

HANDBOOK

OF

WORK ALLOCATION

2018

DEPARTMENT OF AGRICULTURE, COOPERATION & FARMERS WELFARE
MINISTRY OF AGRICULTURE & FARMERS' WELFARE
KRISHI BHAVAN, NEW DELHI

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Department of Agriculture, Cooperation
& Farmers Welfare

FOREWORD

A Handbook of Work Allocation is an essential document in the working of any organization. It gives a general idea of the subjects being handled by various divisions, sections, units, field offices, etc. A formal work allocation serves the purpose of facilitating the functioning of the organization as well as a knowledge resource for the common man. In the absence of clear-cut division / work allocation there always arise instances of conflicts over the ownership of various items of work. It is, therefore, a very helpful guide for the lay man / general public as well as the employees of the organization.

The last Handbook of Work Allocation of the Department had been prepared / published in the year 1999. Since then a lot of changes have happened in the constitution of the Department as well as the subjects handled by it. Many a times, the changes have happened in the shape / structure of various divisions but these changes remained in the files only, in the form of notes or orders.

An informal exercise had been started in the year 2005 to update the 1999 Handbook but it could not take a final shape. Again the exercise was started in the year 2016, which has come to fruition with the present compendium. It is hoped that its contents will be very useful. There may, however, be some gap areas in the handbook which will be taken care of through subsequent corrigenda / addenda. Suggestions and reports about the gap areas are welcome from all the divisions / officers / organizations so as to make this compendium more accurate and useful.

New Delhi
24th September, 2018

(S.K. Pattanayak)

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BRIEF ORGANISATIONAL HISTORY OF THE DEPARTMENT

ORGANISATIONAL HISTORY OF THE DEPARTMENT OF AGRICULTURE, COOPERATION & FARMERS WELFARE

Pre-independence Period:

The Department of Revenue and Agriculture and Commerce was set up in the Government of India in June, 1871 to deal with all matters affecting the practical improvement and development of the agricultural resources in the country. Prior to 1871, the work pertaining to Agriculture was the responsibility of the Home Department.

2. In 1881, the Famine Commission recommended creation of a separate Department of Agriculture and accordingly, the Department of Revenue and Agriculture was reconstituted, as a separate Department, in 1881. In 1923, in the interest of economy and efficiency, the portfolios of Education, Health, Revenue and Agriculture were combined to form the Department of Education, Health and Lands.

3. In 1945, the said Department of Education, Health and Lands was trifurcated into three separate Departments of Agriculture, Education and Health. The Department of Agriculture was redesignated as Ministry of Agriculture in August, 1947.

Post Independence Period:

4. In January, 1951, the Ministry of Agriculture was combined with Ministry of Food to form the Ministry of Food & Agriculture. In October, 1956, the Ministry of Food & Agriculture was split into two Ministries but they were again combined in April, 1957 as the Departments of Agriculture and Food under the Ministry of Agriculture. The functions then assigned to the Department of Agriculture were:

- a) Agricultural Production
- b) Agricultural Research, Education and Extension
- c) Animal Husbandry, Fisheries and Forestry
- d) Fruit and Vegetable Products Industry
- e) Agricultural Economics and Statistics
- f) Agricultural Development
- g) Liaison with the Food & Agriculture Organisation of the United Nations and other International Organisations and Technical & Economic Aid in the Agricultural sector.
- h) Procurement and Distribution of Fertilisers
- i) Agricultural Marketing
- j) Land Reclamation
- k) Cooperation
- l) Tube Well & Minor Irrigation
- m) Soil Conservation

5. In December, 1958, the subject of Cooperation was transferred from the Department of Agriculture to form a Department of Cooperation under the Ministry of Community Development. Work relating to Central and State Warehousing Corporations were transferred to the Department of Food.

6. In 1962, certain subjects concerning Fisheries and Fruits and Vegetables were transferred from the Department of Agriculture to Department of Food :-

- a) Indo-Pacific Fisheries Council.
- b) Processing of fruits and refrigeration.
- c) Fishing and fishery, inland & marine and processing of fish for industrial purposes.
- d) Fishing and fishery beyond territorial waters (including deep-sea fishing station, Bombay).
- e) Fundamental research including coordination and higher education in fishery.
- f) Refrigeration and cold storage facilities for fish and fruits.
- g) Central Marine Fisheries Research Station Mandapam Camp; Central Inland Fisheries Research Station, Barackpore; Deep-sea Fishing Station, Bombay; Central Fisheries Tech. Research Station, Cochin; Central Off-shore Fishing Stations at Cochin, Tuticorin and Vizagapattan.
- h) Fisheries Extension Units at Calcutta, Guwahati, Allahabad, Bhopal, Hyderabad, Mandapam, Karnal, Bangalore, Patna and Raipur.

7. The following items of work relating to 'sugar' were further transferred to Department of Food from Department of Agriculture in 1963 :-

- a. Indian Institute of Sugarcane Research, Lucknow.
- b. Sugarcane Breeding Institute, Coimbatore
- c. Indian Central Sugarcane Committee, New Delhi.

8. In January, 1966, the Ministry of Community Development and Cooperation was merged with the Ministry of Food and Agriculture to form the Ministry of Food, Agriculture, Community Development and Cooperation. The following functions were added to the Ministry:

Department of Community Development

- a) Rural Community Development Programme including Programmes for Rural Works and local Development work other than piped water supply.
- b) Panchayati Raj.
- c) Training and orientation of personnel, both officials and non-officials, connected with the Community Development Programme and the Panchayati Raj Movement.
- d) Study and Research on Community Development Programme and Panchayati Raj.

Department of Cooperation

- a) Agricultural indebtedness and credit.
- b) Cooperation in agricultural sector.
- c) Matters relating to National Cooperative Organisations.
- d) National Cooperative Development Corporation.
- e) Incorporation, regulation and winding up of cooperative societies with objects not confined to one State.
- f) Training of personnel of cooperative departments and cooperative institutions (including education of members, office bearers and non-officials).

9. In 1966, the following functions from the Department of Food were transferred back to Department of Agriculture:-

- a) Fishing and Fishery, Inland & Marine and Processing of fish for industrial purposes.
- b) Fishing and Fisheries beyond territorial waters (including Deep Sea Fishing Station, Bombay).
- c) Fundamental research including coordination and higher education in Fishery.
- d) Refrigeration and Cold Storage facilities for fish.
- e) Prevention of Cruelty to animals.
- f) Wild Life preservation.
- g) Ground Water Exploration.
- h) Bio-aesthetic Planning.
- i) Administration of Fertiliser (Movement) Control Order, 1960.
- j) Intensive Agriculture District Programme.
- k) Intensive Agricultural Areas.

10. In 1968, Sugarcane Research and Sugarcane Development Scheme were transferred from Department of Food to Department of Agriculture. In addition, the following were transferred to the Department of Agriculture from the Department of Cooperation :-

- a) Agricultural Credit and indebtedness but not including agricultural credit and indebtedness in the cooperative sector.
- b) Coordination work relating to agricultural credit and indebtedness.

11. In 1969, the following subjects were added to the Ministry of Agriculture :-

- a) Matters relating to damage to crops and loss of livestock due to natural calamities - to Department of Agriculture.
- b) Coordination of relief measures necessitated by drought, scarcity and famine - to Department of Food.
- c) Matters relating to loss of human life due to drought, scarcity and famine - to Department of Food.

12. The following subjects were also added to the Department of Agriculture :-

- a) Administration of Insecticides Act, 1968.
- b) Refrigeration and cold storage facilities for fish, potatoes and other similar commodities.

13. In 1971, the Ministry of Food, Agriculture, Community Development and Cooperation was re-named as Ministry of Agriculture with the following four Departments :-

- a) Department of Agriculture;
- b) Department of Food;
- c) Department of Community Development;
- d) Department of Cooperation.

14. In 1973, the following subjects, were added to the Ministry :-

- a) Consumer Cooperatives - to Department of Cooperation.

- b) Tribal Areas Development Programme and Drought Prone Areas Programme - to Department of Community Development.

15. A new Department was created in December, 1973 called Department of Agricultural Research and Education. The following functions were transferred to the new Department :-

- a) Fundamental Research including coordination and higher education in Fisheries.
- b) Coordination and determination of standards in institutions for higher education and research and scientific and technical institutions relating to food and agriculture including animal husbandry and dairying.
- c) Agricultural and Livestock census.
- d) All India Services - Indian Agricultural Service;
- e) Cesses for financing the Indian Council of Agricultural Research and the Commodity Committees other than those relating to Tea, Coffee and Rubber;
- f) Matters regarding Agricultural Research & Education;
- g) All India Soil and Land Use Survey;
- h) I.C.A.R. and other institutes.

16. In June, 1974, two subjects were added to the Department of Agriculture by transfer from Department of Food, namely (i) coordination of relief measures necessitated by drought, scarcity or famine, and (ii) matters relating to loss of human life due to drought, scarcity or famine.

17. The following subjects were hived off from the Department of Agriculture and transferred to the Department of Cooperation :-

- a) Agricultural Credit and Indebtedness but not including agricultural credit and indebtedness in the Cooperative Sector.
- b) Coordination of work relating to agricultural credit and indebtedness.
- c) Agriculture Markets and Marketing and merchandise marks under the Agricultural Produce (Grading and Marking) Act.
- d) Refrigeration and Cold Storage facilities for fish, potatoes, fruits and other similar commodities.
- e) Matters relating to Directorate of Marketing and Inspection.

18. In October, 1974, the Ministry was again re-structured and named as Ministry of Agriculture and Irrigation with five Departments. The Department of Community Development was renamed as Department of Rural Development. The five Departments were:-

- a) Department of Agriculture;
- b) Department of Food;
- c) Department of Rural Development;
- d) Department of Agricultural Research & Education;
- e) Department of Irrigation.

19. The following functions of the Department of Irrigation were added to the Ministry:-

- a) General Policy, technical assistance, research and all matters relating to irrigation, flood control, anti-water-logging, drainage and anti-sea erosion.
- b) Regulation and development of Inter-state rivers and river valleys.
- c) Administration of the River Boards Act, 1956.
- d) Administration of the Inter-State Water Disputes Act, 1956.
- e) Central Water Commission.
- f) Central Board of Irrigation.
- g) Central Flood Control Board.
- h) Farraka Barrage Project.
- i) Indus Water Treaty, 1960.
- j) International Commissions and Conferences relating to irrigation and flood control.
- k) Irrigation and Flood Control Schemes in Union Territories.

20. Insurance (Crop & Cattle) was transferred from the Department of Agriculture to Department of Rural Development and Cooperation Division which was earlier a part of the Ministry of Agriculture, was transferred to Ministry of Industries and Civil Supplies alongwith its functions. Work relating to Indian Peoples' Famine Trust was added to Department of Agriculture in August, 1975. The work relating to 'Public Cooperation' was added to the Department of Rural Development.

21. In 1976, the following new items were also added to the Department of Agriculture:-

- a) Production of Oilseeds.
- b) Processing and Refrigeration of Infants Milk, Food, Malted Milk Food, Condensed Milk, Meat and Meat Products.
- c) Processing of Fish (including Canning and freezing).

22. The following functions were hived off. -

- a) Price Control of Vegetable/ Oils/ Oilseeds, Fats & Cakes were transferred to the Ministry of Civil Supplies & Cooperation; and
- b) Processing and refrigeration of fruits was transferred to the Department of Food.

23. The following items were added to the Department of Agriculture: -

- a) Establishment and servicing of Development Council for fish processing Industry.
- b) Technical assistance and advice to fish process industry.
- c) Matters relating to Operational Flood I and II.

24. In August, 1979, the Allocation of Business Rules were amended again. The Department of Cooperation, which was transferred out in 1974, was again transferred back to the Ministry of Agriculture and Irrigation and merged with the Department of Agriculture which was re-named as Department of Agriculture and Cooperation. The Department of Rural Development which was under the Ministry of Agriculture and Irrigation, become an independent Ministry called Ministry of Rural Reconstruction. The Ministry of Agriculture and Irrigation had the following Departments: -

- a) Department of Agriculture & Cooperation.
- b) Department of Food.

- c) Department of Agricultural Research and Education.
- d) Department of Irrigation.

25. The following items on Co-operation were added to the Department of Agriculture and Cooperation: -

- a) Cooperation in agricultural sector, agricultural credit and indebtedness.
- b) General Policy relating to the marketing of agricultural produce including pricing, exports, etc.
- c) Insurance (Crop and Cattle Insurance).
- d) General Policy in the field of Cooperation and coordination of Cooperation activities in all sectors. Matters relating to National Cooperative Organisations.
- e) National Cooperative Development Corporation.
- f) Incorporation, regulation and winding up of cooperative societies with objects not confined to one State.
- g) Training of personnel of cooperative departments and cooperative institutions (including education of members, office bearers and non-officials).

26. The following functions were transferred from the Ministry of Agriculture and Irrigation to Ministry of Rural Reconstruction :-

- a) All matters relating to Panchayati Raj.
- b) Land reforms, Land tenures, land records, consolidation of holdings and other related matters.
- c) All matters relating to the revised minimum needs programmes in the rural areas as given below :-
 - i. direct responsibility for rural water supply and rural roads;
 - ii. nodal responsibility for elementary education, adult education, rural health, rural electrification, housing for landless rural labourers and the nutrition programme.
- d) Programmes for tackling rural unemployment including 'Food for Work' programme, training programmes and rural works programmes.
- e) Integrated rural development, including Small Farmers Development Agency, marginal farmers and agricultural labourers, drought prone area programmes etc.
- f) Hill areas development programme, desert development programme and tribal areas development programme.
- g) Village and cottage industries.
- h) Public cooperation, including all matters relating to voluntary agencies for rural reconstruction.
- i) Warehousing in rural areas, including rural godowns.
- j) Town and country planning, so far as it relates to rural areas.
- k) Setting up of agricultural markets in rural areas and the Agricultural Produce (Grading and Marking) Act, 1937.

27. Again, in May, 1980, the following items were hived off from the Ministry of Agriculture & Irrigation and transferred to the Ministry of Rural Reconstruction :-

- a) Administration of the Land Acquisition Act, 1894, and other matters relating to acquisition of land for purposes of the Union.

- b) Recovery of claims in a State in respect of taxes and other public demands, including arrears of land revenue and sums recoverable as such arrears, arising outside that State.
- c) Land, that is to say, collection of rents, transfer and alienation of land & improvement and agricultural loans excluding acquisition of non-agriculture land or buildings, town planning improvements.
- d) Land revenue, including the assessment and collection of revenue, survey for revenue purposes, alienation of revenue.
- e) Duties in respect of succession to agricultural land.

28. During 1980-81, the work relating to Minor Irrigation, Central Ground Water Board and the Command Area Development was transferred from this Ministry to new Ministry of Irrigation. The renamed Ministry of Agriculture was left with only the following three Departments :-

- a) Department of Agriculture and Cooperation
- b) Department of Food
- c) Department of Agricultural Research and Education

29. In 1983, the Department of Food was taken out of Ministry of Agriculture and made a part of the Ministry of Food and Civil Supplies. The following subjects were transferred to the Ministry of Food and Civil Supplies:-

- a) Purchase of the foodstuffs for civil and military requirements and their disposal.
- b) Participation in international conferences, associations and other bodies concerning food, e.g. International Wheat Council, International Sugar Council, World Food Council and International Food Policy Research Institute.
- c) Entering into treaties and agreements with foreign countries and implementing of treaties, agreements, conventions with foreign countries relating to trade and commerce in foodgrains and other foodstuffs.
- d) Hiring and acquisition of godowns for storage of foodgrains including sugar; taking on lease or acquiring land for construction of foodgrains godowns.
- e) Inter-State trade and commerce in respect of foodgrains and other food-stuffs including sugar.
- f) Industries, the control of which by the Union is declared by Parliament by law to be expedient in public interest, as far as these relate to :-
 - i. Fruit and vegetable processing industry (including freezing and dehydration);
 - ii. Sugar Industry (including development of gur and khandsari); and
 - iii. Foodgrain milling industry.
- g) Central Warehousing Corporation and State Warehousing Corporations.
- h) Trade and commerce in and supply and distribution of foodgrains.
- i) Trade and commerce in and the production, supply and distribution of sugar and foodstuffs other than foodgrains.
- j) Price control of foodgrains, foodstuffs and sugar.
- k) Matters relating to Directorate of Sugar, National Sugar Institute, Development Council for Sugar Industry and other sub-ordinate offices under Deptt. of Food.

30. In January, 1985, the Allocation of Business Rules was again amended. The Ministry of Rural Re-construction was merged with the Ministry of Agriculture and the Ministry was re-

named as Ministry of Agriculture and Rural Re-construction with the following three Departments :-

- I. Department of Agriculture and Cooperation
- II. Department of Agricultural Research and Education; and
- III. Department of Rural Development

31. At the same time, the Forestry wing of the Department of Agriculture and Cooperation was transferred to the newly formed Ministry of Environment and Forests. The following functions were hived off from the Department of Agriculture and Cooperation to the newly created Ministry of Environment and Forests :-

- a) National Forest Policy and Forestry Development in the country including Social Forestry;
- b) Forest Policy and all matters relating to forests and forest administration in so far as the Andaman & Nicobar Islands are concerned.
- c) Indian Forest Service.
- d) Wild Life preservation and protection of Wild birds and animals.
- e) Fundamental research including coordination thereof and higher education in Forestry.
- f) Padmaja Naidu Himalayan Zoological Park.

32. The 'National Land Use and Conservation Board' was added to the Department of Agriculture and Cooperation. The following items were added to the Department of Rural Development:-

- a) All matters pertaining to rural employment or unemployment such as working out of strategies and programmes for rural employment including special works, wages or income generation and training related thereto.
- b) Implementation of the specific programmes of rural employment such as National Rural Employment Programme and other programmes evolved from time to time.
- c) Micro level planning related to rural employment or unemployment and administrative infrastructure therefor.

33. In September, 1985, Ministry was again renamed as Ministry of Agriculture and Rural Development. A new Department of Fertilisers was created by amalgamating some sections from Fertilisers Division of the Department of Agriculture & Co-operation and some from the then Deptt. of Chemicals and Petrochemicals. The Ministry of Agriculture & Rural Development now had the following four Departments:

- a) Department of Agriculture & Co-operation
- b) Deptt. of Agricultural Research & Education
- c) Deptt. of Rural Development
- d) Deptt. of Fertilisers.

34. The following subjects were allocated to Department of Fertilisers :-

- a) Production of Fertiliser.
- b) Pyrites, Phosphates and Chemicals Ltd.

- c) Public Sector Projects concerned with subjects included under that Department except projects as were specifically allotted to any Ministry or Department.

35. In Jan., 1986 the following subjects, which were dealt with by the Department of Agriculture & Cooperation, were transferred to the Department of Fertilisers :-

- a) Admn. of Fertilisers (Movement) Order, 1960.
- b) Planning for fertiliser production including import of fertilisers through a designated canalising agency.
- c) Arrangements for movement and distribution of fertilisers.

36. The administration of Dangerous Machines (Regulation) Act, 1983 was added to the Department of Agriculture and Cooperation. In the same year, the work of Agricultural Aviation in Plant Protection Division, including the Directorate of Agricultural Aviation was transferred to the Ministry of Civil Aviation.

37. Again, in 1986, a new Ministry of Food Processing Industries was created and the following items were transferred from Department of Agriculture & Cooperation to that new Ministry:

- a) Processing and refrigeration of certain agricultural products (milk powder, infant milk food, malted milk food, condensed milk, ghee and other dairy products), meat and meat products.
- b) Processing of Fish (including Canning & Freezing)
- c) Establishment and servicing of Development Council for Fish Processing Industry.
- d) Technical assistance and advice to fish processing industry.
- e) Fishing and Fisheries beyond territorial waters (including Deep Sea Fishing Station, Bombay)

38. In 1990 the subject of 'Prevention of Cruelty to Animals' was transferred to Ministry of Environment and Forests.

39. In 1991, the Ministry was reorganised yet again. Two Divisions, viz. Animal Husbandry Division and the Dairy Development Division under the Ministry of Agriculture together became an independent Department called Department of Animal Husbandry & Dairying with the Ministry of Agriculture. All the subjects dealt with by the two Divisions were transferred to the Department of Animal Husbandry and Dairying. The Ministry of Agriculture then comprised the following five Departments :-

- a) Department of Agriculture and Cooperation.
- b) Department of Rural Development.
- c) Department of Fertilisers.
- d) Department of Agricultural Research and Education.
- e) Department of Animal Husbandry & Dairying.

40. The subjects hived off to the Deptt. of Animal Husbandry & Dairying included the following:

- a) Livestock census including matters relating to loss of livestock due to natural calamities.

- b) Profession of Veterinary practice.
- c) Prevention of the extension from one State to another of infectious or contagious diseases or pests affecting animals.
- d) Dairy Development - financial assistance to States under Dairy Development Schemes; Operation Flood Programme and all matters relating thereto.
- e) Technology Mission on Dairy Development.
- f) Preservation, protection and improvement of animal stocks and prevention of animal diseases.
- g) Cattle Insurance.
- h) Matters relating to animal Husbandry including pounds and cattle trespass, cattle utilisation and slaughter.

41. In July, 1991, the Department of Fertilisers was also transferred to become a part of the new Ministry of Chemical & Fertilisers. The following subjects allocated to that Department were hived off from the Ministry of Agriculture:-

- a) Planning for fertiliser production including import of fertilisers through a designated canalising agency.
- b) Arrangements for movement and distribution of fertilisers in terms of allocations made by the Department of Agriculture and Cooperation.
- c) Management of subsidy for indigenous and imported fertilisers including determination of retention price and costing of imported fertilisers.
- d) Administration of the Fertilisers Movement (Control) Order, 1969.
- e) Administrative responsibility for public enterprises under the control of the Department.
- f) Public Sector projects concerned with subjects included under that Department except such projects as were specifically allotted to any other Ministry or Department.

42. At the same time, the Department of Rural Development was also separated from Ministry of Agriculture to form an independent Ministry of Rural Development and this Ministry was named as the Ministry of Agriculture, with only three Departments, viz. DAC, DARE and DAH&D.

43. In Oct., 1997, the subject of Fisheries was transferred from Deptt. of Agri. & Co-op. to DAH&D, involving transfer of the work of Inland and Marine fishing and fisheries.

44. In Dec., 1998, the work of rural marketing was transferred from the Deptt. of Rural Development to the Deptt. of Agri. & Co-op., involving transfer of the following items or work:

- a) Setting up of agricultural markets in rural areas
- b) Warehousing in rural areas including rural godowns.
- c) The Agricultural Produce (Grading and Marking) Act, 1937.
- d) Administrative control of (i) Directorate of Marketing and Inspection and (ii) National Institute of Agricultural Marketing.

45. In Oct., 1999, the erst-while Ministry of Food Processing Industries was brought under the Ministry of Agriculture as a separate Department.

46. In Sept., 2000, the work of Essential Commodities Act allocation and scheme of concession on decontrolled fertilizers was transferred from the Department of Agriculture & Cooperation to the Department of Fertilizers.

47. in Sept., 2001. Department of Food Processing Industries was separated from the Ministry of Agriculture to form an independent Ministry of Food Processing Industries.

48. In Feb., 2002, the subject “Coordination of relief measures in the event of natural calamities (other than draught and epidemics) and man-made disasters (excluding specific items of business allocated to other Ministries/Department)” and “Matters relating to loss of human life and property due to all natural and man-made calamities, other than drought or epidemics” were hived off from the Department and transferred to Ministry of Home Affairs w.e.f. 01.06.2002.

49. In Feb., 2004 a National Commission on Farmers (NCF) was set up to recommend policies, programmes and measures for accelerated, diversified agricultural development that would alleviate rural poverty and raise standards of living to the farming community in the new millennium.

50. In Aug., 2015, vide Cabinet Secretariat 's Notification No. 1/21/25/2015-Cab. Dated 27.8.2015, the nomenclature of Ministry of Agriculture and Department of Agriculture and Cooperation was changed as follows:

- i) Ministry of Agriculture and Farmers Welfare
- ii) Department of Agriculture, Cooperation & Farmers Welfare

51. The Ministry of Agriculture and Farmers Welfare now consists of the following three Departments:-

- a. **Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW)**
- b. **Department of Agricultural Research and Education (DARE)**
- c. **Department of Animal Husbandry, Dairying and Fisheries (DAHD&F)**

52. The Department of Agriculture, Cooperation and Farmers Welfare is now organized into 27 Divisions and has five Attached Offices and Twenty-one Subordinate Offices which are spread across the country for coordination with state level agencies and implementation of Central Sector Schemes in their respective fields. Further, one Public Sector Undertakings, Eight Autonomous Bodies, ten national-level Cooperative Organizations and two Authorities are functioning under administrative control of this Department.

Brief overview of the Organisation and functions of the Department

Agriculture plays a vital role in India's economy. 54.6% of the population is engaged in agriculture and allied activities (census 2011) and it contributes 17.4% to the country's Gross Value Added (current price 2014-15, 2011-12 series). Given the importance of agriculture sector, Government of India took several steps for its sustainable development. Steps have been taken to improve soil fertility on a sustainable basis through the soil health card scheme, to provide improved access to irrigation and enhanced water efficiency through Pradhanmantri Gram Sinchai Yojana, to support organic farming through Paramparagat Krishi Vikas Yojana (PKVY) and to support for creation of a unified national agriculture market to boost the incomes of farmers.

The Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW) is one of the three constituent Departments of the Ministry of Agriculture & Farmers Welfare, the other two being Department of Animal Husbandry, Dairying & Fisheries (DAHD&F) and Department of Agricultural Research and Education (DARE). This Department is headed by Agriculture & Farmers Welfare Minister and is assisted by three Ministers of State. The Secretary (AC&FW) is the administrative head of the Department. The Secretary is assisted by one Principal Adviser, five Additional Secretaries including One Financial Adviser, one Agriculture Commissioner, 12 Joint Secretaries including the Mission Director (National Horticulture Mission) & Mission Director (National Food Security Mission), one Horticulture Commissioner, one Horticulture Advisor, one Economic Advisor and two Deputy Director Generals. In addition, Chairman of Commission for Agriculture Costs and Prices (CACP) advises Department on pricing policies for selected agricultural crops.

The DAC&FW is organized into 27 divisions and has five attached Offices and twenty-one subordinate offices which are spread across the country for coordination with state level agencies and implementation of Central Sector Schemes in their respective fields. Further, one Public Sector Undertakings, nine autonomous bodies, ten national-level cooperative organizations and two authorities are functioning under the administrative control of the Department.

ALLOCATION OF SUBJECTS TO THE THREE DEPARTMENTS
IN THE MINISTRY

[AS PER THE GOVERNMENT OF INDIA (ALLOCATION OF BUSINESS) RULES, 1961 (SECOND SCHEDULE)]

**THE SECOND SCHEDULE
(Rule 3)**

DISTRIBUTION OF SUBJECTS AMONG THE DEPARTMENTS (VIBHAG)

**MINISTRY OF AGRICULTURE AND FARMERS WELFARE¹
(KRISHI EVAM KISAN KALYAN MANTRALAYA)**

**A. DEPARTMENT OF AGRICULTURE, COOPERATION AND FARMERS WELFARE
(KRISHI, SAHKARITA EVAM KISAN KALYAN VIBHAG)**

PART I

The following subjects which fall within List I of the Seventh Schedule to the Constitution of India :

1. Liaison with international Agri-Organisations like Food and Agriculture organisation of the United Nations, handling of CARE goods concerning agriculture, etc.
2. Participation in international conferences, associations and other bodies concerning agriculture and implementation of decisions made thereat.
3. Convention on Locust Control.
4. Plant Quarantine.
5. Industries, the control of which by the Union is declared by Parliament by law to be expedient in Public interest; as far as these relate to:-
 - (a) Development of agricultural industries including machinery, fertilizer and seeds but excluding cotton, ginning and pressing with the limitation that in regard to the development of agricultural industries, including machinery and fertilizer, the functions of the Department of Agriculture, Cooperation and Farmers Welfare do not go further than the formulation of demands and the fixation of targets;
 - (b) Shellac Industry.
6. Agricultural Census.
7. Omitted.²
8. Omitted.³
9. Omitted.⁴
10. Indian People's Natural Calamity Trust.
11. Technology Mission on Oilseeds and Pulses.

PART II

The following subjects which fall within List III of the Seventh Schedule to the Constitution of India (as regards legislation only):

¹ Modified vide Amendment series no.317 dated 27.08.2015

² Omitted vide Amendment series no.319 dated 12.09.2015

³ Omitted vide Amendment series no.319 dated 12.09.2015 (Earlier modified vide Amendment series no.288 dated 14.10.2006)

⁴ Omitted vide Amendment series no.319 dated 12.09.2015

12. Adulteration of agricultural products other than foodstuffs.
13. Economic Planning (Agricultural Economics and Statistics).
14. Professions (excluding Veterinary Practice).
15. Prevention of the extension from one State to another of infectious or contagious diseases or pests affecting plants including locusts.
16. Price control of agricultural commodities except foodgrains, sugar, vanaspati, oil seeds, vegetable oils, cakes and fats, jute, cotton and tea.
17. Administration of the Dangerous Machine (Regulation) Act, 1983 (35 of 1983).

Part III

For the Union Territories the subjects mentioned in Parts I and II above, so far as they exist in regard to these territories and, in addition, to the following subjects which fall within List II of the Seventh Schedule to the Constitution of India:

18. Agriculture (Other than agricultural education and research) protection against pests and prevention of plant diseases.
19. Co-operation in agricultural sector.¹
20. General Policy relating to the marketing of agricultural produce including pricing, exports etc.
21. Omitted.²
22. The Agricultural Produce (Grading and Marking) Act, 1937 (1 of 1937).
23. Omitted.³
24. General Policy in the field of Co-operation and Co-ordination of co-operation activities in all sectors.

Note:- The Ministries concerned are responsible for Co-operatives in the respective fields.

25. Matters relating to National Co-operative Organisation.
26. National Co-operative Development Cooperation.
27. Incorporation, regulation and winding up of Co-operative societies with objects not confined to one State including administration of 'the Multi-State Co-operative Societies Act, 2002 (39 of 2002)':

Provided that the administrative Ministry or Department shall be 'the Central Government' for the purpose of exercising powers under the Multi-State Co-operative Societies Act, 2002 (39 of 2002), for Co-operative units functioning under its control.⁴

28. Training of personnel of co-operative departments and co-operative institutions (including education of members, office bearers and non-officials).

PART IV

General and Consequential:

¹ Modified vide Amendment series no.319 dated 12.09.2015

² Omitted vide Amendment series no.319 dated 12.09.2015

³ Omitted vide Amendment series no.319 dated 12.09.2015

⁴ Modified vide Amendment series no.288 dated 14.10.2006

29. All Matters relating to international cooperation and assistance in agriculture and allied subjects other than the items of work allocated to Department of Agricultural Research and Education.
30. Agriculture and horticulture.
31. Bio-aesthetic Planning.
32. Agricultural Production-Grow more food .
33. Land Reclamation.
34. Infrastructure for post harvest management of agriculture and horticulture.
35. National Land Use and Conservation Board.
36. Development of Cotton, Jute and Sugarcane.
37. Soil Survey in connection with development programmes.
38. Financial assistance to State Soil Conservation Schemes.
39. Projection of demand of fertilizers and manures at all-India, zone or region level; fixation of targets, nutrient-wise, for zones or regions.
40. Administration of the Fertilizer (Control) Order, 1957.
41. Monitoring of Pesticides Residues at National Level.
42. Administration of the Insecticides Act, 1968 (46 of 1968).
43. Agricultural Implements and Machinery.
44. Organisation and Development of extension education and training in the country.
45. Omitted.¹
46. Production of oil seeds.
- 46A. Production of plant material, development of nurseries and plantations for bio-fuels including coordination with other Ministries or Departments in this regard.²
47. Omitted.³
48. Mechanised Farms.
49. Organic Farming (all matters including development and promotion but excluding matters relating to certification of organic foods/products for export purpose).
50. On Farm Water Management.
51. Omitted.⁴
52. All attached and Subordinate Offices or other organisations concerned with any of the subjects specified in this list except the Directorate of Agricultural Aviation.

¹ Omitted vide Amendment series no.319 dated 12.09.2015

² Inserted vide Amendment series no.287 dated 12.07.2006

³ Omitted vide Amendment series no.319 dated 12.09.2015

⁴ Omitted vide Amendment series no.319 dated 12.09.2015

- 53. Quality control of fertilizers.
- 54. National Rainfed Area Authority (NRAA).¹
- 54A. All matters relating to Agroforestry except research.²

PART V³

- 55. Matters relating to damage to crops and co-ordination of relief measures necessitated by drought, hailstorm and pest-attacks, cold wave and frost.
- 56. Matters relating to loss of human life due to drought.
- 57. Agricultural credit and indebtedness.
- 58. Crop Insurance.
- 59. Crop campaigns, crop competitions and farmers organisations including Farmer Producer Organisations.
- 60. Agricultural Schemes received from States and Union Territories for landless agricultural labour.
- 61. Setting up of agricultural markets in rural areas.
- 62. Warehousing in rural areas including rural godowns.
- 63. Schemes for welfare of farmers.

¹ Inserted vide Amendment series no.312 dated 21.3.2015 (earlier inserted in erstwhile Planning Commission vide amendment series no.298 dated 17.08.2010)

² Inserted vide Amendment series no.334 dated 06.07.2017

³ Inserted vide Amendment series no.319 dated 12.09.2015

**B. DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION
(KRISHI ANUSANDHAN AUR SHIKSHA VIBHAG)**

PART I

The following subjects which fall within List I of the Seventh Schedule to the Constitution of India:

1. International cooperation and assistance in the field of agricultural research and education including relations with foreign and international agricultural research and education institutions and organisations.
2. Fundamental, applied and operational research and higher education including coordination of such research and higher education in agriculture, agroforestry, animal husbandry, dairying, fisheries, agricultural engineering and horticulture including agricultural statistics, economics and marketing.
3. Coordination and determination of standards in institutions for higher education or research and scientific and technical institutions in so far as they relate to food and agriculture including animal husbandry, dairying and fisheries. Development of Human Resources in Agricultural Research/Extensions and Education.
4. Cess for financing to the Indian Council of Agricultural Research and the Commodity Research Programmes other than those relating to tea, coffee and rubber.
5. Sugarcane research.

PART II

For Union Territories the subjects mentioned in Part I above, so far as they exist in regard to these Territories and in addition the following subject which falls within List II of the Seventh Schedule to the Constitution of India:

6. Agricultural Education and Research.

PART III

General and Consequential:

7. Plant, animal and fish introduction and exploration.
8. All India Soil and Land Use Survey relating to research training, co-relation, classification, soil mapping and interpretation.
9. Financial assistance to State Governments and Agricultural Universities in respect of agricultural research and educational schemes and programmes.
10. National Demonstrations.
11. Indian Council of Agricultural Research and its constituent Institutes, National Research Centres, Project Directorates, Bureaux and All India Coordinated Projects.
12. Research and Development on production and improvement of bio-fuels plants.¹

¹ Inserted vide Amendment series no.287 dated 12.07.2006

C. DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING AND FISHERIES
¹(PASHUPALAN, DAIRY AUR MATSYAPALAN VIBHAG)

PART I

The following subjects which fall within List I of the Seventh Schedule to the Constitution of India:

1. Industries, the control of which by the Union is declared by Parliament by law to be expedient in Public interest as far as these relate to Development of Livestock, fish and birds feed and dairy, poultry and fish products with the limitation that in regard to the development of industries, the functions of the Department of Animal Husbandry and Dairying do not go further than the formulation of the demand and fixation of targets.
2. Liaison and cooperation with international organizations in matters relating to livestock, poultry and fisheries development.
3. Livestock Census.
4. Livestock Statistics.
5. Matters relating to loss of livestock due to natural calamities.
6. Regulation of Livestock importation, Animal Quarantine and Certification.
7. Fishing and fisheries (inland, marine and beyond territorial waters).
8. Fishery Survey of India, Mumbai.

PART II

The following subjects which fall within List III of the Seventh Schedule to the Constitution of India (as regards legislation only):

9. Profession of Veterinary Practice.
10. Prevention of the extension from one State to another or infectious or contagious diseases or pests affecting animals, fish and birds.
11. Conversion of indigenous breeds; introduction and maintenance of Central Herd Books for indigenous breeds of livestock.
12. Pattern of financial assistance to various State Undertakings, Dairy Development Schemes through State agencies/Co-operative Unions.

PART III

For the Union Territories the subjects mentioned in parts I and II above, so far as they exist in regard to these territories and, in addition, to the following subjects which fall within List II of the Seventh Schedule to the Constitution of India:

13. Preservation, protection and improvement of stocks and prevention of diseases of animals, fish and birds, Veterinary training and practice.
14. Courts of Wards.
15. Insurance of livestock, fish and birds.

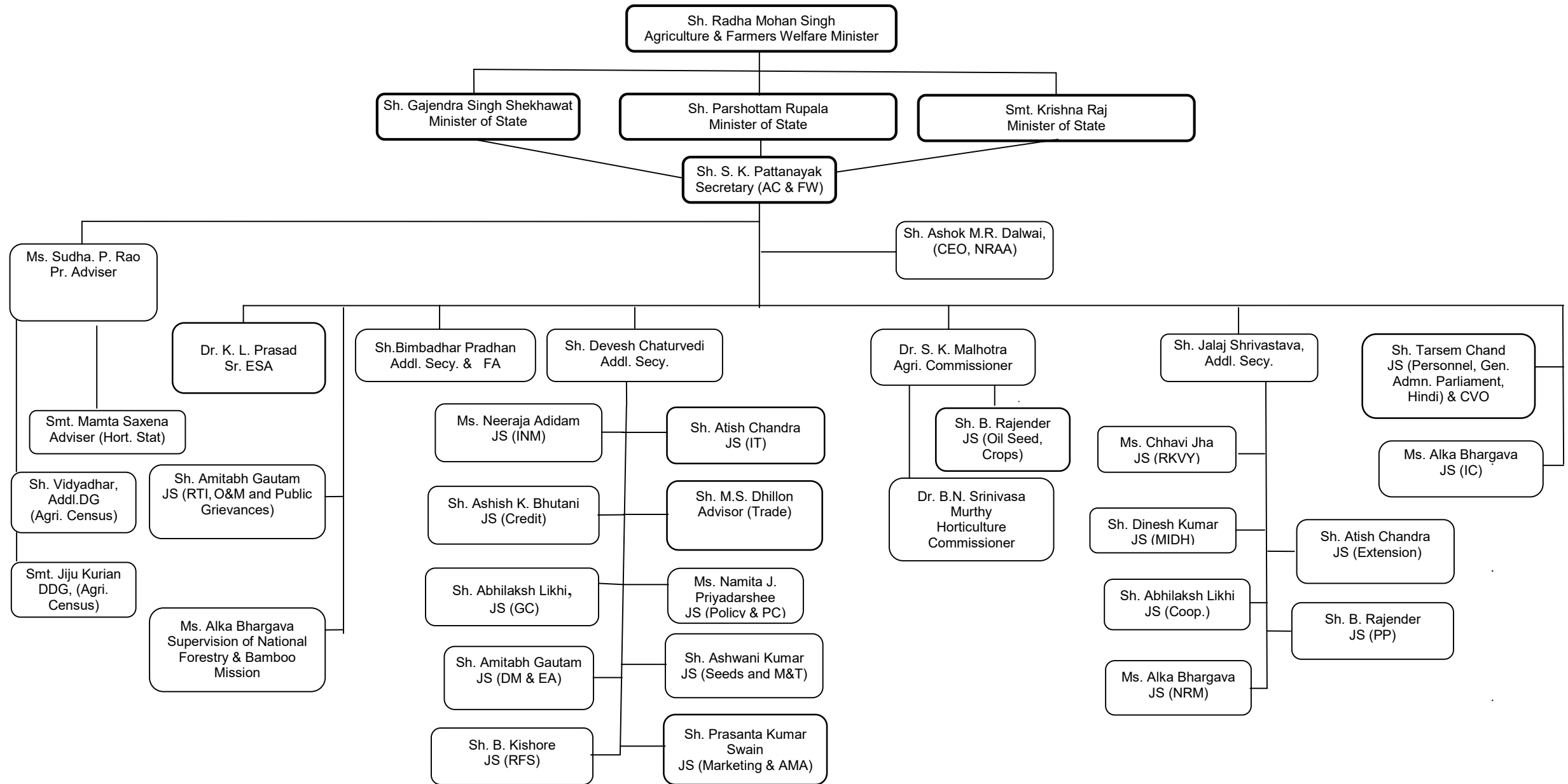
PART IV

16. Matters relating to cattle utilisation and slaughter.
17. Fodder development.

¹ Modified vide Amendment series no.280 dated 09.03.2005.

DEPARTMENT OF AGRICULTURE, COOPERATION & FARMERS WELFARE
ORGANIZATIONAL CHART

As on 27.09.2018



File No. 25-01/2018-O&M/PG (FTS. 62021)

Administration Division

(Establishment)

Administration (Personnel) Division

1) Establishment-I Section

1. All administrative, establishment and service matters of the officers belonging to All India Service, other organised Central Services and CSS / CSSS / CSCS i.e. officers of the rank of Junior Secretariat Assistants, Senior Secretariat Assistants, Assistant Section Officers, Section Officers, Private Secretaries, Under Secretaries, Deputy Secretaries / Directors, Joint Secretaries, Additional Secretaries / Special Secretaries, Principal Adviser and Secretary.
2. Cadre control and management including promotions (Section Officer grade), transfers and postings of the officers of some posts of CSS and CSSS (i.e. Under Secretaries, Section Officers, Private Secretaries, Principal Private Secretaries, Senior Principal Private Secretaries and Principal Staff Officers) working in the Department of Agriculture, Cooperation and Farmers Welfare (Proper), Department of Agriculture Research and Education, Directorate of Economics and Statistics, Directorate of Marketing & Inspection and Directorate of Plant Protection, Quarantine & Storage.
3. Creation and continuance of all Group 'A' and 'B' (Gazetted), CSS (ASO Grade) and CSCS (SSA and JSA Grade) posts in the Department (proper) under the administrative control of this Section on the basis of proposals received from concerned Divisions as well as creation of Co-terminus posts in the personal staff of Agriculture and Farmers Welfare Minister and Minister(s) of State.
4. Maintenance of Service Books / Personal Records and processing and finalisation of pension cases of the officers of the Department (proper) who are under the administrative control of this Section.
5. Obtaining approval of the competent authority (CSB) in the DoPT for appointment of DS/Director level officers and that of the ACC for appointment of Joint Secretaries and above level officers in the Department (Proper) and also to obtain approval of the ACC for appointment of JS and above level officers in other organizations and autonomous bodies under the Department.
6. Custody of diplomatic / official / ordinary passports of the officers in the Department of Agriculture, Cooperation and Farmers Welfare as per the instructions issued by the Ministry of External Affairs.
7. Maintenance and safe custody of CR / APAR Dossiers in respect of Group B & C Canteen Employees (except Canteen Attendant), Junior Secretariat Assistants, Senior Secretariat Assistants, Assistant Section Officers, Section Officers and Private Secretaries in the Department (belonging to CSS / CSSS/ CSCS) and forwarding of APARs in respect of officers from the level of Under Secretary / PPS onwards, to the cadre authority, after uploading scanned copy of APARs in Web Based Cadre Management System of DoPT. All administrative actions required for SPARROW system introduced in respective cadres under the administrative control of E-I section.
8. Deployment of Observers and polling parties for Election Duties, as received from Election Commission.
9. Cadre management, promotions, appointments, transfers and postings and other service matters of the CSS (ASO Grade) and CSCS (SSA and JSA Grade) working in the Department of Agriculture, Cooperation and Farmers Welfare (Proper), Department of Animal Husbandry (SSA and JSA only), Department of Agriculture Research and Education, Directorate of Economics

and Statistics, Directorate of Marketing & Inspection and Directorate of Plant Protection, Quarantine & Storage, being the cadre controlling authority in respect of these categories of posts.

10. The work relating to circulation of Government Instructions on Administration / Training matters.
11. Constitution of Committee on complaints against harassment of women employees at work place.
12. Work relating to UPSC / SSC Invigilation Duty.
13. Contractual appointment of Data Entry Operators and engagement of Consultants as per the following specifications:

Consultants – Engagement of only retired Government servants as Consultants for secretariat work and against live secretariat vacancies (vacancies in Director/DS, US, SO, ASO and SSA grades) under its administrative control in DAC&FW (Proper). Technical Consultants / Professionals / Subject Experts for Scheme related work / Consultants against vacancies of non-secretariat posts in various Divisions are not engaged by E-I Section.

Data Entry Operators – Engagement of Data Entry Operators against live vacancies of Junior Secretariat Assistants or for execution of general secretariat work in sections of DAC&FW (proper). Data Entry Operators for scheme related work or for specific projects are not engaged by E-I Section.

14. Updation of service records of all CSS / CSSS / CSCS officers in this Department, in Web Based Cadre Management System of DoPT.
15. Maintenance of Annual Immovable Property Return (AIPR) / Declaration of Assets and Liabilities under Lokpal and Lokayuktas Act, 2013 in respect of officers under administrative control of E-I Section and where necessary, forwarding the same to respective cadre authorities.
16. All administrative / establishment / service matters of Group 'B' and 'C' Departmental Canteen Staff including creation / abolition / continuation of posts.
17. Consolidation of Honorarium proposals from all Divisions for approval of Financial Advisor and issuance of Honorarium Orders.
18. Collection of vacancies / requisitions for the posts of Lower Division Clerks and Upper Division Clerks (non-secretariat) from various Divisions of this Department and forwarding the same to DoPT.
19. Deputing officials for Night Duty / Saturday, Sunday and Holiday duty.
20. Online processing of Pension cases of the officers / employees of the Department (proper) which are under the administrative control of E-I Section.
21. Forwarding of Pensioners' experience details to the Department of Pension and Pensioners' Welfare through ANUBHAV portal.

Establishment-II Section

1. All administrative, establishment, cadre management and service matters of Group 'A', Group 'B' and Group 'C' Technical Officers of DAC&FW (Proper).

2. All administrative, establishment, and service matters of Indian Forest Service (IFS), Indian Economic Service(IES), Indian Statistical Service(ISS) and Subordinate Statistical Services(SSS) officers posted in this Department on encadred post i.e. Additional Commissioner(Forestry), ADG(Horticulture), Director, Joint Director, Deputy Director etc.
3. Creation and continuation of all Group 'A', 'B' and 'C' posts in the Department (Proper) under the administrative control of Estt.II Section on the basis of proposals received from concerned Divisions.
4. Recruitment to Group 'A', Group 'B' and Group 'C' Technical posts of the Department (Proper) through UPSC/SSC.
5. Obtaining approval of the Appointment Committee of the Cabinet (ACC) for appointment to the post of Agriculture Commissioner and Horticulture Commissioner.
6. Monitoring and maintenance of ACR/APAR Dossiers of the officers/officials working under the administrative control of Establishment .II Section.
7. Deployment of Officers for Election Duties, on the requests received from Election Commission.
8. Pension cases of all Technical Officers under the administrative control of Establishment.II Section.
9. All matters related to maintenance of Service Books, leave/leave encashment, CGEGIS, special increment, incentives under Hindi Teaching Scheme, Adopting small family norms etc. in respect of officers under the administrative control of E.II.
10. Probation clearance/confirmation/review of cases in respect of officers under the administrative control of E.II
11. Permission /Sanction under CCS(Conduct) Rules in respect of officers under the administrative control of E.II.
12. Forwarding of applications of officers under administrative control of E.II Section to UPSC/SSC, other Departments, etc.
13. All court cases/ disciplinary proceedings in respect of the officers / staff handled by E.II Section.
14. Framing /Amendment / Review of Recruitment Rules for all categories of Technical Officers of the DAC&FW (Proper).
15. Maintenance of Annual Immovable Property Return(AIPR) /Declaration of Assets and Liabilities under Lokayuktas Act, 2013 in respect of officers under administrative control of Estt.II Section and where necessary, forwarding the same to respective cadre authorities.

Establishment - III Section

1. Recruitment of Group 'C' (MTS and Canteen Attendant), Steno Grade 'D' and Personal Assistants in the Department of Agriculture, Cooperation & Farmers Welfare. All administrative, establishment and service matters as well as cadre control of non-gazette officials belonging to the CSSS (Steno Grade 'D' and Personal Assistants) in the Department of Agriculture and Cooperation(Proper), Department of Agriculture Research & Education, Directorate of Economics and Statistics, Directorate of Marketing and Inspection and the Directorate of Plant Protection Quarantine &

Storage, Faridabad.

2. Pay Fixation, Implementation of MACP Scheme, Continuation of Post, Removal of financial anomalies, All financial matters in respect of Group 'C' (MTS and Canteen Attendant), Steno Grade 'D' and Personal Assistants in the Department of Agriculture, Cooperation & F.W.
3. Replies to Parliament Questions, RTI Cases, VIP references, Replies to references received from DOP&T/CPGRAM, Min. of Finance and Interdepartmental references.
4. Allotment of duties for Night duty Counter for night and holidays.
5. OTA/Night Duty Bills, Preparation of Budget Statements.
6. Promotion/Probation/Confirmation cases of Group 'C' (MTS and Canteen Attendant), Steno Grade 'D' and Personal Assistants in the Department of Agriculture, Cooperation & F.W.
7. Pension cases of Group 'C' (MTS and Canteen Attendant), Steno Grade 'D' and Personal Assistants in the Department of Agriculture, Cooperation & F.W.
8. Appointment and other service matters in respect of personal staff of AM & MOS(A) on co-terminus basis.
9. Maintenance of Annual Confidential Reports / APAR of the Personal Assistants and Steno Grade 'D' in the Department of Agriculture. Cooperation & F.W and furnishing of information in this regard.
10. Issuance of order regarding creation (after having the approval of Finance taken by the Division concerned) and continuance of all temporary posts in the Department (Proper) in respect of PA, Stenos and Group 'C' staff (MTS and Canteen Attendant).
11. Maintenance of Annual Property Returns in respect of the officers under the administrative control of Estt III Section.
12. Maintenance and verification of Service Books and dealing with the pension cases in respect of all categories of posts under the administrative control of Estt III Section.
13. Posting of Group 'C' officials (MTS) at the night duty counter for the night and holidays.
14. Compilation of data in respect of appointment to be made on compassionate grounds in Group 'C' posts in the Department of Agriculture, Cooperation & F.W and appointment thereto.
15. Court cases in respect of the officials under the administrative control of Estt III Section.
16. RTI
17. Any other item assigned by the officer.

