

## Oilseeds Unit

1. **Annual Action Plan:-** Approval of Action Plan of States under NFSM (OS & OP)
2. **Release of fund**
3. Replies to all the VIP/PMO references pertaining to oilseed crops.
4. Monthly Physical & Financial progress report of NFSM (OS & OP)
5. Replies to Starred/ Unstarred parliament questions relating to oilseed crops.
6. **Monitoring of NFSM (OS & OP):-** through field visits.
7. Replies to RTI matter/public grievances pertaining to oilseed crops
8. **Outcome Budget & Demand for Grants:-** Preparation of material concerned to NFSM- Commercial crops & timely submission to CA-V Section.
9. **EC & SC Meeting of NFSM (OS & OP):-** As per the guidelines of NFSM (OS & OP) ,EC meeting are to be held two times a year and SC meeting twice a year.
10. **Rabi Conference/ Kharif Conference:-**These conferences are held regularly in the month of September & March respectively.
11. Regional review meetings for better monitoring & co-ordination with the States for implementation of NFSM (OS & OP)
12. Price situation of oilseeds for PMO

## Central Agency Unit,

1. Annual Action Plan for central seed agencies for production and distribution of breeder seeds, foundation and certified seeds.
  2. FLDs of oilseed under AICRP of ICAR-IIOR.
  3. Examining bills of Central Agencies and reimbursement
  4. Under minikit collecting indent from states, availability of seeds and allocation to states.
  5. Fixation of seed minikits rates of central Agencies.
- 6. Parliament Questions:-**
- During parliament session, materials are collected from different Divisions/ Departments/States, reply is prepared and timely submission of the reply.
- 7. Weekly crop weather watch Report:-**
- Preparation of Crop Coverage data in the Inter-Ministerial weather watch Group meeting on every Friday.
  - Report submitting in the meeting.
- 8. Coordination:-**
- Coordination with the Central Agencies on oilseeds aspects.
- 9. Review meeting:-** with Central Seed Producing Agencies

**Oil Palm Unit,**  
**Cabin No. 19, Shastri Bhawan**

1. **Preparation of CCEA Note** etc.
2. **Annual Action Plans** (AAPs) of the States/Agencies for deciding annual allocation of funds and targets for area expansion of oil palm.
3. **Timely release of Central share** of funds to the implementing States/agencies for implementation of MM-II under NFSM (OS & OP) .
4. **Parliament Questions**, PMO, Court Cases and VIP references, etc.
5. **Preparation of Annual Plan**, Performance Budget, Demands for Grants, Outcomes Budget, Annual Report etc.
6. **Examination & scrutiny** of Physical and Financial Progress Reports received from States/agencies in respect of Oil Palm (MM-II).
7. **RTI and Public Grievances** matters.
8. **Agenda Notes** and Minutes of the meetings/seminars/workshop, being organized on oil palm and there follow up action.
9. **Notes/briefs on Oil Palm** for the Minister of Agriculture/MoS (A)/Secretary (AC&FW) and others senior officers for various meetings.
10. **Co-ordination with** the states/UTs and line Departments of DAC&FW including ICAR/SAU's involved in oil palm cultivation, processing of FFBS of oil palm and production & supply of seed sprouts/planting material of oil palm.

**TBOs/Coordination Unit**  
**Cabin No.3, Shastri Bhawan**

1. Issue of Administrative approval of state wise AAP.
2. Obtaining physical and financial progress including utilization certificate etc. and processing of release,
3. Liaison with States for implementation of NFSM (OS & OP) programmes.
4. Answering Parliamentary questions.
5. Disposal of VIP references, inter ministerial correspondence etc.
6. Time bound information flow to other divisions of DAC&FW.
7. Organising NFSM (OS & OP) exhibition stalls for mass awareness.
8. Conducting EC & SC Meetings NFSM (OS & OP) and undertake follow up actions.