priority based