ADMINISTRATION (GENERAL) DIVISION

General Administration Section (GA) :

1. All matters related to : -
 - (i) Purchase/hiring/AMCs of Heating and Cooling Devices like ACs, backup generators etc
 - (ii) Electrical Fittings
 - (iii) Furniture & Furnishing
 - (iv) Stationery (including name plates, sign boards, calendar and diaries etc.)
 - (v) Crockery items and reimbursement of office bags)
 - (vi) Staff cars (including recovery of charges for private use of Staff Cars).
 - (vii) Telephone (including MTNL/BSNL, Key Telephone systems, EPABX exchange & Extension, Cell Phones, RAX) and Internet Connections.
 - (viii) Office equipment (store)

- (ix) Transport Work (including handling of consignments through Rail, Road, Air, issue of parking label to employees of the Department.)
 - (x) The matters relating to liveries for Group 'D' employees of the Department and the Departmental Canteen.
 - (xi) All matters relating to procurement of sanitary items, sanitation and cleanliness of toilets and premises (outdoor as well as indoor). To deal with contract for cleaning/sanitation, its execution, renewal, operation and all consequential work.
 - (xii) All matters relating to issue of Identity Cards etc. to all categories of Government employees and matters relating to security and Union War Book/Departmental War Book.
 - (xiii) Installation/upkeep etc of TV cable network, TVs, Video conferencing and other audio visual devices/equipment.
2. Engaging daily rated labour and their deployment.
 3. All bandobust work (Lunch, Refreshment & Bags etc.) relating to Conference and meetings.
 4. To deal with hiring of labour (workers for shifting furniture items etc) and their optimum deployment/utilisation
 5. Printing and binding.
 6. All matters relating to office accommodation including : -
 - (a) Hiring of private accommodation for official use
 - (b) Letting out Government accommodation
 - (c) Provision of Secret locks.
 7. Arrangement of flowers/plants in the rooms of Ministers/Senior Officers of the Department and potted plants in the Department.
 8. To deal with all aspects relating to CCTV and their proper operation/utilization.
 9. All matters relating to CPWD.
 10. All Security matters relating to Krishi Bhawan, coordination with Reception officer, correspondence with Ministry of Home Affairs, CISF and other Departments housed in Krishi Bhawan regarding the subject.
 11. Purchase of towels, dusters and soaps and their issue to the entitled officers of the Department.
 12. Washing of towels & Dry cleaning related works.
 13. All matters concerning processing of Identity Cards/Pensioner's Identity Cards/ Independence Day passes/Republic Day passes/Airport parking passes for Government vehicles.
 14. All matters related to Swachhta activities like Swachhta Pakhwada, Coordination with all concerned Divisions and other Ministries in respect of Swachhta Action plan.
 15. All matters related to procurement of computers, printers, laptops, computer peripherals, Scanners etc.
 16. Delegation of financial powers to Head of the Department related matters i.r.o DAC&FW (hqs).
 17. Coordination and dealing with matters relating to Government e Marketplace (GeM) i.r.o DAC&FW (Hqs).
 18. AMCs of all the equipments –timely execution and renewal etc.

19. Any other matters with the permission of competent authority.

LIBRARY

All matters related to:

1. Purchase of books, newspapers and magazines.
2. Distribution of newspapers and magazines to senior officers of the Department.
3. Maintenance of the Departmental Reference Library and reading room.
4. Reimbursement of newspapers claim of officers of the Department.

WELFARE SECTION

A. GENERAL STAFF WELFARE MEASURES

1. Organising social, cultural and sports activities and participation in sports and cultural events of national/inter-Ministry level.
2. Liaison with the office of the Chief Welfare Officer, Department of Personnel & Training, Central Sports Control Board etc.
3. Grants-in-aid to the Staff Recreation Clubs in Department (proper).
4. Setting up of Benevolent Funds and maintenance of accounts of the Benevolent Fund of the Department (proper).
5. Collections for National Defence Fund, Flag Day, Red Cross fund etc.
6. Welfare visits to seriously ailing employees and arrangements for their hospitalization, whenever necessary.
7. Arranging of condolence meetings of the deceased government employee of the department.
8. Assistance to the families of deceased Government servants in matters of appointments on compassionate grounds, retention and allotment of Government accommodation, completion of family pension and other papers.
9. Assistance to staff in respect of disputes in the families of Government servants with their neighbours in Delhi/New Delhi and land, property etc. at the native places.
10. Maintenance of Budget Head "Other Administrative Expenses". Booking of expenditure thereof.

B. J.C.M.- DEPARTMENTAL/OFFICE COUNCILS AND RELATED MATTER

11. Setting up of Departmental and office councils.
12. Meetings of Departmental Council of the Department of Agriculture, Cooperation & Farmers Welfare and Office Council of the Department (proper).

13. Coordination matters relating to Departmental and Office/ Regional Councils, recognition of Service Associations.

C. CENTRAL GOVERNMENT HEALTH SCHEME.

14. All matters relating to membership of employees in the central Government Health Scheme.
15. Verification for new CGHS plastic cards and renewal thereof.
16. Verification of change in dispensary consequent upon the change of residential address of the employees.
17. Acceptance of surrendering of CGHS plastic cards of the retired/transferred government servant of the department and issue 'No Dues Certificate'.
18. Arrangements for blood donations.
19. First Aid Services to the employees of the Department (proper).
20. Purchase of Medicines for First-Aid Services.

D. HOSPITALITY AND ENTERTAINMENT

21. Arrangements for serving refreshments in official meeting.
22. Arrangements for farewell parties to officers.

E. DEPARTMENTAL CANTEENS

23. Coordination of work relating to Departmental/cooperative Canteen / Tiffin Rooms.
24. Procurement of milk from the Delhi Milk Scheme & payment of bills for various items purchased for use in the Canteen.
25. Collection /payments of bills in respect of tea/coffee/refreshments served in official meetings.
26. Matters pertaining to opening of cafeteria at the 4th floor of the building.

F. MEDICAL CLAIMS

27. Examination and settlement of medical claims and hospital bills and related matter of all the employees of the Department.
28. Granting permission to all the employees of the Department for tests, investigations and treatment at private recognized laboratories/ Hospital.

CASH-I SECTION

1. All long-term and short-term advances.

2. Preparation of contingent bills and drawl of advance for contingent expenditure and final adjustment thereof.
3. Payment of Conveyance Bills.
4. Sanction of GPF advances and withdrawal.
5. Issue of exchange orders for air tickets.
6. Air India Ticket Bills from Balmer Lawrie /Ashoka Travels.
7. T.A. advances/claims (including claims of Non- officials).
8. L.T.C. advances/claims.
9. Audit objections raised by P.A.O. in respect of payments made / recoveries effected from the employees.
10. Providing assistance to AGCW&M and to the internal Audit Cell of the Departmentalised Accounts Organization in conducting audit of the Department (Headquarters); coordinating the audit objections raised by Internal Audit, AGCW&M in respect of the Department (Headquarters).

CASH II SECTION

The details of work being done in the Cash II Section , DAC are as under:

S.No.	Description of Work
1.	Preparation of month wise regular salary bill of all officers & staff members of DAC&FW.
2.	Maintenance of GPF account, calculation of interest on GPF and issue of pass Books to all officers/ staff members of DAC&FW year wise.
3.	Transfer of GPF balance and final GPF payment of concerned transfer/retiring officers/ staff members of DAC&FW.
4.	Calculation of Income Tax month wise/ year wise & issue of Form-16 to the all officers & staff members of DAC&FW in due date.
5.	Preparation of Children Education Allowance bills of concerned officers/ staff members of DAC &FW in due time.
6.	Preparation of Medical bills of all concerned officers & staff members of DAC&FW.
7.	Preparation of OTA bills of concerned staff members of DAC&FW.
8.	Preparation of bills of DCRG, Commutation, Pension , CGEGIS, Earned Leave Encashment, GPF, PLI etc. of retired officers/ staff members of DAC&FW.
9.	Issue of LPC of the Transfer/ Posting & retiring officials of the DAC&FW.
10.	Maintenance of License fee records of the all concerned officials.
11.	Preparation of Arrear bills of the officers/staff who are joining from other Department and on account of Promotion/ MACP etc.
12.	Issue of pay slip month wise to all officers/staff members of DAC&FW.
13.	Annual verification of all service book of the all officers/staff members of DAC&FW.

14.	Verification of Interest workout on HBA, Motor Car, Computer Advance etc. calculated by Cash-I Section.
15.	Entries in PBR of GPF Advance/ Withdrawal sanctioned by Cash- I Section.
16.	Preparation of Bonus Bills of concerned officers / staff members of DAC&FW.
17.	Preparation of Honorarium bills of concerned officers / staff members of DAC&FW.
18.	Maintaining the records of all kinds of Loans/Advance/HBA/Motor/Car/Computer Advance etc.
19.	Attending all related queries of all officers/staff members in due time.
20.	Verification of GPF Advance/Withdrawal, LTC etc. and entry in the PBR.

RECEIPT, ISSUE & INDEX SECTION

1. Receipt with F.T.S registration and distribution of Dak for the Department of Agriculture, Cooperation and Farmers Welfare.
2. Despatch of postal and non postal communications.
3. Maintenance of stamp accounts register
4. Maintenance of franking machine stamps accounts
5. Maintenance of speed post bill account.
6. Transfer of old files marked for permanent retention by respective division to National Archives of India.
7. Computerized receipt & issue.

PARLIAMENT SECTION

1. To receive, handle, pursue and coordinate (but not deal with substantively) all Parliament work concerning the Department of Agriculture, Cooperation and Farmers Welfare.
2. Marking of advance copies of notices of Parliament Questions etc. to the concerned Departments/Divisions in the Ministry of Agriculture and Farmers Welfare.
3. Processing of files in respect of admitted Parliament Questions, i.e., stenciling, preparation of copies/sets etc. (except material for supplementaries which is done by the respective Sections).
4. Coordination and preparation of Parliamentary pads for Ministers and Senior Officers of the Department.
5. Maintenance of the record of Assurances given in both the Houses of Parliament and coordination of follow up action; liaison with Ministry of Parliamentary Affairs/ Cabinet Secretariat/Secretariats of both the Houses of Parliament.
6. Coordination of Legislative Business concerning the Department.
7. Arrangements for attendance of officers in the official galleries during the Question Hour and other discussions relating to the Department.

8. Work relating to the meetings of Consultative Committee of the Ministry of Agriculture and Farmers Welfare.
9. Forwarding the reports submitted by Parliamentary Committees to concerned Division for examination and follow up action on recommendations.
(All matters relating to Estimates Committee, Standing Committee on Agriculture and Public Accounts Committee are handled by the Finance, Budget and Accounts Division. All matters relating to Study visits / meetings of other Parliamentary Committees are handled by the concerned divisions.)
10. Coordination of work relating to allotment of duties of the Parliament Assistants of different Departments under Ministry of Agriculture & Farmers Welfare.
11. Monitoring of laying of papers on the Table of both the Houses of Parliament in respect of the Department.
12. Monitoring of laying of Annual Reports on the Table of both the Houses of Parliament in respect of Public Sector Undertakings etc. under the Department.
13. Procurement of Official Gallery cards and general passes for officers of the Department as well as for the Staff of Ministers, arrangement for 'P' labels for staff cars.
14. Coordination work relating to:
 - (a) Private Member's Resolution/Bills
 - (b) Calling Attention Notices.
 - (c) Motions, including Cut Motions.
 - (d) Half-an-Hour/Short Duration Discussions.
 - (e) Matters raised under Rule 377 in Lok Sabha
 - (f) Suo Moto Statements.
 - (g) Special Mentions in Rajya Sabha.
15. Forwarding of references received from Secretariats of various Parliamentary Committees to concerned Divisions for taking appropriate action.

Hindi (हिंदी)

Anuvad-1 Section (अनुवाद-1 अनुभाग)

(i) Hindi/English version of Press Release, VIP letters, Minister's Speeches include the speeches of Cabinet & State Minister for all formal & informal functions, meetings etc, Parliament starred Questions with supplementary notes, main portion of Cabinet Note, Private Member Bill, Calling Attention Notices, Annual Report, talking point of Agriculture Minister and State Ministers.

(ii) Notes for Public Accounts Committee, Standing Committee, Consultative Committee etc (the work related to Standing Committees and Consultative Committees is a continuous process, which is done throughout the year); Parliamentary Assurances and other papers to be laid on the Table of both the Houses of Parliament; Demands for Grants; Notes/Monthly Summary for Cabinet, agenda notes and minutes of the meetings and conferences, Annual Plan and Annual Report of the Department, Orders, Notification, Tenders, Notices, Resolutions, Recruitment Rules, Acts,

Manuals, Press Communications/Notes, Radio Talks, Messages, gist of various schemes, slides of various schemes required by the Ministers or/and the senior Officers, is done by Section, advertisements, Division-wise Booklets related to various schemes of Department of Agriculture, Cooperation and Farmers Welfare, Contracts, International agreements etc. and other regular items of translation into Hindi or vice-versa.

Anuvad-2 Section (अनुवाद-2 अनुभाग)

i) Hindi/English version of Press Release, VIP letters, Minister's Speeches include the speeches of Cabinet & State Minister for all formal & informal functions, meetings etc, Parliament starred Questions with supplementary notes, main portion of Cabinet Note, Private Member Bill, Calling Attention Notices, Annual Report, talking points of Agriculture Minister and State Ministers.

(ii) Notes for Public Accounts Committee, Standing Committee, Consultative Committee etc(the work related to Standing Committees and Consultative Committees is a continuous process, which is done throughout the year); Parliamentary Assurances and other papers to be laid on the Table of both the Houses of Parliament; Demands for Grants; Notes/Monthly Summary for Cabinet, agenda notes and minutes of the meetings and conferences, Annual Plan and Annual Report of the Department, Orders, Notification, Tenders, Notices, Resolutions, Recruitment Rules, Acts, Manuals, Press Communications/Notes, Radio Talks, Messages, gist of various schemes, slides of various schemes required by the Ministers or/and the senior Officers, is done by Section, advertisements, Division-wise Booklets related to various schemes of Department of Agriculture, Cooperation and Farmers Welfare, Contracts, International agreements etc. and other regular items of translation into Hindi or vice-versa.

Anuvad-3 Section (अनुवाद-3 अनुभाग)

i) Hindi/English version of Press Release, VIP letters, Minister's Speeches include the speeches of Cabinet & State Minister for all formal & informal functions, meetings etc, Parliament starred Questions with supplementary notes, main portion of Cabinet Note, Private Member Bill, Calling Attention Notices, Annual Report, talking point of Agriculture Minister and State Ministers.

(ii) Notes for Public Accounts Committee, Standing Committee, Consultative Committee etc(the work related to Standing Committees and Consultative Committees is a continuous process, which is done throughout the year); Parliamentary Assurances and other papers to be laid on the Table of both the Houses of Parliament; Demands for Grants; Notes/Monthly Summary for Cabinet, agenda notes and minutes of the meetings and conferences, Annual Plan and Annual Report of the Department, Orders, Notification, Tenders, Notices, Resolutions, Recruitment Rules, Acts, Manuals, Press Communications/Notes, Radio Talks, Messages, gist of various schemes, slides of various schemes required by the Ministers or/and the senior Officers, is done by Section, advertisements, Division-wise Booklets related to various schemes of Department of Agriculture, Cooperation and Farmers Welfare, Contracts, International agreements etc. and other regular items of translation into Hindi or vice-versa.

Anuvad-4 Section (अनुवाद-4 अनुभाग)

i) Hindi/English version of Press Release, VIP letters, Minister's Speeches include the speeches of Cabinet & State Minister for all formal & informal functions, meetings etc, Parliament starred Questions with supplementary notes, main portion of Cabinet Note, Private Member Bill, Calling Attention Notices, Annual Report, talking point of Agriculture Minister and State Ministers.

(ii) Notes for Public Accounts Committee, Standing Committee, Consultative Committee etc(the work related to Standing Committees and Consultative Committees is a continuous process, which is done throughout the year); Parliamentary Assurances and other papers to be laid on the Table of both the Houses of Parliament; Demands for Grants; Notes/Monthly Summary for Cabinet, agenda notes and minutes of the meetings and conferences, Annual Plan and Annual Report of the Department, Orders, Notification, Tenders, Notices, Resolutions, Recruitment Rules, Acts, Manuals, Press Communications/Notes, Radio Talks, Messages, gist of various schemes, slides of various schemes required by the Ministers or/and the senior Officers, is done by Section, advertisements, Division-wise Booklets related to various schemes of Department of Agriculture, Cooperation and Farmers Welfare, Contracts, International agreements etc. and other regular items of translation into Hindi or vice-versa.

Official Language Policy Section -5 (राजभाषा नीति अनुभाग - 5)

1. Work relating to Hindi Salahkar Samiti of the Ministry .
2. To organize hindi pakhwada.
3. Material relating to filling of posts in Hindi sub-division.
4. Matter relating to inspection of Parliamentary Committee on Official Language.
5. To organize hindi workshop.
6. Work relating to the meeting of Central Official Language Implementation Committee/Central Hindi Samiti etc.
7. Work relating to Implementation Committee of the department.
8. Work relating to RTI Act.
9. Action on the report of Parliamentary Committee on Official Language.
10. Notify the offices under Rule 10(4).
11. Personal order under Rule 8(4)
12. Material for Annual Report of the deptt.
13. Follow up action on the assurances given during inspections by Parliamentary Committee on Official Language.
14. Work relating to quarterly progress report of the subordinate offices of the deptt.
15. Work relating to various Organizations/Institutions.
16. Quarterly Report of deptt.
17. Hindi Teaching Schemes i.e. hindi training, hindi typing, stenography training work.
18. Review of minutes of Official Language implementation committee from the subordinate offices of the deptt.
19. Work relating to various prize schemes prescribed by Deptt. of Official Language.
20. Compliance of Official Language policy.

21. General correspondence regarding compliance of Official Language policy.
22. Annual Assessment Report being sent to Official Language Department.

ORGANISATION & METHOD / PUBLIC GRIEVANCES (O&M AND PG) SECTION

1. All matters relating to organization and methods pertaining to the subjects and organisations under the Department of Agriculture, Cooperation and Farmers' Welfare.
2. Handbook of Work Allocation of the Department.
3. Channel of Submission of the Department.
4. O&M Inspections at Headquarters of Department and all Attached and Sub-ordinate Offices
5. Implementation of instructions on effective administrative reforms issued by Department of Administrative Reforms and also on office procedure
6. All matters relating to monitoring of public / staff grievances
7. Preparation of Citizens'/Clients' Charter of the Department.
8. Matters relating to restructuring of the Department.
9. Organizational Chart of the Department.
10. Coordination with SIU on work measurement matters.
11. Nomination of CPIOs & AAs in Department
12. Monitoring of court cases pending in the Department – implementation of LIMBS
13. Implementation of ISO 9001:2008 Certification in the Department
14. Simplification of Forms, Abolition of Affidavits and Promotion of Self Certification, etc
15. Coordinating with Law Commission/ Department of Legal Affairs /PMO and concerned Divisions of this Department on the issue of repealing the Acts pertaining to the Department
16. Matter relating to Minimum Government Maximum Governance

RTI CELL

All matters relating to implementation of the Right to Information Act, 2005 in the Department; Monitoring and Coordination of RTI matters related to DAC&FW; Receipt of online RTI applications/appeals; Receipt of physical RTI applications/Appeals/CIC Notices; Forwarding to concerned CPIOs in DAC&FW and transferring to other public authorities; Maintenance of RTI register; Issue of Cash Receipt, Deposit of Cash/IPO/DD in Govt. Accounts; Uploading of Quarterly Report on the website of CIC in respect of DAC&FW and also monitoring the Quarterly report of subordinate offices/attached offices under this Department.

Information and Facilitation Counter: To provide information in respect of the Department.

AGRICULTURAL CENSUS DIVISION

Agriculture Census Division

The Agriculture Census Division in the Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture and Farmers Welfare is responsible for conducting Agriculture Census in India. In each State, a nucleus unit of staff has been provided to organize and coordinate the work of Agriculture Census. The Agriculture Census in India is conducted at an interval of five years and in three distinct Phases.

Since, 1970-71, nine Agriculture Censuses have been conducted in the country. The technical committee/ Steering committee consisting of various stake holders and domain experts is operational to guide on various issues for the programme. The technical and financial aspects of the Agriculture Census Scheme is being monitored separately in the Division. The Division is headed by Deputy Director General and Agriculture Census Commissioner of India.

I. Technical Section/Unit

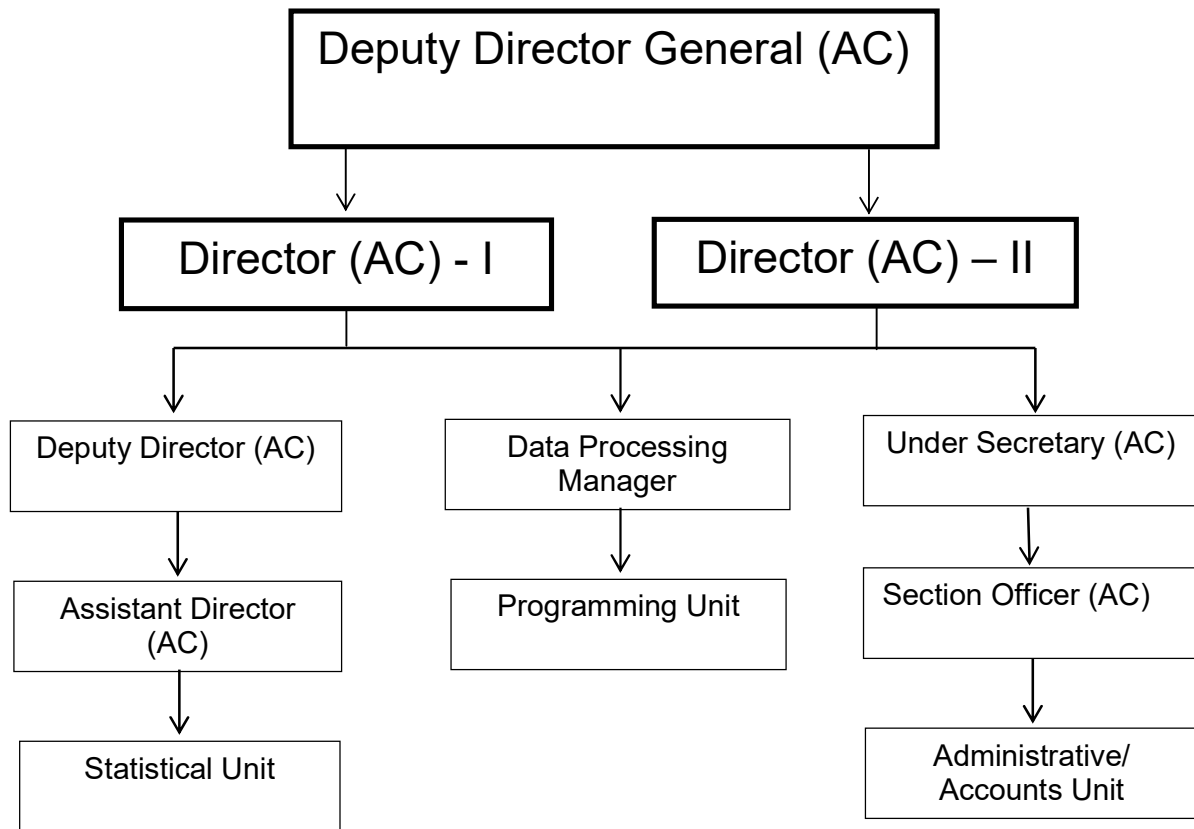
1. Conducting Agriculture Census (In three Phases) on quinquennial basis in the country to collect information on the structural aspects of Operational holdings and their related characteristics, such as land use, cropping pattern, irrigation/tenancy status, pattern of input use etc. by different sizes/categories of operational holdings.
2. Preparation of technical documents such as schedules, manual of instructions, etc. and guide States/UTs relating to sampling designs, methodology, etc. for collection and compilation of data of Agriculture Census.
3. Imparting training to States/UTs for all three Phases of Agriculture Census
4. Preparation of data processing instruments like tabulation plan, validation checks as also necessary computer programmes required for validation of data.
5. Review physical progress of various activities of the Agriculture Census programme (fortnightly/monthly).
6. Undertake field visits for inspection and to ensure uniformity in the concepts and definitions.
7. Scrutiny of output tables and results after processing of data, in respect of all the three phases of Agriculture Census and for all states/UTs. Also, examination/scrutiny of data at the National level for finalizing the results.
8. Release of results of Agriculture Census (for all the three Phases and for various States and National Level) as also hosting of data in the website of the Division.
9. Preparation of All India Reports for all the three phases of Agriculture Census and its publishing.
10. Coordination and liaison with the data processing organizations/Agencies for (i) Data entry; (ii) Validation and Corrections of the data; (iii) Generation of output/ outcome; and (iv) Disseminations of results.
11. Arranging Meetings of States/Agriculture Census Commissioners and technical Officers related to Agriculture Census and also the meetings on Screening Committee (Apex level technical committee).
12. Examination of the projects proposals for computerization of Agriculture Census and its finalization.
13. Furnishing of information (technical aspects of Agriculture Census)/data to other Divisions/agencies

II. Administration and Budget/ Accounts Section

1. Preparation of Budget Estimates, replies to Audit paras, budgeting under various heads for different States/Union territories, obtaining utilization & Audit Certificates.

2. Financial scrutiny of the proposals received from the States/UTs by the Department for grant of salaries, office expenses, travelling allowances, honorarium and tabulation. Completing data base information.
3. Issuance of administration approval and financial release on quarterly basis to States/UTs.
4. Monitoring the progress of expenditure incurred by the States on the basis of regular monthly expenditure statements furnished by the States/UTs and other budgetary matters including re-appropriations.
5. Preparation of budgetary and financial documents such as material for outcome budget, demands for grants, annual reports, EFC/SFC memo, operational guidelines, etc. in coordination with the technical wing of the Division.
6. Miscellaneous matters such as training, sending periodic returns, printing of reports, furnishing information about the Scheme to various Divisions/Units in the Department.

Agriculture Census Division



AGRICULTURE MARKETING DIVISION

Marketing-I Section

- (1) Establishment & Personnel matters in respect of DMI.
- (2) Framing/amendment of recruitment rules for Group 'A', 'B' and 'C' posts in DMI.
- (3) Recruitment : (a) direct recruitment (b) promotion & (c) deputation in respect of Group 'A' posts in DMI.
- (4) Confirmation, MACPs and other matters related to Gr. 'A' posts in DMI.
- (5) Redressal of grievances related to service matters of Group 'A', 'B' and 'C' officials of DMI.
- (6) Recruitment of DG, NIAM and MD, SFAC.
- (7) Misc. Administrative matters of Small Farmers Agri-business Consortium (SFAC), New Delhi.
- (8) Misc. Administrative matters of NIAM, Japur.
- (9) Processing of Proposals relating to training and skill development from NIAM.
- (10) All the matters relating to National Centre for Cold Chain Development (NCCD).
- (11) Laying of Annual Reports and Audited Accounts of NIAM, SFAC and J&K Horticulture Produce Marketing Co-operation (JKHPMC), Srinagar.
- (12) Submission of reports/returns on miscellaneous matters.
- (13) RTI Matters.
- (14) VIP references, Court Cases
- (15) Complaints & misc. vigilance matters in respect of DMI & NIAM officials.

Marketing-II Section

- (1) Implementation of Integrated Scheme for Agricultural Marketing (ISAM) which have following 06 sub schemes:
 - (i) Agriculture Marketing Infrastructure (AMI)
 - (ii) Agribusiness Development through Venture Capital Assistance (VCA)
 - (iii) Marketing Research and Information Network (MRIN)
 - (iv) Strengthening of Agmark Grading Facilities (SAGF)
 - (v) National Institute of Agriculture Marketing (NIAM)
 - (vi) National Agriculture Market (e-NAM)
- (2) Agricultural Marketing Reforms
- (3) Model Agricultural Produce and Livestock Marketing (Promotion & Facilitation) Act, 2017
- (4) Model Agricultural Produce and Livestock Contract Farming and Services (Promotion & Facilitation) Act, 2018
- (5) Promotion of Farmer Producer Organizations (FPOs) through Small Farmers Agri-business Consortium (SFAC)
- (6) AGMARKNET
- (7) Development and upgradation of Rural Haats through Agri-Market Infrastructure Fund.
- (8) All budgetary matters related to ISAM Scheme.

BUDGET, FINANCE & ACCOUNTS DIVISION

1. FINANCE WING

1. Processing, scrutinizing and examination of financial proposals including release of funds under various Plan schemes.
2. Appraisal of schemes/projects for consideration of Standing/Expenditure Finance Committee/ Public Investment Board.
3. Appraisal of proposals for consideration of Committee on Non-Plan Expenditure.
4. Examination of proposals relating to creation, revival, upgradation/ downgradation, continuance and abolition of posts.
5. Scrutiny of proposals relating to foreign deputation of officers both under the delegated powers and those requiring approval of Screening Committee.
6. Examination/concurrence of award of contracts under the Store Purchase Rules/Civil and Electrical Works, purchase of vehicles, condemnation of vehicles, hiring of vehicles, etc.
7. Examination/concurrence of proposals involving relaxation of rules/orders under TA, LTC etc.
8. Handling of financial matters beyond the delegated powers of HODs of all the attached/subordinate offices of DAC&FW and autonomous bodies, etc.
9. Circulation of important orders/instructions received from the Ministry of Finance from time to time.

The Division-wise allocation of above work amongst Desks in Finance Division is as under:-

1. Under Secretary (Finance – I)
 - (a) Credit
 - (b) Cooperation
 - (c) Marketing
 - (d) Trade
 - (e) RKVY
2. Under Secretary (Finance – II)
 - (a) Horticulture
 - (b) Seeds
 - (c) Pradhan Mantri Krishi Sinchai Yojana
 - (d) Agro- Forestry
3. Under Secretary (Finance – III): Budget & Accounts Section.
4. Under Secretary (Finance – IV)
 - (a) Administration/ General Coordination/ Policy
 - (b) International Cooperation
 - (c) Economic Administration Division
 - (d) Agri. Census Division
 - (e) Drought Management Division

5. Under Secretary (Finance – V)
 - (a) IT
 - (b) Plant Protection
 - (c) Extension

6. Under Secretary (Finance –VI)
 - (a) INM Division
 - (b) RFS/ Watershed Development
 - (c) Organic Farming
 - (d) NMOOP (Oilseeds)

7. Under Secretary (Finance –VII)
 - (a) Crops
 - (b) Mechanization

2. BUDGET SECTION

1. Preparation of budget.
2. Scrutiny and acceptance of budget proposal of Divisions.
3. Review and submission of Supplementary Demands.
4. Re-appropriation of funds.
5. Submission of material relating to Demands for Grants/Expenditure Budget (Vol. I) to Ministry of Finance.
6. Preparation of detailed Demand for Grants.
7. Advising the Divisions on all budgetary matters including opening of budget heads.
8. Re-appropriation/surrender/Appropriation Account & related correspondence with PAO.
9. Preparation of draft final grants in respect of Grant No. 1

3. BUDGET & ACCOUNTS SECTION

1. Expenditure Statement in r/o Grant No. 1.
2. Control of Expenditure through ECR & preparation of weekly statements and other statements for Senior officers' and other meetings
3. Preparation / circulation of monthly / quarterly Expenditure Statements amongst all Divisions for reconciliation.
4. All matters relating to Parliamentary Standing Committee on Agriculture including the preparation and presentation of the Statement to be made by the Hon'ble Agriculture Minister, once in six months, on the status of implementation of recommendations contained in the Reports of the Department related Standing Committee.
5. All matters relating to Estimate Committee/Public Accounts Committee.
6. Preparation of Annual Outcome Budget of the Department.
7. Coordination work between Department of Agriculture, Cooperation & Farmers Welfare with Ministry of Finance.

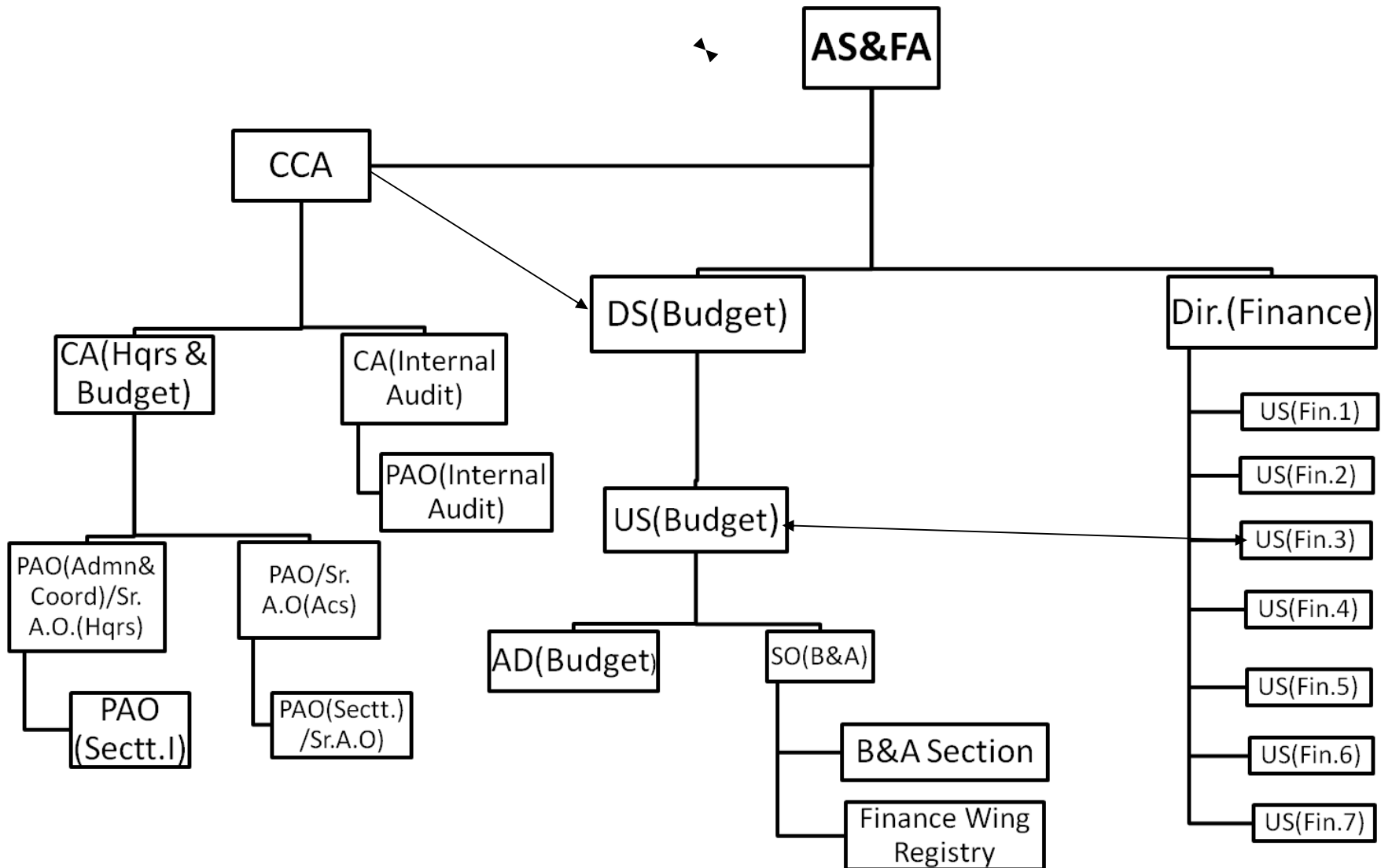
8. Coordination work amongst Finance Desks & the Department of Agriculture, Cooperation & Farmers Welfare.
9. Various periodic and miscellaneous reports relating to IFD.
10. Dealing with correspondence & replies regarding Parliament Questions and other VIP references relating to IFD.
11. Various internal meetings & related timely action relating to IFD.
12. Circulation of MOF orders/other documents within Finance & Deptt.
13. Recording & reviewing of files.
14. Various miscellaneous reports and returns.
15. CAG audit matters.
16. Cut Motions in Lok Sabha

4. ACCOUNTS WING

The Departmentalised Accounting organisation coordinates the accounting function in respect of the Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW), the Department of Animal Husbandry and Dairying (DAH&D) and the Department of Agricultural Research & Education (DARE). The Secretary of each Department is the Chief Accounting Authority and he discharges his functions through and with the help of Financial Adviser. The Chief Controller of Accounts functions under the overall guidance and advice of the F.A. and is directly responsible for all payments, accounting and internal audit functions. There is a Principal Accounts Office, which functions as the Secretariat of the Chief Controller of Accounts and Pay & Accounts Offices function as his field offices. The Chief Controller of Accounts is Head of Department for all the staff and officials of the Accounting Organisation. The main functions of the Accounts Wing are:-

- (a) Treasury function including maintenance of expenditure control register.
- (b) Preparation and submission of daily, weekly, monthly and annual accounts.
- (c) Internal Audit Function.
- (d) Assisting AS & FA (DAC&FW) in preparation of the budget.
- (e) Determination of entitlements of employees (pension etc.), and
- (f) Administration of Accounts Organisation.

ORGANIZATIONAL CHART OF FINANCE BUDGET & ACCOUNTS DIVISIONS



COOPERATION DIVISION

Cooperation Division

The Cooperation Division is divided in five Sections namely; MPS, CET, L&M, I&P and CPC Section. These Sections are controlled by their respective Joint Directors (Coop)/ Deputy Secretary or in the absence of Joint Directors (Coop) by their Deputy Directors. The division is dealing the work of NAFED, NCDC, NCUI and Registration of Multi-State Societies, Amendment of bye-laws, Appeals and is the custodian of Multi State Cooperative Societies (MSCS) Act, 2002.

I Assistance to Cooperative Education and Training

1. The Government of India has been implementing a Central Sector Scheme for Cooperative Education and Training through the National Cooperative Union of India (NCUI) and the National Council for Cooperative Training (NCCT) since the 3rd Five year plan. It is a continuing scheme. The Scheme has following components :-

- a) Assistance for NCUI for implementing Cooperative Education Programmes
- b) Assistance to NCCT for implementing Cooperative Training Programmes
- c) Assistance to NCUI for implementing Junior Cooperative Training Centres (JCTCs) Programmes.
- d) Assistance to Centre for International Cooperation and Training for Agricultural Banking (CICTAB) for conducting International Training in Agricultural Banking.

2. The Government of India is providing 50% grants in aid to NCUI for implementing the Special Scheme for Intensification of Cooperative Education in Cooperatively under Developed States and for approved activities. At present NCUI is running 44 cooperative education field projects. NCCT is also being provided grant in aid for its training activities.

II Assistance to NCDC Programmes for Development

The main objectives of the scheme are to assist the cooperative societies for modernization, expansion and diversification; to provide share capital and to provide margin money etc. The scheme comprises of (i) Development of Cooperative Marketing, Processing and Storage programme in Cooperatively Underdeveloped States/UTs; (ii) Share Capital Participation in Weavers Cooperative Spinning Mills and (iii) Integrated Cooperative Development Project (ICDP) in selected Districts and (iv) Assistance to National Cooperative Federations.

III Helping farmers in getting remunerative price for their produce through Central Nodal Agencies.

a) Price Support Scheme (PSS) The Price Support Scheme (PSS) is being implemented for procurement of oilseeds and pulses through Central nodal agencies (NAFED, SFAC, CWC, NCCF & FCI) at the Minimum Support Price (MSP) declared by the Government. NAFED is also Central agency for procurement of cotton under PSS in addition to CCI.

b) Market Intervention Scheme (MIS): MIS is implemented for horticultural and agricultural commodities which are generally perishable in nature and not covered under procurement of Price Support Scheme. MIS is implemented in the specific request of State Government, willing to share the loss with Central Government.

Cooperative Education and Training Scheme: The Scheme for Cooperative Education and Training has the following four components:

- i) Assistance to National Cooperative Union of India for implementation of Cooperative Education programmes in the cooperatively under developed States.
- ii) Assistance to National Council for Cooperative Training Programmes
- iii) Assistance to Centre for International Cooperation and Training in Agricultural Banking (CICTAB)
- iv) Assistance to Junior Cooperative Training Centres (JCTCs)

Cooperative Education : The Cooperative Education Programmes are being implemented through NCUI. 100% grant was given for implementing the Special Scheme of intensification of Cooperative Education in the cooperatively underdeveloped states and 20% for approved activities like member education programme for youth,women etc but during the 12th plan some modifications have been proposed in the scheme and according to this 50% of the expenditure of NCUI will be borne by the Government of India and the remaining 50% is to be met by NCUI out of its Cooperative Education Fund (CEF) and its internal resources.

Cooperative Training : The Cooperative training programmes are implemented by the NCCT though its 5 Regional Institutes of Cooperative Management, 14 Institutes of Cooperative Management (ICMs)and Vaikunth Mehta National Institute of Cooperative management, Pune. The main objective of the programme is to develop professionalism in cooperatives. The senior and the middle level personnel of cooperative sector are trained in institutions. According to the new pattern to be implemented in the 12th Plan, the Government of India (GOI) may meet only the gap in resources of NCCT and rest will be met by NCCT from the interest earnings of the Corpus Fund. An amount of Rs. 200 crores Corpus Fund for Cooperative Training was created during the end of the 10th plan period.

Assistance to CICTAB: Under the SAARC sub-region programme, the member countries organize about 10 programmes in a year.

Allocation to Junior Cooperative Training Centres (JCTCs): The cooperative education programmes and JCTCs are implemented by NCUI.

LIST OF SUBORDINATE ORGANISATIONS:

1. National Cooperative Development Corporation (NCDC)
2. National Agricultural Cooperative Marketing Federation of India Limited (NAFED)
3. National Cooperative Agriculture & Rural Development Banks' Federation Ltd. (NCARDBF)
4. National Federation of Urban Cooperative Banks and Credit Societies Ltd. (NAFCUB)
5. National Labour Cooperatives Federation of India Ltd. (NLCF)

6. National Federation of State Cooperative Banks Ltd. (NAFSCOB)
7. The All India Federation of Cooperative Spinning Mills Ltd. (AIFCOSPIN)

CPC Section

1. Cooperative planning involving co-ordination/finalization of Annual Plan proposals of Cooperation Division
2. Approval of proposals received from UT administration in respect of administrative matters, budget and pattern of financial assistance and sanction of schemes.
3. Preparation of Annual Report, performance budget
4. Arrangement for meeting including co-ordination and follow up with other Divisions and Ministries
5. Conference of the State Ministers In charge of Coop. / State Registrar of Coop. Societies organization/ preparation of agenda notes and co-ordination and follow up.
6. Works relating to parliament questions, consultative committee etc.; internal administration of cooperation division; monitoring and review of plan schemes.

I&P Section

1. Laying of Annual Reports in both the Houses of Parliament in respect of the following institutions:
 - a) National Cooperative Development Corporation (NCDC), New Delhi.
 - b) National Labour Cooperatives Federation of India Ltd. (NLCF), New Delhi. w.e.f. 2013-14
 - c) National Federation of State Cooperative Banks Ltd. (NAFSCOB), Mumbai. w.e.f. 2013-14
 - d) National Cooperative Agriculture & Rural Development banks Federation Ltd. (NCARDBF), Mumbai. w.e.f. 2013-14
 - e) National Federation of Urban Cooperative Banks & Credit Societies Ltd. (NAFCUB), New Delhi. w.e.f. 2013-14
 - f) All India Federation of Cooperative Spinning Mills Ltd., Mumbai (AIFCOSPIN)
2. Review of Programmes, EFC Memos/CCEA Notes/Examination of Budget Proposals and sanction of funds in respect of Centrally and Central Sponsored Schemes handled in I&P Section.
3. Amendment to:
 - a) NCDC Act
 - b) NCDC Rules
 - c) NCDC Regulation
4. Reconstitution of:
 - a) General Council of NCDC
 - b) Board of Management of NCDC
5. Cooperative Storage
6. Annual Action Plan/Programme of Activity of NCDC
7. Formulation of proposals for EFC, CCEA.
8. All other matters relating to NCDC
9. Matters relating to Annual Action Plans, release of funds, AGM/BOM, etc. of 5 National Level Federations [(b) to (f) of para 1 above], Multi State Cooperative Societies, etc.

CET Section

1. Formulation of policies and programmes relating to Cooperative Education & Training
2. Monitoring of the central sector scheme of Cooperative Education and Training being implemented through NCU/NCCT

3. Review of working of education and training structure comprising NCUI,NCCT, VAMNICOM & RICMs/ICMs
4. Approval of work programme of NCUI and NCCT
5. Examination of budget proposal and sanction of funds relating to Cooperative Education and Training to NCUI/NCCT/VAMNICOM
6. Administrative matters relating to Cooperation Division pertaining to Cooperative Education & Training
7. Parliamentary Matters pertaining to Cooperative Education Training-Laying of Report and parliament Questions
8. VIP and Miscellaneous references relating to budget /Finance/ Administrative Approval etc
9. Annual plan (Annual plan Discussions in respect of State/UTs pattern of assistance)
10. Five Year Plan-EFC & CCEA Notes
11. Constitution /Activities of NCUI/NCCT/ VAMNICOM
12. Seminar/Conferences /Workshop/Councils/Committees/Meeting etc. organized by Cooperation Division, NCUI,NCCT,NCDC and other Cooperatives
13. Setting up Cooperative Training Institute in the States
14. Training and Technical Assistance to NCUI/NCCT/VAMNICOM
15. Training programme organized by other Department /Seminar/Meetings/ Workshop/ Fair organized by Cooperative Organizations Consultancy Services offered by various organizations etc.
16. Training of Foreigners in India (The Colombo Department/SCAAP/TTPC /UNDP/ILO/USAID etc./Visit of foreign delegate in India for Study Tour/Trade related talk etc/ Conference/Seminar/Workshop etc.
17. Training Abroad (General Aspect/Miscellaneous/ Study Tour of Foreign Countries/ Training/Courses/Conference/Seminar/Workshop/Fair/Exhibitions/Symposium/ Meetings/Symposium/Development Programme etc. organized by foreign countries)
18. Foreign Assistance(Technical) (Exchange programmes/Inter Coop. Trade/Foreign Assistance from various countries/organizations etc./Concession to Foreign Experts-CLUSE/ICA/CLUSA Activities)
19. Tour Notes/Reports>Returns (Visit of Ministers/Secretary/Additional Secretary/Joint Secretary & Others/ Seminar/Conferences organized by ministry/Department /Divisional Meetings/ Committee/Council Meeting etc./Commissions/Committee etc. set up by the DAC&FW/Other Department etc.
20. Draft articles/messages etc. for special issues of Cooperative Organizations
21. Examination of Agenda notes of the meetings of various committees of NCUI/NCCT/VAMNICOM and preparation of comments thereof for higher authorities.
22. Constitution/Reconstitution of various Committees of NCCT/VAMNICOM etc.
23. All issues relating to appointment of Director, VAMNICOM & Secretary, NCCT
24. Complaints/Grievances/RTI matters pertaining to NCCT, NCUI &CET Section
25. Miscellaneous subjects pertaining to Cooperative Education & Training (CET)

L&M Section

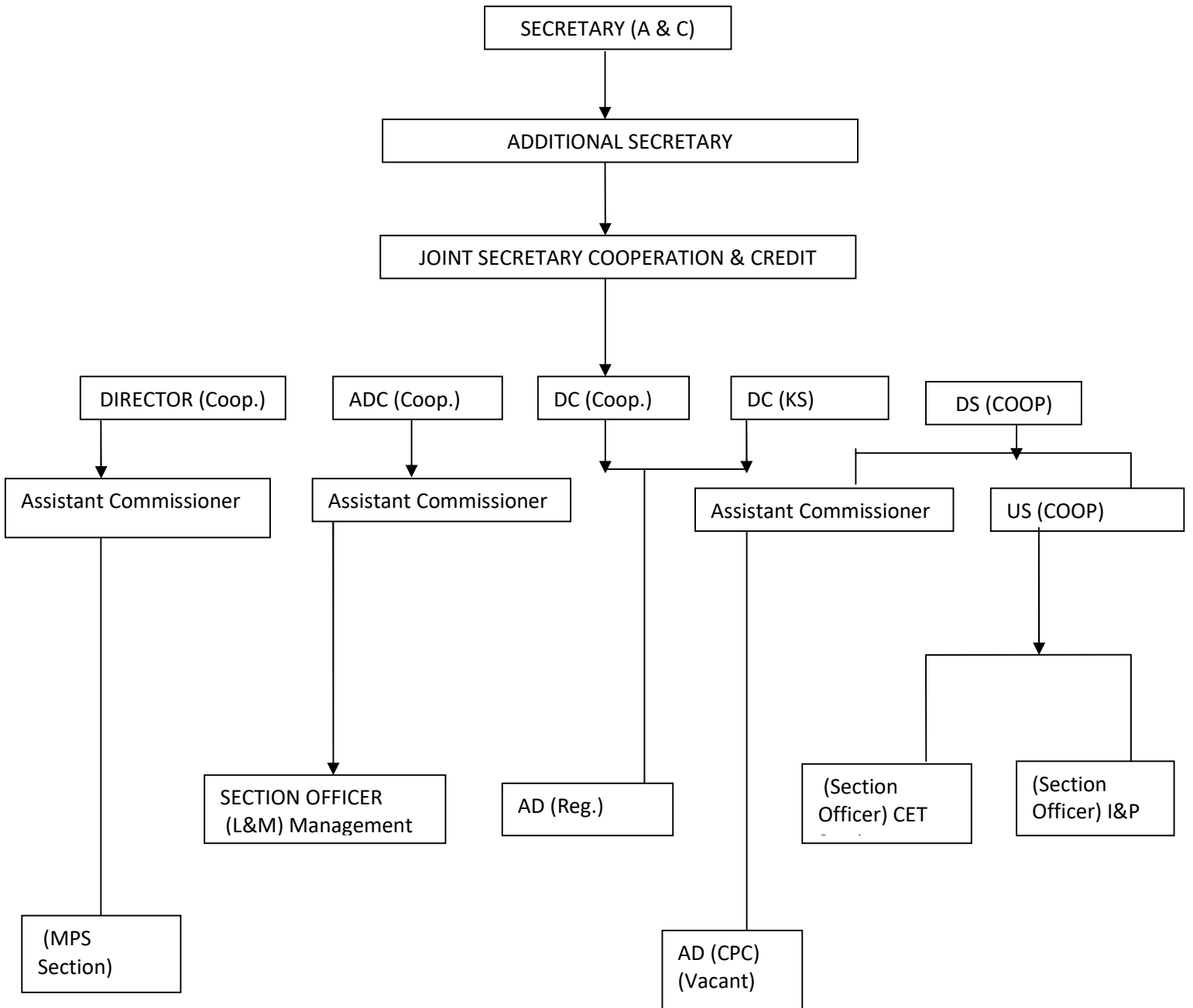
1. Amendment of the Constitution relating to Cooperatives and follow up action with States.
2. Amendment to the MSCS Act, 2002
3. Registration of Multi State Cooperative Societies under MSCS Act, 2002
4. Registration of amendment to bye-laws of Multi-State Cooperative Societies
5. Conversion of State Cooperatives into Multi Societies.
6. Audit, inquiry and inspection of Multi State Cooperative Societies
7. Settlement of disputes relating to Multi-State Cooperative Societies
8. Appeal Cases
9. Court cases pertaining to Multi-State Cooperative Societies in various High Court and Supreme Court

10. RTI matters, first appeal cases and CIC cases under the provisions of RTI Act, 2005
11. Parliament questions/assurances, VIP references
12. PMO references
13. Complaint received from various quarters relating to Multi-State Cooperative Society
14. Liquidation of Multi-State Cooperative Societies
15. Examination of the proposals regarding State Cooperative legislations
16. Monitoring of the restrictive and undemocratic provision in the State Cooperative Societies Act.
17. Cooperative Management Development
18. Formulations of policies regarding the management and working of national level cooperative organizations, their implementation and follow up.
19. Appointment of Arbitrators & returning Officers to the Multi- State
20. Monitoring of the information relating to conduct of General Body meetings, audit and conduct of election to the BOD which are mandatory in nature.
21. Follow up action on the annual returns filed by the Multi- State Cooperative societies under Section 120 of MSCS Act, 2002

MPS Section

1. Reports submitted to the Cabinet Secretariat
2. Replies to be furnished to PMO
3. Budget provision under non-plan and settlement of financial matters in plan & non-plan
4. Scrutiny of proposals for MIS, convening of meeting, preparation of agenda/background notes, issue of minutes, etc.
5. Review & monitoring of implementation of MIS/PSS on various agricultural and horticultural commodities.
6. Release of funds to NAFED
7. Settlement of audited accounts for PSS/MIS
8. Laying of annual report of NAFED in Lok Sabha/Rajya Sabha

Cooperation Division



CREDIT DIVISION

CREDIT DIVISION

There are two schemes dealing in Credit Division viz. Interest Subvention Scheme (ISS) and Pradhan Mantri Fasal Bima Yojana (PMFBY). Under ISS, an incentive is provided to the farmers for prompt repayment of the short term crop loan by way of extending interest subvention. Interest subvention is provided to farmers through the implementing agencies viz. National Bank for Agriculture and Rural Development (NABARD) and Reserve Bank of India (RBI). PMFBY has been approved for implementation from Kharif 2016 along with pilot Unified Package Insurance Scheme (UPIS) and restructured Weather Based Crop Insurance Scheme (WBCIS). Under the PMFBY, financial support to farmers suffering crop loss/damage arising out of unforeseen events, stabilizing the income of farmers to ensure their continuance in farming and encouraging farmers to adopt innovative and modern agricultural practices. Claims by the farmers are provided through the Agriculture Insurance Companies, the implementing agency of the scheme.

Technical Advisory Committee on National Agricultural Insurance Scheme:

This Committee has been constituted in pursuance of provisions of the 'Pradhan Mantri Fasal Bima Yojana alongwith pilot Unified Package Insurance Scheme (UPIS) and restructured Weather Based Crop Insurance Scheme (WBCIS) to decide about the sample size of Crop Cutting Experiments (CCEs) and all other technical matters pertaining to PMFBY. Joint Secretary (Credit), Department of Agriculture & Cooperation is the Chairman of this Committee. The other members have been drawn from National Sample Survey Organisation, General Insurance Corporation of India, Indian Agricultural Statistics Research Institute and Department of Agriculture & Cooperation.

A Committee under the chairmanship of Joint Secretary (Credit) has been constituted to deal with aspects of pilots to be undertaken during XII Plan to explore possibilities to use modern technology like Remote Sensing Technology/ Satellite Imageries etc to supplement the yield assessment through CCEs PMFBY and suggest measures/ modalities/ recommendations to supplement the yield assessment through CCEs.

A Committee under the Chairmanship of Joint Secretary (Credit) has been constituted for settlement of additional claims arising due to any problems/ mistake/ error/ omissions under PMFBY.

Primary Agricultural Credit Societies (PACS): Computerization of Primary Agricultural Credit Societies (PACS) across the country in order to simplify their functioning and banking activities. The project will integrate all PACS on a common online platform for implementation of a common accounting and information system and provide other credit/non-credit services to PACS members. The project will be implemented on demand from the States and selections of PACS will be done according to pre-fixed criteria.

WORK DISTRIBUTION BETWEEN SECTIONS

CREDIT-I

Policy and Programme relating to Interest Subvention Scheme and other related issues:-

- All matters relating to Interest Subvention Scheme (ISS) viz. release of funds to National Bank for Agriculture and Rural Development (NABARD)/ Reserve Bank of India (RBI), the implementing agencies of the scheme, to settle the audited pending claim of interest subvention of the financial institutions viz. Commercial Banks, Cooperative Banks and Regional Rural Banks.
- Matters relating to Computerization of 63000 viable Primary Agriculture Cooperative Societies (PACS) with cost sharing basis between Government of India, State Government/Union Territory and Short Term Cooperative Credit Structure (STCCS).
- Preparation of Note for the Cabinet in respect of Interest Subvention Scheme and Primary Agriculture Credit Societies (PACS)
- Preparation of Agenda Items for conducting meetings of Board of Directors of NABARD.
- Maintenance of data relating to agriculture credit flow.
- Implementation of Sarangi Committee recommendations on feasible measures/options for improving targeted lending to Small and Marginal Farmers and consequent modifications to the Interest Subvention Scheme.
- Maintenance of data of Kisan Credit Card (KCC), Joint Liability Group (JLG)
- Parliament related work and court cases relating to interest subvention scheme.
- PMO/VIP references, RTI applications relating to interest subvention and agriculture credit.

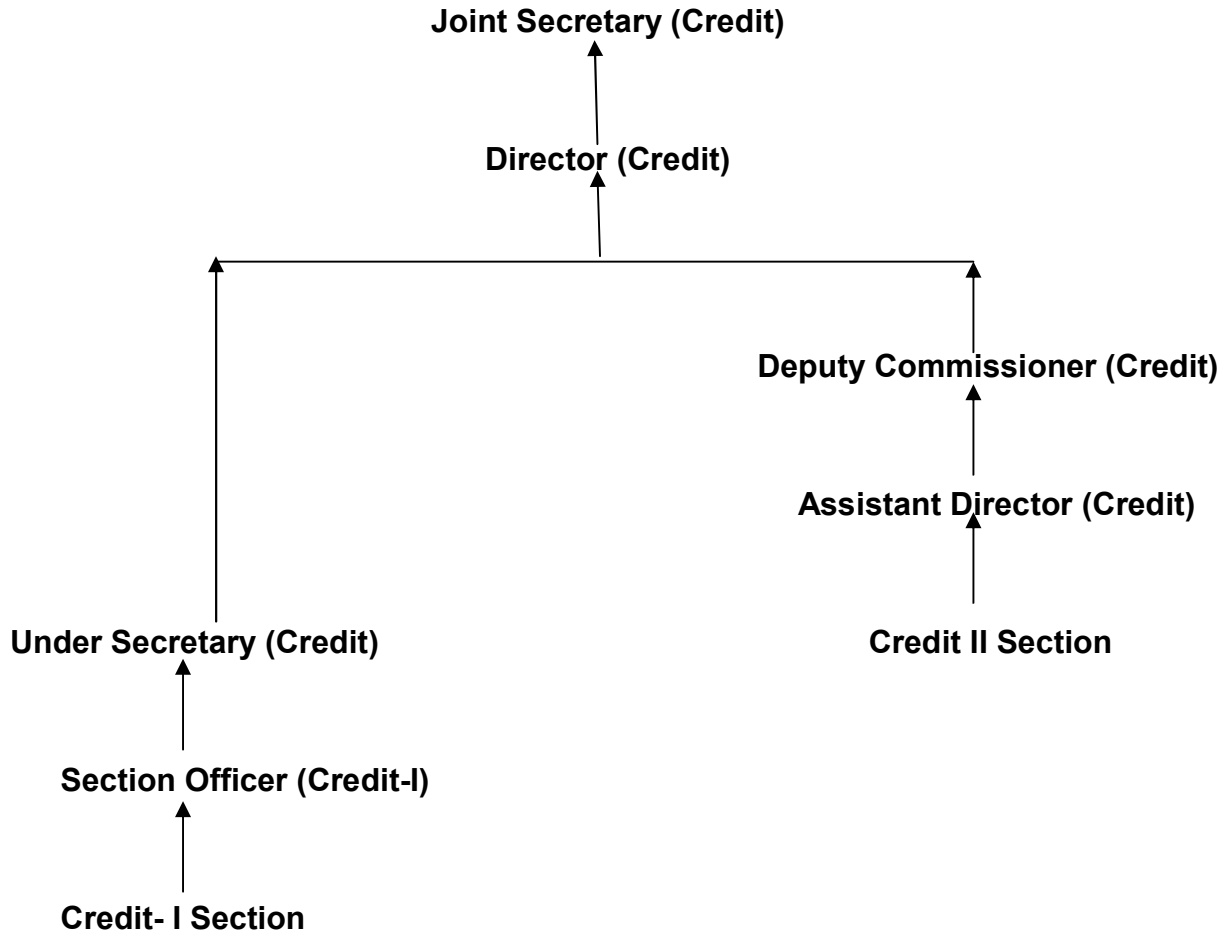
CREDIT-II

Policy and Programme relating to Crop Insurance Schemes and risk mitigation of Farmers:-

- Implementation, operational and policy matters relating to Pradhan Mantri Fasal Bima Yojana (PMFBY) and Restructured Weather Based Crop Insurance Scheme (RWBCIS) & Pilot Coconut Palm Insurance Scheme – all issues related thereon.
- Preparation and maintenance of Statistical Data base relating to business statistics and coverage etc. for proper implementation, monitoring and policy decision etc. through National Crop Insurance Portal.
- Review of the existing scheme (s) for Improvement (coverage, risk & unit area etc.)/development of new farmers' friendly & better products etc.
- Liaisoning with State Governments, NSSO, IASRI, Indian Meteorological Department and other institutions to create infrastructure and technical facilities for improvement of Statistical data (yield of crops and other measurable metrological & agro parameters RST influencing yield of crops) for assessment of yield/income losses of farmers at smaller unit level.
- Parliament works and court cases relating to crop insurance.
- Preparation of Technical note, inputs, presentation non risk mitigation of farmers and crop Insurance.
- Development and operationalisation of national Crop Insurance Portal for auto administration of Crop Insurance Schemes with active participation of all Stakeholders viz. farmers, financial Institutions, Insurance companies, State Governments and their field functionaries etc.

CREDIT DIVISION
ORGANISATION CHART

The particulars of its organization, functions & duties



CROPS DIVISION

CROPS DIVISION

Agriculture Commissioner is the overall in-charge of Crops Division. The Division is responsible for development and production programme for crops of all varieties.

CROPS UNIT-I

Crops matter with respect to RKVY/EXIM Committee
Conference/Seminar/Workshop/Meeting DAC /ICAR–Interface etc./National Conference
Kharif and Rabi.

Matter related to wild animals damage to crops.

Video Conference with the States

Technical report for Irrigation Project under Water Resources Ministry

Inputs for Planning Commission

Result Frame Document (RFD)

Weekly Weather Watch Report (WWWR)

Preparation of technical reports

Starred Parliament Questions on wild animals crops damage.

Unstarred Parliament Questions wild animals crops damage.

Parliament Assurances /377 etc matter on wild animals crops damage.

VIP/PMO references

CROPS UNIT-II

Implementation and monitoring of Crop Diversification Programme (CDP) for replacing paddy & tobacco

Coordination with Divisions of DAC&FW viz. IC, Directorate of E&S, Extension, GC/PC, Policy, CACP, Agri. Census and other Ministries on technical matters concerning crops.

Starred Parliament Question on CDP

Unstarred Parliament Question on CDP

Parliamentary Assurance relating question on CDP

Other Parliamentary Matters/ PMO reference relating to CU-II Unit

VIP reference relating to CDP

CROPS ADMINISTRATION - III SECTION

Establishment matters of the Crops Development Directorates of Cotton, Jute, Millets, Oilseeds, Pulses, Rice, Sugarcane and Wheat.

Administrative and financial matters relating to Crops Development Directorates of Cotton, Jute, Millets, Oilseeds, Pulses, Rice, Sugarcane and Wheat including creation, continuation of temporary posts, conversion of temporary posts into permanent ones,

Framing of Recruitment Rules for all the posts in Crops Development Directorates.

Establishment matters of non-gazetted staff of Crops Development Directorates.

Preparation of Budget, appropriation, surrenders, savings, re-appropriation, Supplementary Demands for Grants and expenditure control of Crops Development Directorates.

Settlement of audit objections of Crops Development Directorates.
Administrative and expenditure sanctions in the matters beyond the powers of the Directors in respect of Crops Development Directorates.
Matter relating to promotion, posting and filling up of Group 'A', 'B' & 'C' posts of Crops Development Directorates.
Appointments on compassionate grounds in Group 'C' and 'D' posts in Crops Development Directorates.
Voluntary retirement cases of Group-' A' & ' B' post in Crops Development Directorates
Disciplinary cases including appeals in respect of Crops Development Directorates.
Nominating Officer for Inter Ministerial Central Team (IMCT)
RTI/CPGRAM/E-samiksha matters related to Crops Division (except Commercial Crops)
VIP/PMO reference related to Crops Division.
Any other administrative & establishment matters of the Crops Development Directorates not mentioned above.

CROPS UNIT-IV

Allocation and approval of Annual Action Plans under NFSM-Commercial Crops
Matter related to commercial crops
Matter related to Tobacco Crops
VIP/PMO references related to commercial crops
RTI Cases related to commercial crops
Starred Parliament Questions on commercial crops (Sugarcane, Cotton, Jute & Tobacco)
Unstarred Parliament Questions on commercial crops (Sugarcane, Cotton, Jute & Tobacco)
Parliament Assurances on commercial crops (Sugarcane, Cotton, Jute & Tobacco)
Cabinet note comments w.r.t. Sugarcane, Cotton, Jute & Tobacco
Coordination with other Ministries/Deptt i.e. Ministry of Consumer Affairs and Public Distribution, Ministry of Textile, Ministry of Health and Family Welfare, Ministry of Commerce & Industry, Ministry of Petroleum and Natural Gas etc. in respect of Commercial Crops.
Coordination of Crops Division with NRM/RFS Division, Horticulture Division, Trade Divisions

CROPS ADMINISTRATION –V SECTION

Issue of administrative approval of NFSM.
Proposals for release of Central Assistance to States & Implementing Agencies, ICAR Institutes under NFSM Scheme.
Issuing Sanction Orders, online bills, filling up of RTGS details and booking fund for transfer to States & Implementing Agencies under NFSM Scheme.
Obtaining UCs from States/Implementing Agencies for previously released grants-in-aid under NFSM Scheme and their scrutiny for future release.
Updating of component-wise expenditure received from States/Implementing Agencies under NFSM. Disbursal of funds and keeping their records and availability of balance fund.
Preparation of Demand for Grants, BE-RE of NFSM Scheme.
Outcome Budget, Performance Budget (Crops Division)
Administrative matters regarding engagement of the Project Management Team (PMT) of NFSM at

National level.

Parliament Question information/Parliamentary Standing Committee information.

Miscellaneous information for PC Division, SP Division and Budget Division/any other Division of DAC&FW.

Information to RTI applicants pertaining to NFSM Scheme.

Examination of TA bills of the non-official members of NFSM Executive Committee.

Pending Audit Para & inspection report relating to NFSM, MM-II of JTM & TMC.

NFSM CELL

Preparation and approval of EFC/PIB/Cabinet notes for Centrally Sponsored schemes – modifications/amendments in schemes.

Allocation of State-wise targets, funds and preparation of annual action plans of Centrally Sponsored Schemes.

Annual Allocation of funds to States

Examination of States' proposals regarding Centrally Sponsored Schemes

Examination and scrutiny of monthly, quarterly, annual progress reports of previous schemes.

Follow up action on Centrally sponsored schemes.

Preparation of notes for the discussion on draft annual plans of the States.

Preparation of items and agenda notes for the meetings convened by DAC & FW for NFSM-EC and other meetings day by day.

Material for other Divisions/Departments including Parliamentary matters

Liaison with Agricultural Universities/ ICAR/NSC/SFCI and others Central Agencies, Seed Agencies.

Briefs for the use of Ministers and senior officers on their visits to various States.

Starred Parliament Questions

Unstarred Parliament Questions

Parliament Assurances pertaining to NFSM Cell.

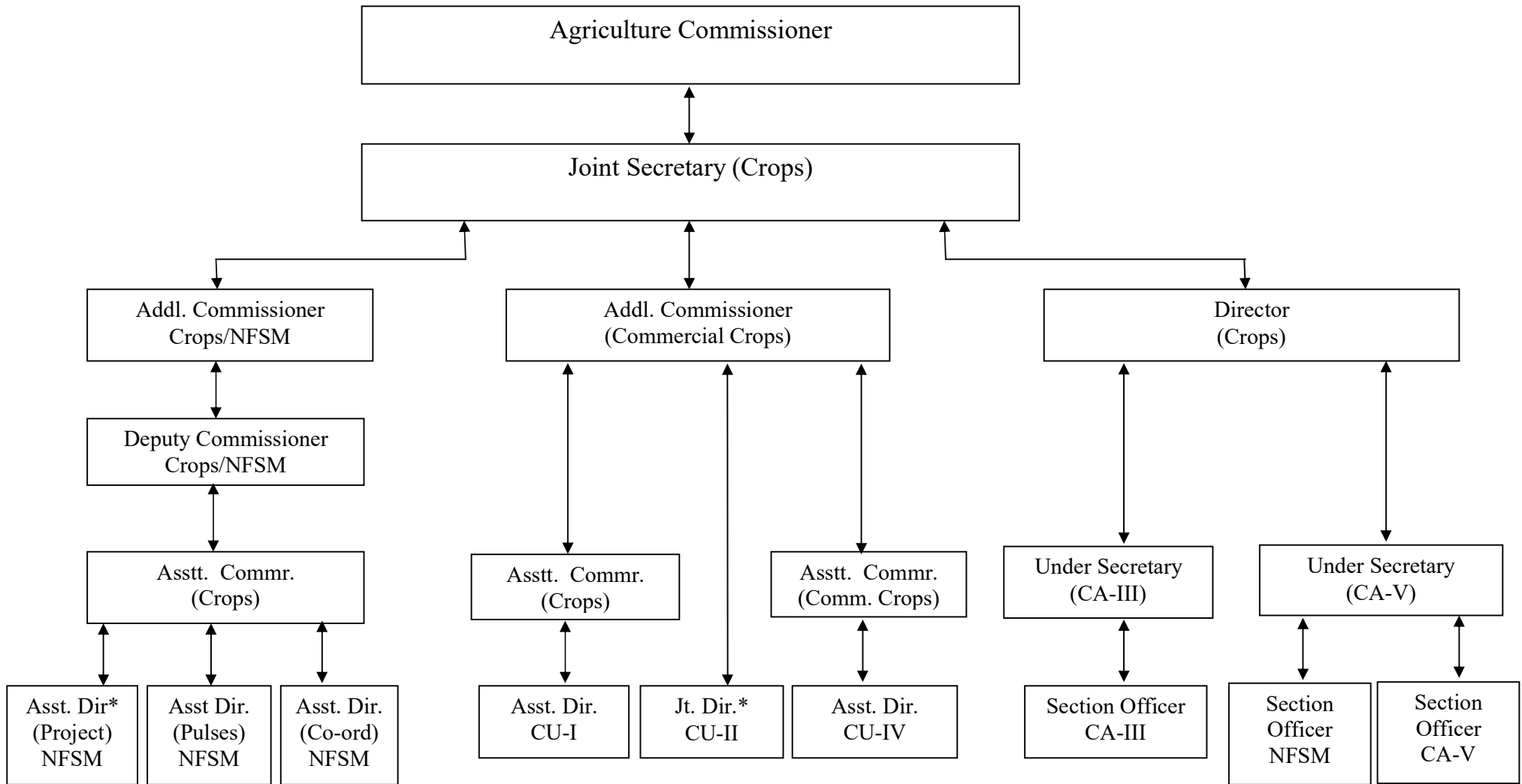
Other Parliamentary Matters

VIP/PMO references

RTI matters

Matter related to BGREI – a sub scheme of RKVY. Maintenance of Progress Reports of States for NFSM & BGREI.

Organisational Chart of Crops Division



*Temporarily adjusted from CDDs

DROUGHT MANAGEMENT DIVISION

DROUGHT MANAGEMENT DIVISION

Work Allocation

Drought Management Division has two Units, namely, Drought Management (DM) Section and Drought Monitoring Cell (DMC).

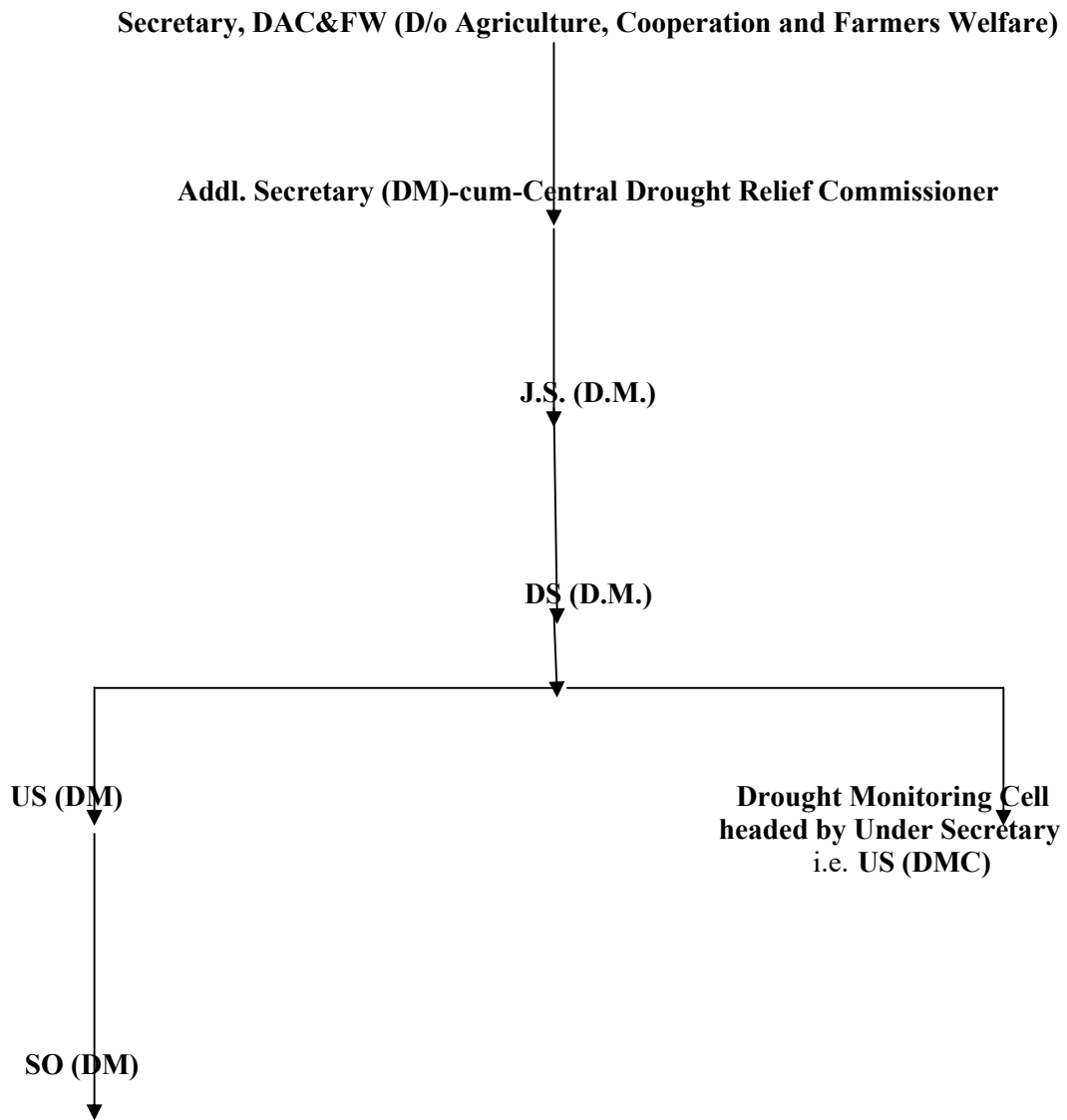
1. Drought Management (DM) Section: Drought Management Section is mandated to deal with matters relating to management of drought, hailstorm, pest attack and cold wave/frost. Work relating to these natural calamities, handled by DM Section, is as under:

- i. Coordination of relief measures upon receipt of request from the States for additional central assistance from National Disaster Response Fund (NDRF)
- ii. Processing request from the State Governments for assistance from the NDRF and secretarial assistance to the Task Force on Drought
- iii. National Disaster Response Fund (NDRF)/State Disaster Response Fund (SDRF) Matters
- iv. Parliament Questions and all other Parliamentary Matters
- v. References from Members of Parliament and other VIPs
- vi. Public Grievances
- vii. Proposals for CCEA
- viii. Diesel Subsidy Scheme
- ix. Annual Report
- x. RTI Matter
- xi. PRAGATI /E-Samiksha/Group of Secretaries
- xii. Monthly D.O. letter to Cabinet

2. Drought Monitoring Cell (DMC):

- i. Monitoring of on-going drought situation and coordination with concerned Ministries/Departments/ State Governments
- ii. Secretarial assistance to Crisis Management Group, headed by AS (DM)-cum-Central Drought Relief Commissioner/GOM/COS
- iii. Annual updation and preparation of Crisis Management Plan for Drought
- iv. Matter relating to "Manual for Drought Management"
- v. Matters relating to District Agriculture Contingency Plan (DACP) and Drought Proofing in drought prone areas
- vi. Legal Matters
- vii. RTI Matter pertaining to DMC

DROUGHT MANAGEMENT DIVISION



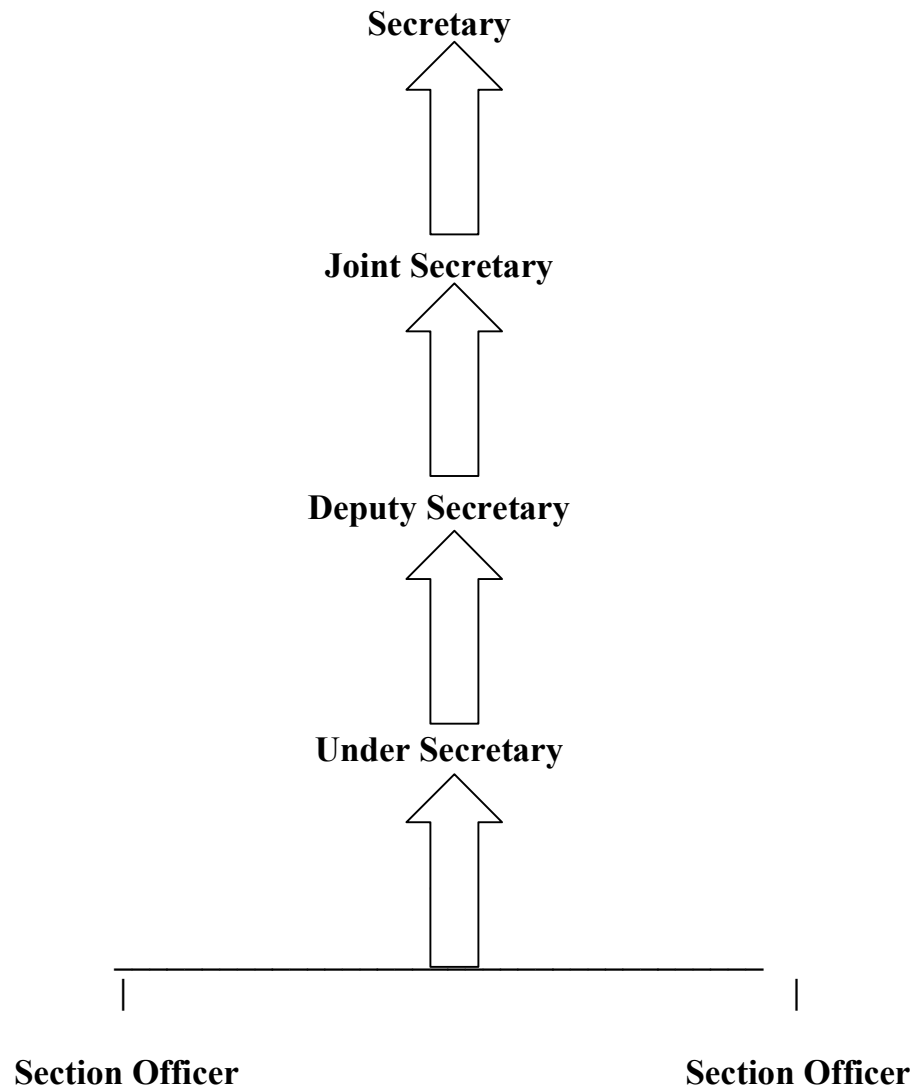
ECONOMIC ADMINISTRATION DIVISION

Economic Administration Division:

The Economic Administration Division consists of two components, the Directorate of Economics and Statistics (DES) and the Commission for Agricultural Costs & Prices (CACP).

1. Functions in respect of the Commission for Agricultural Costs & Prices (CACP):
 - (a) Administrative and Financial matters.
 - (b) Service matters of Group 'A' officers.
 - (c) Services matters of officers belonging to IES/ISS and encadrement of posts in these services.
 - (d) Budget Estimates/Revised Estimates, Re-appropriation of Accounts, Supplementary Grants
2. Functions in respect of Directorate of Economics and Statistics (DES):
 - (a) Administrative and Financial matters.
 - (b) Service matters of Group 'A' officers.
 - (c) Services matters of officers belonging to IES/ISS and encadrement of posts in these services.
 - (d) Budget Estimates/ Revised Estimates, Re-appropriation of Accounts, Supplementary Grants.
 - (e) Reconciliation of Accounts and Audit.
3. Matters of General Coordination:
 - (a) Indian Economic Services and Indian Statistical Service – Policy matters relating to posts in the Department including attached / Subordinate offices; proposals for encadrement, review of authorised permanent strength etc.
 - (b) Administrative approval, Budget, release of grants etc. in respect of the following five independent component of "Integrated Scheme on Agriculture Census, Economics and Statistics" Scheme, being implemented by the Directorate of Economics and Statistics:
 - (I) Improvement of Agricultural Statistics(IAS) having three components (i) Timely Reporting of Estimates of Agriculture and Production of Principal Crops (TRS); (ii) Improvement of Crops Statistics (ICS) and (iii) Establishment of Agency for Reporting Agricultural Statistics (EARAS);
 - (II) Agro-Economic Research Centres (AER);
 - (III) Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India (CS);
 - (IV) Planning Management & Policy Formulation (PM&PF); and
 - (V) Forecasting Agricultural Output using Space, Agro-Metrology & Land based Observation (FASAL). This scheme is being further restructured.
 - (c) Budget, release of funds, etc. towards following three Non-Plan heads of expenditure in DES and CACP.
 - (I) Indian Society of Agricultural Economics and India Society of Agricultural Statistics;
 - (II) Dte. of Economics & Statistics (HQ); and
 - (III) CACP (HQ).

Department of Agriculture & Cooperation
Organizational Chart of Economic Administration Division



EXTENSION DIVISION

EXTENSION DIVISION

Basic Functions/Structure/Mandate

Extension Division is the nodal agency in the Department of Agriculture, Cooperation & Farmers Welfare, Government of India for organizing maintaining and operating policy laid in the field of Extension. Specific programs and activities are implemented throughout the country aimed at sustainable agriculture development and income enhancement to the farmers. The programmes and activities of Extension Division are implemented through Directorate of Extension, a subordinate office under Department of Agriculture, cooperation & Farmers Welfare. The role of Directorate of Extension is essentially to assist Extension Division in providing technical guidance, technical support, exchange of information and coordination with States/UTs and implementing agencies. The three principal functional areas of the Directorate of Extension are Extension Management, Extension Training and Farm Information. The functions/mandates of Extension Division are discharged through three Technical units corresponding to these functional areas and the fourth one is the Administration Unit. Besides, the Extension Reforms Cell, Mass Media Cell and Exhibition Cell have been created separately which are looking after the implementation of activities under respective schemes/programmes. National Gender Resources Centre in Agriculture (NGRCA) has been established in Directorate of Extension to cover all gender related activities and issues in agriculture and allied sectors within and outside the Department of Agriculture, Cooperation and Farmers Welfare and add gender dimension to agriculture policies and programmes.

The National Institute of Agricultural Extension Management (MANAGE) is an Autonomous body of the Department of Agriculture Cooperation & Farmers Welfare, Government of India, and the administrative control vests with the Extension Division. MANAGE is mandated to impart managerial and technical skills to Extension functionaries at Central, State and in all Sectors of the Agricultural Economy including the Private Sector.

Work Allocation

(I) Ministry

1. Extension Section

- i. All establishment and service matters in respect of Group 'A' officers of Directorate of Extension.
- ii. Creation of Group 'A' posts, continuance of temporary posts and conversion of temporary posts into permanent ones in the Directorate of Extension.
- iii. Framing / amendment of recruitment rules for Group 'A', 'B' and 'C' posts in the Directorate of Extension.
- iv. Service matters relating to officers of MANAGE.

- v. RTI matters relating to Extension Division.
- vi. Providing advice/guidance in administrative matters/service matters of Gr. "B" & 'C' of Directorate of Extension & MANAGE.

2. Extension Desk

- i. Financial management and administration of Central and Centrally sponsored schemes relating to Extension.
- ii. Scrutiny and issue of administrative approvals, examination and issue of expenditure sanctions in respect of Plan and non-Plan schemes.
- iii. Sanction / release of grants to Extension Education Institutes at Nilokheri, Hyderabad, Anand, Jorhat and MANAGE.
- iv. Sanction/release of grants to voluntary organizations.
- v. Matters relating to Budget i.e. scrutiny of Budget Estimates/Revised Estimates (Plan-Non-Plan) relating to Extension.
- vi. Grievance petitions received in Extension Division, Co-ordination work of Extension Division and miscellaneous receipts including circulation of papers to Directorate of Extension & MANAGE.

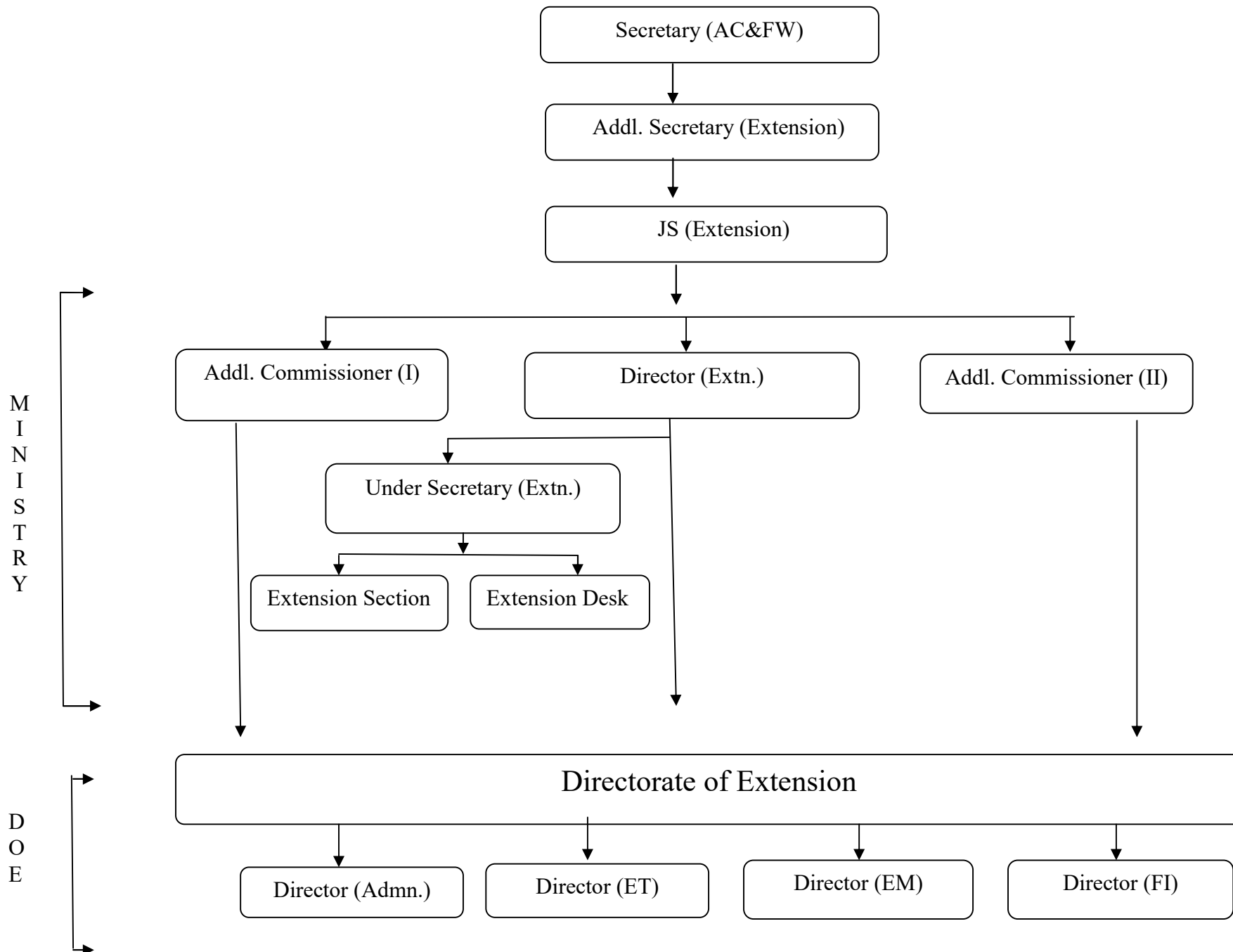
II. Directorate of Extension (Subordinate Office)

Basic Function/Structure/Mandate: Major policy guidelines on extension matters are laid down by the Extension Division and specific programs and activities are implemented throughout the country aiming at sustainable agriculture development and income enhancement to the farmers. The Programmes and activities of Extension Division are implemented through Directorate of Extension, a subordinate office under Department of Agriculture, Cooperation & Farmers Welfare.

Detailed revised/updated work distribution: The role of Extension Division is framing Policy and Directorate of Extension's work is basically to assist the Extension Division in providing technical guidance, technical support, exchange of information and coordination with States/UTs and implementing agencies. The three principal functional areas of the DOE are Extension Management, Extension Training and Farm Information. The functions / mandates of Extension Division are discharged through three Technical units corresponding to these functional areas and the fourth one is the Administration Unit. Besides, the Extension Reforms Cell, Mass Media Cell and Exhibition Cell have been created separately which are looking after the implementation of activities under respective schemes/programmes.

National Gender Resources Centre in Agriculture (NGRCA): National Gender Resources Centre in Agriculture (NGRCA) has been established in DOE to cover all gender related activities and issues in agriculture and allied sectors within and outside the Department of Agriculture, Cooperation and Farmers Welfare and add gender dimension to agriculture policies and programmes.

EXTENSION DIVISION



GENERAL COORDINATION DIVISION

GENERAL COORDINATION SECTION

General Coordination Section / Division of Department of Agriculture, Cooperation and Farmers Welfare is entrusted with the following work:

1. Organizing the National Level Conference on Agriculture namely Rabi and Kharif Campaign.
2. Matters relating to compilation and distribution of Annual Report of DAC&FW.
3. Coordination work relating to Zonal Council Meetings.
4. Organizing Review Meetings by Hon'ble Minister for Agriculture & Farmers Welfare.
5. Coordination work relating to Parliament Question only on Miscellaneous matters (not pertaining to any division, matters on specified subjects such as Policy, Crops, Budget Fertilizer, Plant Protection, E&S etc. are to be dealt by subject division).
6. *Handling of Parliament Questions and other parliamentary references seeking information on issues concerning more than two divisions in the Department or not concerning any division in this Department at all or whose contents are too vague to be handled by any division in the Department, except those seeking some statistical data or information based on statistical data and on matters relating to litigations / court cases*
7. *Coordination work relating to references / receipts, including representations / grievance petitions received from general public on subjects / issues pertaining to agriculture, but with which no division of the Department is specifically concerned*
8. Processing and furnishing of comments on Draft Cabinet Notes/EFC Memos etc. on miscellaneous subjects and general in nature (with which no Division is concerned) sent by other Ministries/Departments.
9. Coordination work relating to Agriculture Department of the Union Territories i.e. Recruitment Rules/Up gradation of posts.
10. RTI matters on the above subjects.
11. PRAGATI
12. E-Samiksha
13. Matters relating to furnishing of comments and attending of meetings taken by the MHA or other concerned Ministries relating to State Legislations on subjects with which no one division is specifically concerned

RESERVATION CELL

1. Coordination on matters relating to reservation for Scheduled Castes, Schedule Tribes and Other Backward Classes, Ex-servicemen, Persons with Disabilities (PWDs) in services including inspection of reservation rosters maintained by Department (Headquarters) as well as attached and subordinate Offices.
2. Coordination work relating to submission of online data for filling up reserved vacancies in respect of SCs/STs/OBCs/Ex-servicemen/PWDs etc. and liaise with DOPT in this regard.
3. Liaison with the Office of Chief Commissioner for Persons with Disabilities (PWDs) in respect of representation of PWDs.
4. RTI matters on the above subject.

HORTICULTURE (MIDH) DIVISION

**[MISSION FOR INTEGRATED DEVELOPMENT OF
HORTICULTURE (MIDH)]**

HORTICULTURE (MIDH) DIVISION

The Horticulture (MIDH) Division is one of 27 divisions in Department of Agriculture, Cooperation & Farmers Welfare under the Ministry of Agriculture & Farmers Welfare. This Division is responsible for implementation, coordination and monitoring of Mission for Integrated Development of Horticulture (MIDH), a Centrally Sponsored Scheme containing sub-schemes of National Horticulture Mission (NHM), Horticulture Mission for North East & Himalayan States (HMNEH), National Horticulture Board (NHB), Coconut Development Board (CDB) and Central Institute of Horticulture (CIH), Nagaland. The Mission aims at increase in production and productivity of horticultural produce mainly fruits & vegetables, flowers, honey production (through bee keeping) through Area Expansion, Rejuvenation, INM/IPM, Creation of water resources, support to Organic Farming, Protected Cultivation, creation of markets, HRD etc. The overall objective of the Mission is to attain self-reliance in food security, linking farm to folk.

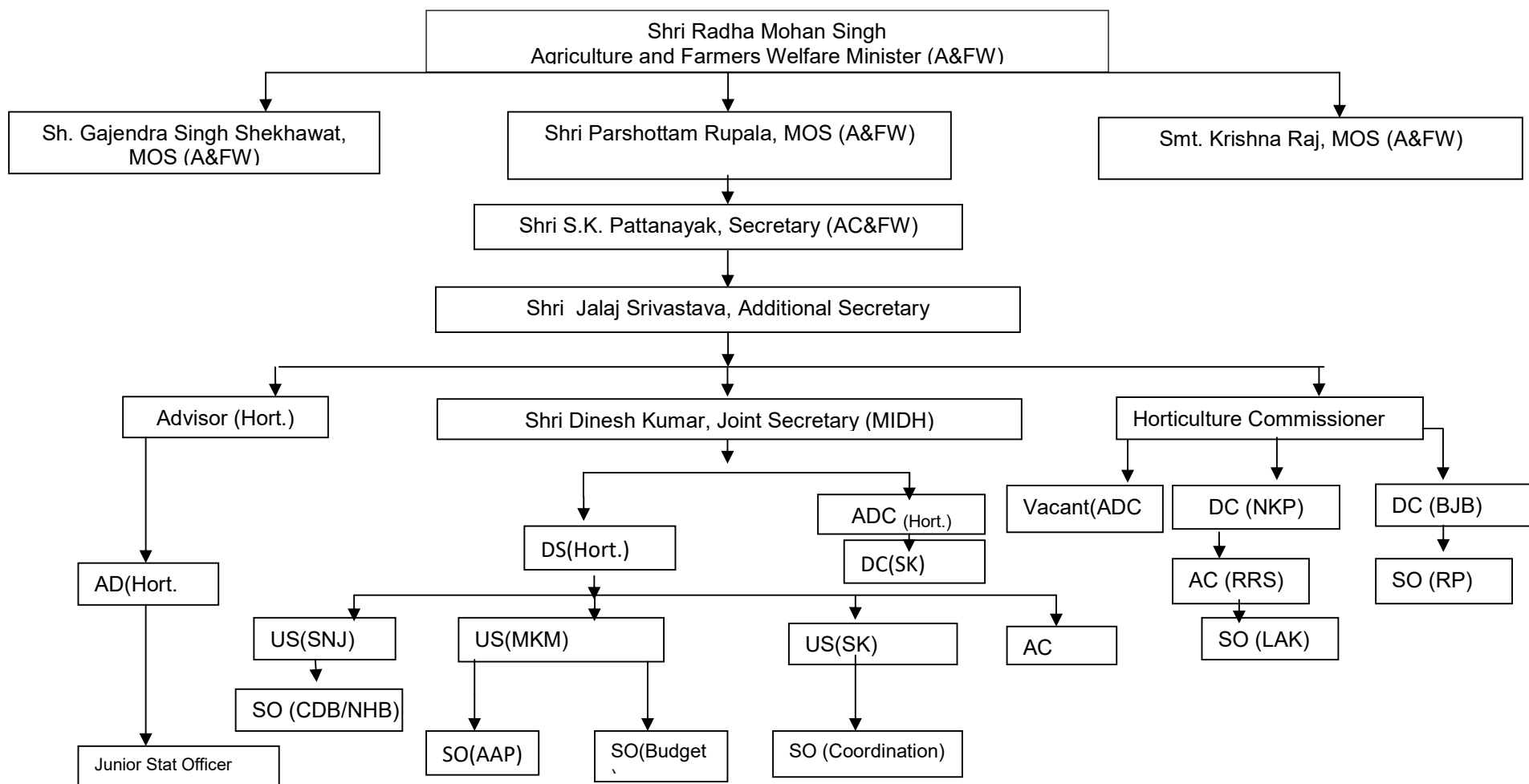
Units	Work Allocation
1. Annual Action Plan Unit	<ul style="list-style-type: none"> i. Annual Action Plans of NHM/HMNEH States/UTs & NLAs ii. Proposals for EFC/CCEA iii. Equity Grant Fund and Credit Guarantee Fund iv. Physical and Financial Progress Monitoring of the Schemes v. Holding Review Meetings/EC Meeting/GC Meeting/ National Level Conference vi. Evaluation of Schemes. vii. DBT/HORTNET issues
2. Budget & Finance Unit.	<ul style="list-style-type: none"> i. Release of funds for MIDH ii. UCs, Audit matters and Audit Paras. iii. Budget, RE, BE, Annual Plans, outcome budget, Demand for grants pertaining to Horticulture Division iv. Special Packages
3. Coordination Unit	<ul style="list-style-type: none"> i. Intra and inter division coordination ii. Coordination with other Ministries/ Agencies dealing in matters related to Horticulture Division iii. Annual Report, iv. Public Grievances v. Krishi Melas vi. Matters relating to Rajbhasha/Hindi vii. Matters relating to Technical Support Group of MIDH including matters relating to engagement of Chief Consultants and outsourced staff. viii. Support to exhibitions/ conferences/seminars from TSG component of MIDH. ix.. e-Samiksha/Group of Secretaries/PRAGATI
4. Technical Unit	<ul style="list-style-type: none"> i. Monitoring activities of National Level Agencies ii. Coordination and monitoring of technical matters pertaining to PFDCs iii. Joint Inspection Teams and follow up action on technical recommendations

	<p>of JIT reports</p> <ul style="list-style-type: none"> iv. Policy matters related to Onion, Potato & Tomato v. Skill Development vi. Exhibition/stalls related work in the States/ UTs. vii. Inputs/comments in technical matters to be furnished within DAC&FW and interface with Technical Division viii. Speech/Talking Points for Hon'ble Ministers/Secretary/Senior functionaries/Media. ix. Compilation of Briefs/Reports to AM, Secretary and other Senior Officers x) International Cooperation
5.Projects Unit	<ul style="list-style-type: none"> i. Project Based Proposals under MIDH ii. PAC/ EMC meeting relating to projects iii. Integrated Cold Chain Availability Platform (ICAP) iv. Terminal Market complexes v. Value chain related matters vi. Interaction with Commerce Ministry, Food Processing Industry, APEDA, DGFT and other agencies relating to trade, export etc. relating to NHM scheme. vii. Court cases related to project based activities. viii. Indo- Israel & Indo –Dutch Projects
6.National Horticulture Board Unit	<ul style="list-style-type: none"> i. All administrative and financial matters of NHB (except IC & Exhibitions) ii. Release of funds, UCs and audit relating to NHB.
7.Coconut Development Board including Technology Mission on Coconut Unit	<ul style="list-style-type: none"> i. All administrative and financial matters of CDB (except IC & Exhibitions) ii. Release of funds, UCs and audit relating to CDB

List of Subordinate Offices/Autonomous Bodies

1. Central Institute of Horticulture (Nagaland)
2. Directorate of Cashew and Cocoa Development (DCCD),
3. Directorate of Arecanut & Spices Development (DASD),
4. Coconut Development Board (CDB)
5. National Horticulture Board (NHB)

2. ORGANIZATIONAL CHART – HORTICULTURE DIVISION



HORTICULTURE (TECHNICAL UNIT) DIVISION

Horticulture (Technical Unit) Division (Under Horticulture Commissioner)

MIDH Tech.I Section

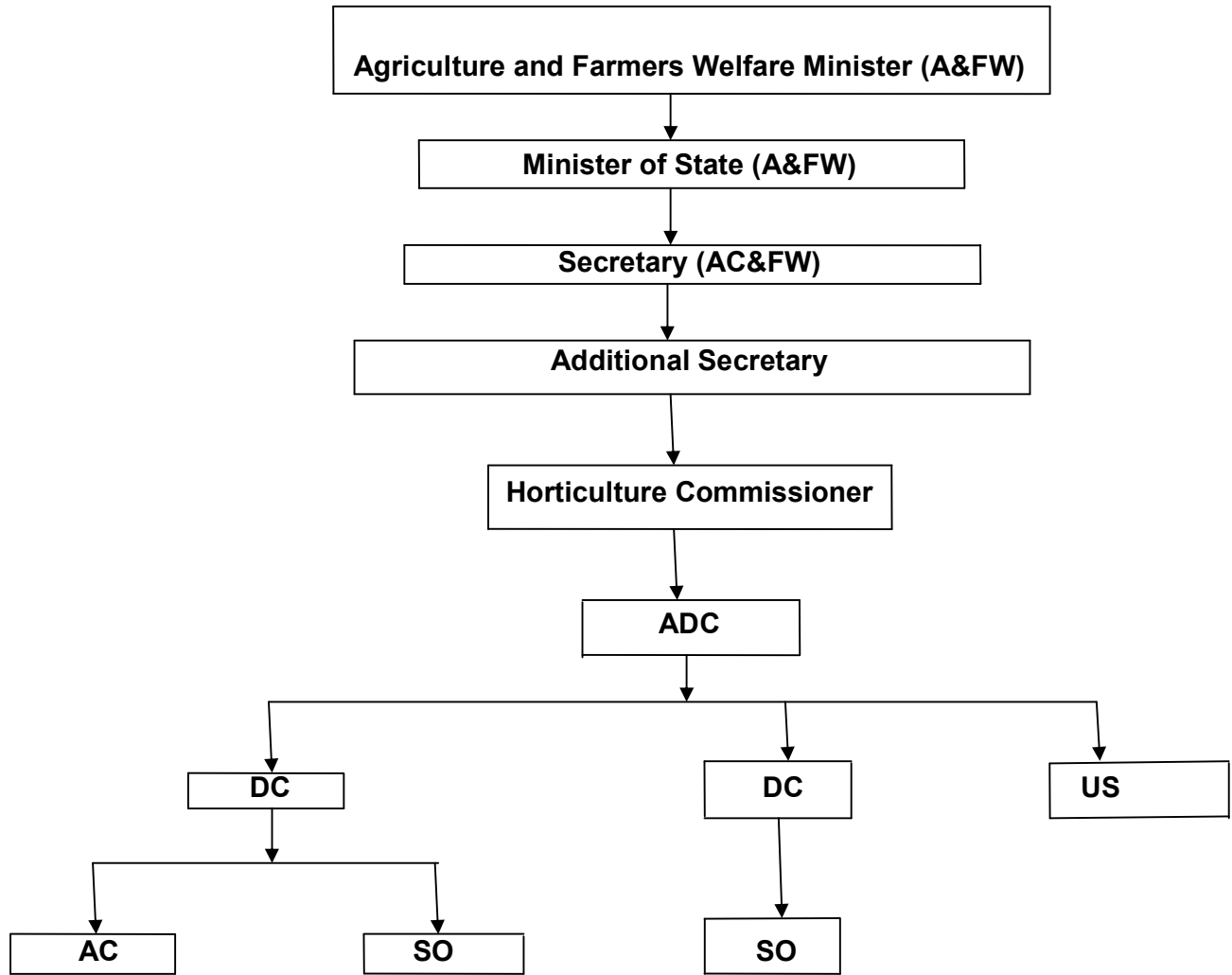
1. Administrative matters and related proposals of Directorates i.e. Directorate of Cashewnut & Cocoa Development & Central Institute of Horticulture, Nagaland.
 2. Matters of Central Institute of Horticulture (CIH), Nagaland (proposals relating to administrative; personnel / general / Annual Action Plan, budget (expenditure) matters.
 3. Framing of Recruitment Rules in respect of Group 'A' 'B' & 'C' posts of Officers/ Staff of Directorate of Cashewnut & Cocoa Development and Central Institute of Horticulture.
 4. Submission of proposals to UPSC for appointment of Senior Officers such as Director, Deputy Director etc. of DCCD & CIH and DPC proposals for promotion.
 5. Court cases relating to DCCD & CIH, Nagaland and monitoring thereof.
 6. RTI matters relating to DASD, DCCD & CIH Nagaland and all RTI matters relating to technical matters & reports thereon.
 7. Parliament Questions / Assurances, Parliamentary related matters related to DCCD & CIH.
 8. Miscellaneous matters received from SP, PC, GC, O&M/PG, E.I & Vigilance requiring coordination with DASD, DCCD & CIH, Nagaland.
 9. Laying of Annual Report of KCDC and related matters before both houses of Parliament.
 10. Monthly D.O. Letter from Secretary (A&C) to Cabinet Secretary.
 11. Furnishing of reports in Hindi.
- A. Technical matters relating to:
- (i) Mission on Integrated Development of Horticulture.
 - (ii) Horticulture Crops including onion, garlic, potato, coconut, fruits, vegetables, flowers, aromatic plants, mushrooms, root, etc.;
 - (iii) Establishment of nurseries and Tissue Culture Units as well as accreditation of nurseries;
 - (iv) FAO/ Codex and ongoing TCP matters;
 - (v) Establishment of new gardens, rejuvenation & replanting of senile plantations, canopy management, and productivity improvement of horticulture crops, mushroom cultivation;
 - (vi) INM & IPM;
 - (vii) Organic farming and certification, Good Agricultural Practices (GAP) in horticulture schemes;
 - (viii) Horticulture Mechanization;
 - (ix) Furnishing comments on proposals received from RKVY of plain States except Punjab & Haryana.
- a) Fact finding missions relating to pest attacks, disease, relating to horticulture crops;
 - b) Replies to VIP, PMO references relating to above matters;
 - c) Framing of replies to Parliament questions on above mentioned issues;
 - d) Technical and Parliament matters relating to:
 - (i) Directorate of Cashewnut and Cocoa Development
 - (ii) Central Institute of Horticulture, Nagaland
- B. Special packages like PMs package/ pomegranate package, citrus etc.

Technical Unit – II

1. Administrative matters and related proposals of Directorates i.e. Directorate of Arecanut and Spices Development, Calicut
2. Approval of official tours of Senior officers of DASD, DCCD and CIH.
3. Miscellaneous matters requiring coordination and comments from DASD received from SP, PC, GC, O&M, E.I & Vig. on miscellaneous issues.
4. Matters relating to International Cooperation and MOUs.
5. Framing of Recruitment Rules in respect of Group 'A' 'B' & 'C' posts of Officers/ Staff of Directorate of Arecanut and Spices Development, Calicut.
6. Court cases relating to DASD and monitoring thereof.
7. Submission of proposals to UPSC for appointment of Senior Officers such as Director, Deputy Director etc. of DASD and DPC proposals for promotion.
8. Public Grievances related to above matters.
9. General Administration such as issue of Identity Cards to senior officials of DASD, DCCD, CIH and NCPAH & contractual staff posted in the division.

A. Technical matters relating to:

- (i) Horticulture Crops relating to spices;
 - (ii) Production of planting material and import and export thereof;
 - (iii) NHB, NBM, CDB, NBB;
 - (iv) Coordination with ICAR and other Research Institutes;
 - (v) Assessment of technical feasibility of bilateral cooperation with other countries;
 - (vi) Furnishing comments on proposals received from RKVY of North Eastern States, Himalayan States, Punjab & Haryana.
-
- a) Parliament Question related to DASD & above matters.
 - b) Fact finding missions relating to pest attacks, disease, relating to horticulture crops;
 - c) Replies to VIP, PMO references relating to above matters & Spices crops;
 - d) Framing of replies to Parliament questions on above mentioned issues
 - e) Saffron Mission



INFORMATION TECHNOLOGY DIVISION

IT Division

IT Division monitors two plan Schemes namely National e-Governance Plan in Agriculture (NeGP-A) and Strengthening/Promoting Agricultural Informatics & Communications”, of which one of the components is AGRISNET. Other activities related to the Division’s work allocation: mKisan Portal and Farmers Portal, Mobile applications, Updation of Official website, Direct Benefit Transfer (DBT) Implementation and National Knowledge Network, Deployment of specialized manpower resources through selected service provider. Besides this, Division provide Technical Support for e-office, Aadhar Enabled Biometric Attendance (AEBAS), e-procurement, Video Conference sand and Social Media Management. Maintenance of IT equipment in DAC and supply of consumables / hardware and administrative & policy related matters concerning the Mahalanobis National Crop Forecast Centre(MNCF) an Attached Office under Department of Agriculture and Cooperation.

Work Distribution

- Development of Portals: DAC has developed 80 portals, applications and websites (primarily in collaboration with the National Informatics Centre) covering both the headquarters and its field offices/ directorates. The important portals include SEEDNET, DACNET, AGMARKNET (prices and arrivals in Mandis), RKVY (Rashtriya Krishi Vikas Yojana), ATMA, NHM (National Horticulture Mission), INTRADAC, NFSM (National Food Security Mission) and APY (Acreage, Productivity and Yield).
- Pruning of Department’s Website.
- GIGW compliance/SSL Certification for Ministry/Department’s website.

1. National e-Governance Plan in Agriculture (NeGP-A):

The Government is implementing a centrally sponsored Mission Mode Project (MMP) National National e-Governance Plan in Agriculture (NeGP-A) which was initially launched in seven selected States in the last quarter of 2010-11 have now been extended to cover all the States and UTs in the countries from 2014-15. This scheme has now been subsumed in the National Mission on Agriculture and Information Technology (NMAET) as one of the sub components under the title-Sub Mission on Agriculture Extension. This Scheme aims to achieve rapid development of agriculture in India through the use of ICT for ensuring timely access to agriculture related information for the farmers of the country. Such information is intended to be provided to farmers through multiple delivery channels such as Internet, Government Offices, Mobile Phones (Broadcast, IVRS, and Voice Recognition). Twelve identified clusters of services under the project is under implementation. The services include Information on Pesticides, Fertilizers and Seeds; Soil Health; Information on crops, farm machinery, training and Good Agricultural Practices (GAPs); Weather advisories; Information on prices, arrivals, procurement points, and providing interaction platform; Electronic certification for exports and import; Information on marketing infrastructure; Monitoring implementation / evaluation of schemes and programmes; Information on fishery inputs; Information on irrigation infrastructure; Drought Relief and Management; Livestock Management.

2. **Farmers' Portal:**

This portal aims to serve as a One Stop Shop for all the farmers for accessing information on agricultural activities. Besides giving links to appropriate pages of the 80 portals already developed so far, the Farmers' Portal links the location of the farmer (from his Block) with NARP (National Agricultural Research Project) Zone that he belongs to. Thereafter, all information related to the crops grown in that area (coupled with agro-climatic conditions in that region) is then provided to the farmer using a graphical interface. Farmers can get information about a package of practices; crop and seed varieties; common pests; dealer network for seeds, fertilizers & pesticides; machinery and tools; agro-met advisories, etc. The Portal is operation in beta version.

3. **mKisan Portal:**

This Portal subsumes all mobile based initiatives in the field of Agriculture & allied sectors. It brings together SMS (both Push and Pull), Interactive Voice Response System, Unstructured Supplementary Services of Data or USSD (which is essentially Interactive SMS and can facilitate data entry and query on Web Portals without internet), Mobile Apps and Services. Officers, Scientists and Experts from all Organizations and Departments of the GoI and State Governments (including State Agriculture Universities (SAUs), Krishi Vigyan Kendras (KVKs) and Agro -Meteorological Field Units (AMFUs) are using this Portal all over the country for disseminating information (giving topical & seasonal advisories and providing services through SMSs to farmers in their local languages) on various agricultural activities to registered farmers. More than 1977 crore SMSs have been sent to farmers by all agencies/organization/departments in agriculture and allied sectors down to Block level throughout the country. The content may include information about the schemes, advisories from the experts, Market prices, Weather reports, Soil test reports etc. The farmers can register for this service by calling Kisaan Call Center on the toll free number 1800-180-1551 or through the Web Portal/SMS. The registered farmers have been grouped based on the State, District, Block and the Crops/Activities selected by a farmer. Officers from different Departments-Agriculture, Horticulture, Fisheries,

4. **Mobile Application :-** Department had developed following mobile applications for android with GPS tagging.

- Hail Storm application :- Farmer or other stakeholder may upload hail storm photograph with GPS tagging.
- Crop Insurance:- Famer can know insurance premium, notified area etc. on the mobile.
- Agri Market:- Farmer can know the prices of various crops in the mandis near him.
- Kisan Suvidha App: For providing information on weather, input dealers, market price, plant protection and expert advisories.
- Krishi Pusa: This app helps farmers to get information about technologies developed by IARI, which will eventually help in increasing returns to farmers.
- Crop cutting experiment: for to accessing damage to standing crops using GPS Coordinates.

5. Strengthening of IT Apparatus in Agriculture and Cooperation in the States and Union Territories (AGRISNET):

The Government is implementing a Central Sector Plan Scheme “Strengthening/Promoting Agricultural Informatics & Communications”, of which one of the components is AGRISNET. The objective of AGRISNET is to provide improved services to the farming community through use of ICT. Under the AGRISNET Scheme, proposals are considered on submission of functional requirement of the concerned State/UT Governments on the basis of specific project proposals submitted by the State/UT Governments. Funds are released to the State Government concerned for provisioning of software and hardware systems including networking, data digitization, manpower training to ensure computerization upto Block level. 26 States have so far availed of funds released by the Government under AGRISNET. This is a continuing scheme since 2005-06 and have now been integrated under NeGP-A from 2015-16 onwards.

6. IT Division has been nominated as Nodal Division for implementation of Direct Benefit Transfer (DBT) in the Department.

7. Work of Digital Payments in respect of Department.

8. Issue of No Objection Certificate to Attached & Subordinate Office for procurement of hardware and software system from their own resources.

9. Budget related matters pertaining to the schemes monitored by IT Division, RTI, Grievance cases, VIP references, Parliament Questions and other Parliament related matters. Citizen Charter, RFD, RFMS. Implementation/compliance of official language policies while carrying out the activities of the Division.

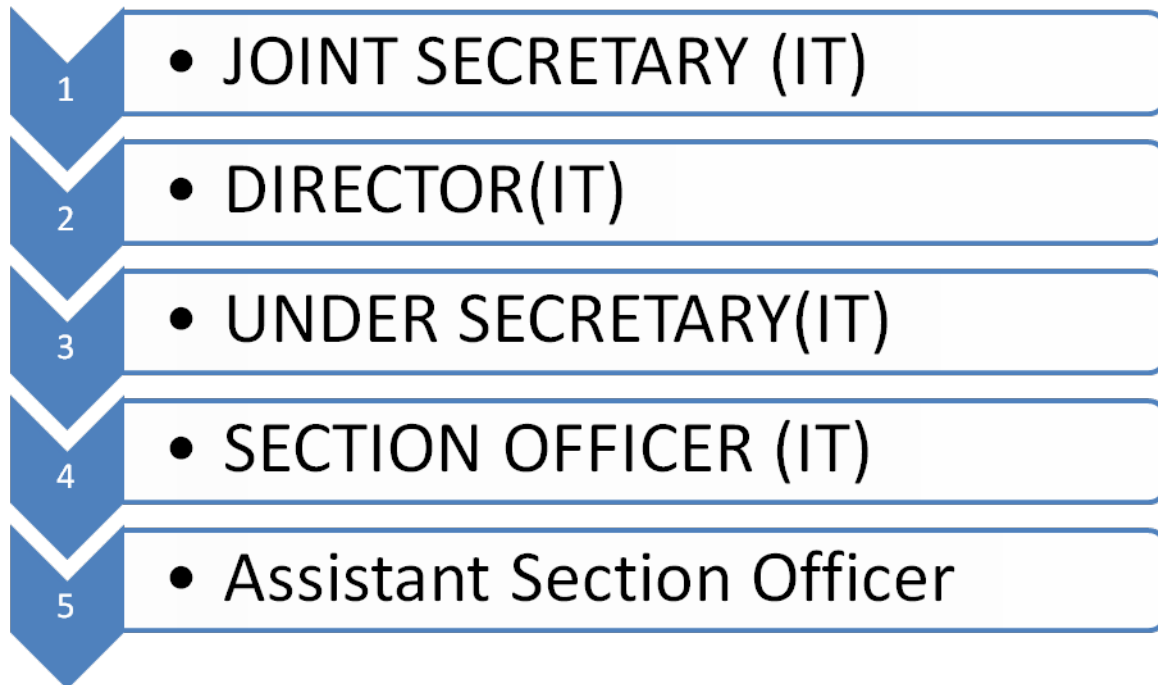
10. Deployment of specialized manpower resources through selected service provider, viz. Senior Programmer, Programmer, Assistant Programmer, Data Entry Operator, UI Designer through the selected service provider for carrying out development of software applications related to various divisions of the Department.

11. Miscellaneous issues related to coordination with other Divisions and Departments; Submission of Periodic reports. Coordinating IT related activities with NIC, DIT, DeitY, IMD and other Ministries and Department including with State and UT Governments.

12. Technical Support for e-office, Aadhar Enabled Biometric Attendance (AEBAS), e-procurement, Video Conference.

Attached office: Mahalanobis National Crop Forecast Centre (MNCFC)

Organizational Chart of IT Division, DAC&FW.



INTEGRATED NUTRIENT MANAGEMENT DIVISION

BRIEF DESCRIPTION ON SCHEMES OF INTEGRATED NUTRIENT MANAGEMENT (INM) DIVISION

A. Paramparagat Krishi Vikas Yojana (PKVY)

- Government is implementing a cluster based Programme to encourage the farmers for promoting organic farming called Paramparagat Krishi Vikas Yojana (PKVY).

B. Mission Organic Value Chain Development for North Eastern Region (MOVDNER)

- Realizing the potential of organic farming in the North Eastern Region of the country, Ministry of Agriculture and Farmers Welfare has launched a Central Sector Scheme entitled “Mission Organic Value Chain Development for North Eastern Region” for implementation in the states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura, during 2015-16 to 2017-18.
- The scheme aims at development of certified organic production in a value chain mode to link growers with consumers and to support the development of entire value chain starting from inputs, seeds, certification, to the creation of facilities for collection, aggregation, processing, marketing and brand building initiative.
- The assistance is provided for cluster development, on/off farm input production, supply of seeds/ planting materials, setting up of functional infrastructure, establishment of integrated processing unit, refrigerated transportation, pre-cooling /cold stores chamber, branding labelling and packaging, hiring of space, hand holdings, organic certification through third party, mobilization of farmers/processors etc.

C. Soil Health Management Scheme, Soil Health Card Scheme, National Mission on Management of Soil Health & Fertility under National Mission for Sustainable Agriculture

- Formulation of new projects/ Schemes pertaining to fertilizers use and soil health.
- All matters related to implementation of Soil Health Management component i.e. Soil Health Management Scheme, Soil Health Card Scheme, National Mission on Management of Soil Health & Fertility under National Mission for Sustainable Agriculture.
- Release of grant-in-aid under Soil Health Management Scheme, Soil Health Card Scheme.
- Compilation of Monitoring of Soil Health Management, Soil Health Card Scheme programme.
- Public Accounts Committee / Audit Paras / Cabinet Note related to Soil Management Scheme, Soil Health Card Scheme.
- Parliament Questions/ Assurances / related to Soil Health Management Scheme, Soil Health Card Scheme.

- Coordination of various matters including Parliament Questions.
- Expenditure Finance Committee / (EFC) / Standing Finance Committee Note relating to Soil Health Management Scheme, Soil Health Card Scheme.
- All policy matters relating to Soil Health Management Scheme, Soil Health Card Scheme.
- Assessment and Preparation of BE/RE/Final Grants/ Savings / Surrenders / Supplementary grants / Actual in respect of Soil Health Management Scheme, Soil Health Card Scheme.
- Organizing workshops, seminars/ meetings on fertilizers and Soil Health.
- Other technical matter related to fertilizer use and soil health.

INTERNATIONAL COOPERATION DIVISION

INTERNATIONAL COOPERATION DIVISION

The mandate of International Cooperation is to foster mutually beneficial partnerships with other countries of the world in a multilateral as well as bilateral format. Department of Agriculture, Cooperation & Farmers Welfare is the Nodal contact point in Government of India for Food & Agriculture Organization (FAO) and World Food Programme (WFP) of the United Nations. Bilateral Agreement, Memorandum of Understanding (MoU), Protocols and Work plans with the countries of strategic interest are signed and implemented for furthering cooperation in the field of Agriculture & Allied sectors in coordination with the Ministry of External Affairs and other concerned Ministries and Departments.

WORK DISTRIBUTION AMONG THE VARIOUS SECTIONS OF THE IC DIVISION AND LIAISON & PROTOCOL OFFICER :

Technical Cell

- All matters relating to FAO.
- World Food Day celebration
- Work relating to administration and budget of the Office of the Minister (Agriculture), Embassy of India, Rome.
- Matters relating to UN World Food Programme (UNWFP)
- Work relating to World Bank Projects.
- Work (such as MOUs, Work Plan, conferences, JWG meetings etc.) relating to American Continent including North and South American Countries, Australia, New Zealand and Japan.
- Trilateral cooperation under IBSA Forum.
- Parliament Questions and Assurances, PMO/VIP references, Public Grievances, RTI applications relating to above subjects.

Desk-I

- Work (such as MOUs, Work Plan, conferences, JWG meetings etc.) relating to Asia-Pacific and Gulf countries.
- Parliament Questions and Assurances, PMO/VIP references, Public Grievances, RTI applications relating to above subjects.

IC(B&M)-II Section

- Work (such as MOUs, Work Plan, conferences, JWG meetings etc.) relating to African countries.
- General Coordination work pertaining to entire IC Division.
- Parliament Questions and Assurances, PMO/VIP references, Public Grievances, RTI applications relating to above subjects.

ICUN Section

- Work relating to the Foreign deputations of officials in DAC.
- Work relating to Budget of IC Division.
- Examination and settlement of bills of expenditure in respect of foreign visits.

Desk-II

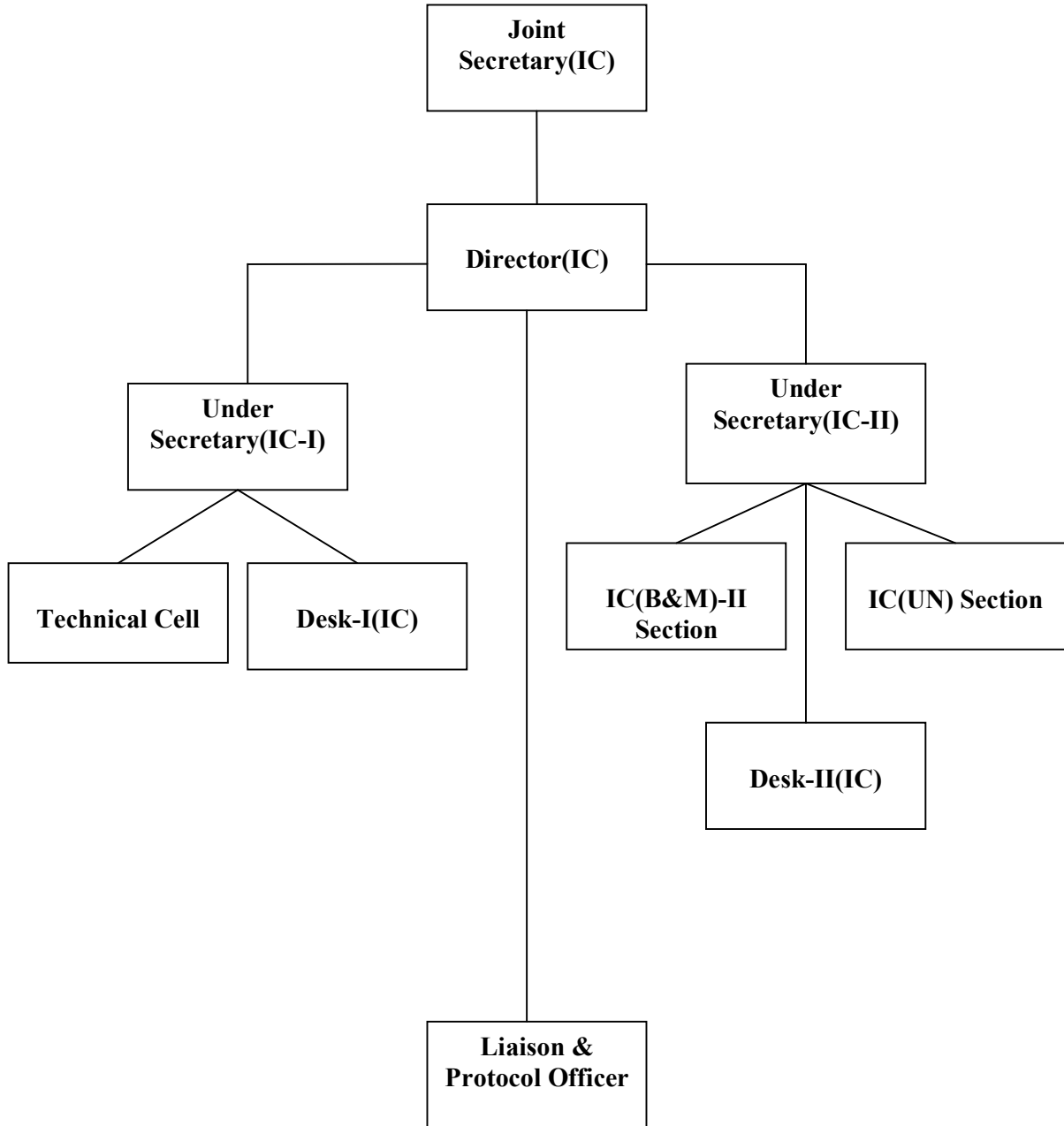
- Work (such as MOUs, Work Plan, conferences, JWG meetings etc.) relating to European and CIS countries.
- Parliament Questions and Assurances, PMO/VIP references, Public Grievances, RTI applications relating to above subjects.

Liaison & Protocol Officer

- Work relating to the foreign delegations such as to organize receptions at the Airports, clearances in respect of Customs/ Immigrations/Luggage/providing Hotel accommodations/ Transport and Security/escorting the delegation to the Hotel/meeting venues in and around Delhi, confirmation of tickets/bookings on domestic sectors, presentation of gifts etc.
- Work relating to Indian delegation going abroad such as to arrange diplomatic/official passport, international tickets, visa etc. in respect of the Ministers/Senior Officers. To organize reception at airports etc. on arrival/departure of Minister/Secretary including delegation led by them. Booking of ceremonial lounged at airport, procurement of gifts to the foreign dignitaries.
- Arrangement of airport entry passes, procurement of foreign exchange in respect of Minister and Secretary, escorting of VIPs/ dignitaries calling on AM/MOS/Secretary and other Senior Officers. Arrangements of Official lunches/diners hosted by AM/MOS/ Secretary and other Senior Officers.
- Liaison with various Government Agencies/Passport office/ MEA/ Foreign Missions/Airlines/Hotels/FAO & UN agencies etc.

ORGINATION CHART

INTERNATIONAL COOPERATION DIVISION



MECHANIZATION & TECHNOLOGY
DIVISION

MECHANISATION AND TECHNOLOGY DIVISION

WORK ALLOCATION

A. Mechanisation and Technology (Administration) Section

1. All policy matters pertaining to Agriculture Machinery Administration.
2. Budget proposals including Demands for Grants, Outcome Budget, Budget Estimates / Revised Estimates, CAG Reports, Audit Paras etc.
3. Preparation of material for Annual Report.
4. Administrative work relating to the Farm Machinery Training and Testing Institutes.
 - (i) Recruitment Rules for Group 'A', 'B'(G), 'B'(NG) and Group 'C' posts.
 - (ii) Appointments, Promotions, Deputation, Transfers, training etc. in respect of Group 'A', 'B'(G), 'B'(NG) and Group 'C' posts.
 - (iii) Proposals for Expenditure sanction for stores, equipments and works.
5. All work relating to Parliamentary Consultative Committee and Parliament Standing Committee on Agriculture.
6. General / Administrative Coordination work in respect to the Division.
7. All matters relating to State Agro Industries Corporation Limited.
8. RTI matters.

B. Mechanisation and Technology (Implementation and Planning Section)

1. Planning / Formulating / Execution and monitoring of agricultural mechanization programmes through the following two Central Sector Schemes:
 - (a) Promotion and strengthening of Agricultural Mechanization through Harvest technology and demonstration.
 - (b) Post Harvest Technology and Management.
2. All policy and planning matters including preparation of Annual Plans, Annual Action Plan, Outcome Budget, Half yearly performance review, Demand for Grants, material for Economic Survey, Economic Editors Conference.
3. International Cooperation on Agricultural Mechanization, EXIM Policy including customs/Excise matters.
4. Zonal and National Conferences on inputs.
5. Work related implementation of recommendations contained in 'Study relating to Formulating Long Term Mechanization Strategy for each Agro-Climatic Zone/ State'.
6. Area Officers Work.
7. Dangerous Machines (Regulation) Act, 1983 and matters pertaining to standardization and quality marking of agricultural machinery.
8. Work related to deReservation of the manufacture of agricultural implements and machines from the purview of Small Scale Sectors.
9. Compilation of statistical data regarding production and sale of tractors, power tillers.
10. Work related to participation in fairs, exhibitions etc.
11. DAC&FW/ICAR Interface, AICRP and R&D work energy conservation in agriculture sector.
12. Scrutiny of proposals and advisory work on agricultural implements and machines received from other Ministries/Departments and Divisions within the Department.

13. Examination of Work Plan proposals of Farm Mechanization under Macro Management of Agriculture and Rashtriya Krishi Vikas Yojna and monitoring physical progress under the schemes.
14. Work relating to parliament Questions / parliament matters on Mechanization and related aspects.
15. Monitoring and Review the Progress of Training and Testing programmes of the Farm Machinery Training and Testing programmes of the Farm Machinery Training and Testing Institutes.
16. Examination of draft test reports of FMTTIs for technical comments thereon; examination of final test reports; evaluations of reports based on MPS requirements; forwarding test reports to NABARD for financing etc.
17. Work relating to Minimum Performance Standards Committees.
18. Advisory work relating to production, pricing, quality, complaint etc. on tractors, power tillers, combines and other prime movers.
19. Revision of list of tractors and power tillers eligible for subsidy under government programmes.
20. All work / machines including participation in BIS committee meetings, sending comments on review / revision of BIS standards.

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**NATURAL RESOURCES MANAGEMENT
DIVISION**

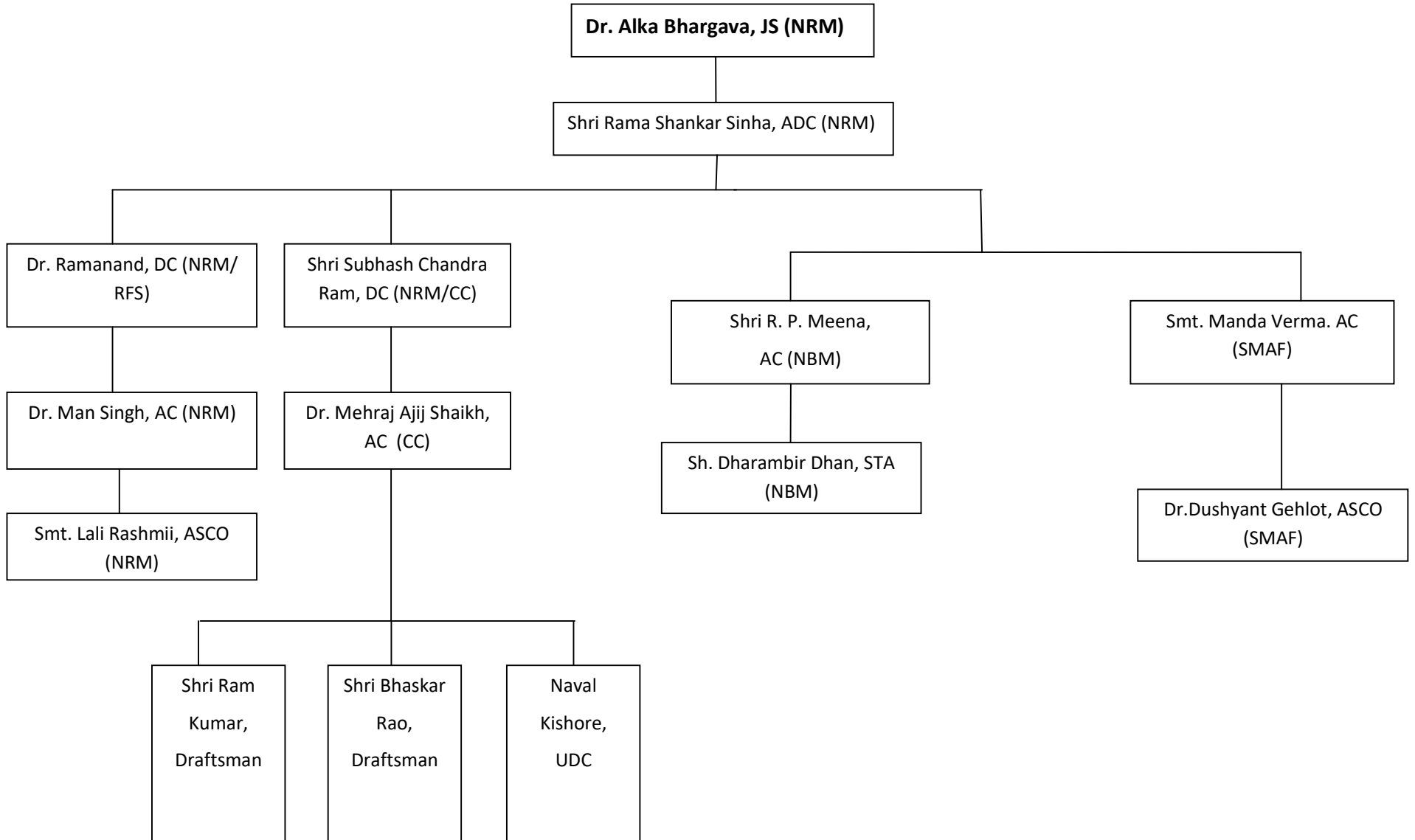
NRM division

- **National Bamboo Mission (NBM), Agroforestry & Climate Change related matter, etc**

- **NRM-I (NBM) –**
 1. Updation/disposal of e-Samiksha, GoS portal, Public grievances and Pragati for NABM work.
 2. All Technical matters on National Bamboo Mission.
 3. Result Framework Development & Citizen Charter.
 4. DAC-ICAR interface; Bamboo.
 5. Rabi-Kharif Conferences; Quarterly report for Rajbhasha.
 6. Annual Plan, Annual Report and Coordination of NRM Division.
 7. Any other issues related to Coordination of NRM.

- **NRM-II (Agroforestry & CC) –**
 1. Sustainable Development Goals (SDG), Intended Nationally Determined Contribution (INDC).
 2. Agro forestry Policy and Wood Based Industry issues relating to MoEF including Forest Advisory Committee (FAC)
 3. Climate Change issue in agriculture.
 4. Creation of sustained employment opportunities for the rural community.
 5. DAC-ICAR interface; Agro Forestry Climate Change.
 6. All Technical matters on Agroforestry.
 7. UNFCCC, IPC etc.
 8. Combating Desertification (including UNCCD).
 9. Conservation, development and sustainable management of Natural Resources.
 10. Biodiversity

**NATURAL RECOURCES MANAGEMENT DIVISION
DEPARTMENT OF AGRICULTURE, COOPERATION & FARMERS WELFARE
ORGANISATIONAL CHART**



**RAINFED FARMING SYSTEM & WATERSHED
DEVELOPMENT DIVISION**

RAINFED FARMING SYSTEM AND WATERSHED DEVELOPMENT (RFS&WD) DIVISION

RFS-I –

1. Agriculture Production & Productivity in Rainfed areas.
2. Reduction in regional disparity between irrigated and rainfed areas
3. Land Use Policy.
4. Watershed Development.
5. Soil and Water conservation & Reclamation of Problem Soil.
6. RKVY matters.
7. Central Sector Scheme of Soil Conservation Training Centre, DVC, Hazaribagh;
8. Biodiversity (including CBD)
9. World Bank Projects of HP, Uttrakhand, Assam, Karnataka and Rajasthan;
10. World Bank Assisted Projects on UP Sodic land Reclamation Project Phase-III;
11. JICA assisted projects and matters of IC Division relating to RFS
12. Combating desertification & GEF project (through JS NRM)

RFS-II –

- Administrative matters relating to Soil and Land use Survey of India.
- Matter relating to Budget, Finance of the NRM & RFS Division including SLUSI.
- Establishment matters of NRM & RFS Divisions.
- General Coordination of RFS Division for non-technical matters.
- Authentication of Release of Schemes of NRM & RFS Division.
 - Administrative work of NRAA.
- Updation of PRAGATI, E-Samiksha, GoS ,PG portal, AVMS, LIMBS.

RFS-III –

- PMKSY –PDMC States as per List ‘A’,
- Issues related to MoRD,
- NCPAH,
- Updating information and progress in the website
- Administration, monitoring, release and financial matters of PMKSY
- Overall Coordination of PMKSY-PDMC.
- Providing information of PMKSY to various division/ Department.
- RTI matters of NRM & RFS Divisions.

RFS-IV –

- PMKSY-PDMC States as per List ‘B’
- Issues related to MoWR
- All VIP references and important matters related to PMKSY including Co-ordination with MoWR for implementation of PMKSY.

RFS-V –

- All matters related to RAD component of NMSA
- Additional Fodder Development programme

ORGANISATION CHART – RFS DIVISION

Joint Secretary (Shri B.Kishore)



DC (RFS) { Shri B.V.N.Rao} (For PMKSY only)			DC (RFS-V) {Shri Ramanand}		
Under Secretary #(Shri Harit Kumar Shakya)			Under Secretary (Smt Sowmya Srikanth)		RFS-I
RFS-II (SLUSI & NRAA*)	RFS-IV (PMKSY)	RFS-III (RTI)	RFS-III (PMKSY & NCPAH)	RFS-I (B) RAD (NMSA) & AFDP	AC Shri. R.A.S. Patel
Section Officer (Smt. Amita Bhargava)	ASCO (Sh. Yogesh R.)	SSA (Ms. Meetu Sharma)	ASCO (Sh. Dharmendra Gupta)	AC (Shri S.P. Gupta)	ASCO Smt. Lali Rashmi
Asst. Smt. Vijaya Laxmi	SSA (Sh. Rameshwar Shah)		Consultant (Shri Pathan Haiyum Khan)	AC Shri Bhajan Lal	SSO Smt. Sunita Bhardwaj
Consultant (Smt. Renu Kanta)	Consultant (Shri Manish Singh)		Data Entry Operator (Shri Noor)	STA (Dr. Rashmi Saini)	STA Shri Narender Saroj
Data Entry Operator (Sh. Bhagwan Das)	Data Entry Operator (Sh. Nikhil)		Data Entry Operator (Shri Vineet bhatia)	Consultant (NMSA)	
<p>* Shri N.K.Gupta, Consultant will assist Director (RFS) for disposing work of NRAA. # Shri Harit Kumar Shakya, US will also look after the authentication of releases and administrative work of NRM division.</p>					

OIL SEEDS DIVISION

Oil Seeds Division

Overview:

1. Oilseeds Division is responsible for coordination and monitoring of Centrally Sponsored Scheme like National Mission on Oilseeds and Oil Palm (NMOOP) now NFSM (OS&OP) to increase production and productivity of oilseeds, Oil Palm and Tree Borne Oilseeds through area expansion and productivity enhancement, restoring soil fertility and productivity, strengthening inputs delivery mechanism, creating employment opportunities, strengthening of post harvest services and focus on tribal areas for tree borne oilseeds. The basic strategies are implementation of interventions in a mission wise viz., Mini Mission-I on Oilseeds, Mini Mission –II on Oil Palm and Mini Mission-III on Tree Borne oilseeds through active engagement of all the stakeholders at various levels.
2. Presently Oilseeds Division consists of following Sections/Units: - AC (CA), AD(OS), AD(OP), AD(Coord.), Admn. & Coord., CA-II and CA-VI.

Duties of MM-I of NMOOP – Central Agencies (CA) Unit

1. Submission of proposal for budget allocation for BE & RE stage for seed component and FLDs.
2. Preparation of Annual Action Plan of Central Seed Production Agencies:
 - Proposal for allocation of budget to agencies and approved budget communicating to agencies
 - Collection of Action plan for breeder seed procurement, production of foundation and certified seed and distribution of certified seed from agencies and scrutinize/examine the proposal and preparing the AAP according to the fund allocation under NMOOP norms. Communicating the approved AAP to the concerned agencies and states.
 - Collection of indent of seed minikit from state and availability confirming from central seed agencies , accordingly allocation to central agencies and communicating the same to central seed agencies and state Govt.
 - Scrutiny/examine the claims in respect of breeder seed procurement, production of foundation and distribution of certified seed, submitted by central seed producing agencies and submission the same to IFD for payment.
3. **Minikit allocation and fixation of minikit price:**
 - Collection of indent of seed minikit from state and availability confirming from central seed agencies, accordingly, allocation to central agencies and communicating the same to central seed agencies and state Govt.
 - For fixation the minikit price collection of agmark price, MSP from the concerned Division and overhead charges and minikit price proposed by agencies and scrutinizing the same and organizing meeting with agencies and submitting the minikit price proposal to competent authority for approval.
 - After approval of minikit price communicating the same to agencies and states.
 - Minikit cost re-imburement claims submitted by agencies scrutinizing/examining alongwith allocation and acknowledgment submitted by states and submitted the same to IFD for release of payment.
4. **Regular FLDs additional FLDs and cluster demonstration:**
 - Proposal for allocation of budget to agencies and approved budget communicating to agencies.

- Collection of Action Plan for FLDs from ICAR-IIOR, DGR, DRMR, IISR and scrutinize/examine the proposal and preparing the AAP according to the fund allocation under NMOOP norms. Communicating the approved AAP to the concerned.
 - Scrutinize and examine the additional FLD proposal submitted by ICAR-IIOR, DGR, DRMR, IISR and submitting the same to competent authority for approval and communicating the administrative to the concerned.
 - Scrutinize and examine the FLD claims along-with physical and financial progress report UCs and other certificate submit by the ICAR & SAUs and recommending to IFD for release of payment.
 - Scrutinize and examine the cluster FLDs proposal submitted by ICAR- KVKs (ATARIS) and submitting the same to competent authority for approval and communicating the same to concerned.
 - Scrutinize and examine the cluster FLD claims along-with physical and financial progress report UCs and other certificate submit by the ICAR-KVKs (ATARIS) recommending to IFD for release of payment.
- 5. Kisan Melas, National Seminar and Workshop:**
- Inviting proposal and allocation of funds for Kisan Melas, National Seminar and Workshop by ICAR institutes and States.
 - Fund release proposal submit to IFD.
 - After conducting Kisan Melas, National Seminar and Workshop collecting physical and financial UCs and report from the concerned.
- 6. R & D Project:**
- R&D project under MM-I submitted by ICAR/SAUs scrutinize and examine and submit the same to the competent authority for approval and administrative approval communicating to the concerned.
 - R&D project claims submitted by concerned institution scrutinize and examine and recommend to IFD for release of payment.
- 7. Weekly Weather Watch:**
- Data collection from DOD and preparation report and presenting in the weather watch meeting every week.
- 8. Monitoring of implementation of the MM-I programme by Central Seed Agencies, ICAR-IIOR , SAUs, DGR, DRMR and KVKs (ATARIS)**
- Developing the format of progress report and collecting the report from the concerned and communicating the inspection of NMOOP officers.
- 9. Organizing meeting with central seed agencies and ICAR institutes**
- Developing the format of progress report and collecting the report from the concerned and organizing meeting and minutes preparing and circulating.
- 10. Parliament Question**
- Parliament question in respect of Oilseeds production and distribution, answer preparing and submitting to competent authority.

- Material related to CA Unit providing to other sections.
11. Examination of various representations in respect of seed production, seed distribution of agencies/states and replies thereof.
 12. Comments on the various proposals received from seed agencies, states and ICAR institutes.
 13. Correspondence with central agencies, ICAR institutes and others in respect of seed production, FLDs and R&D projects as and when required.
 14. Any other related work assigned by the Senior Officer.

NFSM (OS) Unit

1. Preparation of draft EFC/ Cabinet notes in respect of NFSM (oilseeds)-modification/amendments in the concerned oilseeds scheme.
2. Allocation of State-wise targets and preparation of State's Annual Action Plan (AAP) of NFSM (Oilseeds), Targeting Rice Fallow Area (TRFA) in Eastern India States i.e. Assam, Bihar, Chhattisgarh, Jharkhand, Odisha and West Bengal. Special Programme for Alternative Crop Plan to combat Wheat Blast like disease in West Bengal also implemented.
3. Preparation/modification on guidelines for NFSM(Oilseeds), TRFA and Alternative Crop Plan to combat Wheat Blast
4. Examination and scrutiny of the monthly/quarterly/Annual progress report received from State in respect of above schemes/programme.
5. Scrutiny of proposals received from States for inter component changes and diversion of fund under above oilseeds programme
6. Preparation of drafts and submission of replies to Parliament Question of schemes.
7. Preparation/submission of material for Annual Plan, Annual Report, Parliamentary Standing Committee, Performance Budget etc. relating to the concerned programme.
8. Preparation of materials for National Kharif and Rabi conference relating to oilseeds.
9. Preparation of brief note on the scheme for the use of Hon'ble AM and Senior Officers during their visits to States/meetings for the schemes.
10. All policy matters relating to the scheme and other related issues.
11. Reference received from MPs//VIPs relating to oilseeds.
12. Organization of Seminars, meetings on oilseed crops.
13. Supply of material for RTI matters related with oilseeds.
14. Comments/materials regarding oilseeds for SLSC proposals under RKVY.
15. Any other matter assigned Senior Officers.

Oil Palm Unit NFSM - Oil Palm

1. Formulation of Centrally Sponsored Schemes, preparation of guidelines for their implementation particularly for oil palm and modification of guidelines as and when required.
2. To work out State-wise/agency-wise & year-wise physical and financial targets in respect of NFSM-Oil Palm.

3. Scrutiny of Annual Action Plans (AAPs) of the States/Agencies for deciding annual allocation of funds and targets for area expansion of oil palm.
4. Monitoring & Evaluation of the NFSM-Oil Palm including field visits.
5. Processing of proposals for timely release of Central share of funds to the implementing States/agencies for implementation of NFSM-Oil Palm.
6. Examination & scrutiny of Physical and Financial Progress Reports received from States/agencies in respect of Oil Palm (NFSM-Oil Palm).
7. 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.
8. Organising Meetings/Workshops/Seminars at National/Regional levels and follow up on the recommendations of these meetings.
9. To collect and maintain the month-wise CPO price and FFBS price of various States.
10. Interaction with the National/State level institutions/agencies in planning in production of seedlings/seed sprouts and for organizing training courses for farmers and officers of the state Governments.
11. Preparation of Annual Plan, Performance Budget, Demands for Grants, Outcomes Budget, Annual Report etc.
12. Preparation of Agenda Notes and Minutes of the meetings/seminars/workshop, being organized on oil palm and there follow up action.
13. Monitoring of ongoing Research & Development projects on oil palm including training programme for transfer of technologies under NFSM-Oil Palm, being implemented by the Indian Institute of Oil Palm Research (IIOPR), Pedavegi, Andhra Pradesh.
14. Writing of technical notes/briefs/reports etc on Oil Palm.
15. Draft replies for Parliament Questions, PMO, Court Cases and VIP references, etc.
16. Dealing administrative works like, appointment of Official/Non-Official Board of Directors in the Board of OPIL, Kottayam, Kerala.
17. Preparation of material/power point presentations for CoS meetings to review of prices of essential commodities including edible oil.
18. Preparation of notes/briefs on Oil Palm for the Minister of Agriculture/MoS(Agriculture) / Secretary (AC&FW) and others senior officers for various meetings.
19. All Policy matters relating to development of oil palm in the country.
20. RTI and Public Grievances matters related to oil palm.
21. To keep liaison with the private entrepreneurs engaged with oil palm processing and mills establishment.

TBOs and Coordination Unit -

1. All matters relating to implementation of Mini Mission –III of NMOOP with the assistance of technical staff of NOVOD Board.
2. Find monitoring of MM-III of NMOOP
3. Coordination for finalization of Standing Committee meeting.
4. Agency-wise/State-wise allocation and Annual Action Plan.
5. Processing of proposals for timely release of Central share of funds to the implementing States.
6. Coordination of all technical matters with concerned units of Oil Seeds Division, other Divisions of DAC and Departments/Ministries.
7. RTI matters to be submitted to concern CPIO
8. Any other matter assigned by Senior Officers

Admn.Side

Oil Seeds Section (Admn. & Coordination)

1. Submission of coordinated and updated material/information in respect of Oilseeds Division for the Weekly/Monday Senior Officers Meeting to be taken by Secretary(A&C).
2. Collection, compilation and consolidation of information/material relating to VIP References, PMO References, Parliament Assurances, Court Cases etc. in respect of Oil Seeds Division and forwarding to concerned Divisions/Sections/Public Grievances cases, RTI for reply to applicants.
3. Collection, coordination and compilation of various miscellaneous information returns forwarding to concerned Divisions.
4. Matters regarding sanctioned strength and incumbency etc. in Oilseeds Division.
5. Filling up of the posts and matters relating to vacant posts in Oilseeds Division.
6. Posting and transfer of Staff/Officers within Oil Seeds Division.
7. Deputation/Extension of deputation of officers in Oilseeds Division.
8. Furnishing of information relating to Parliament Question/Assurances/material for ministers and higher officers etc.
9. All general administrative work of Oilseeds Section.
10. Remuneration of TSG staff of Scheme and their related matters.

CA- II Section

1. Formation of Budget proposal in respect of NMOOP Scheme, under implementation in NMOOP Division. Preparation of BE & RE for the scheme and send to Budget Division.
2. Issue of Administrative approval of NMOOP.
3. Release of funds to State Governments and Implementing Agencies under the Scheme.
4. Revalidation of Unspent Balance of previous year available with States/Implementing Agencies.
5. Coordination of Monthly/Quarterly Expenditure from Sections in the Division. Sending quarterly expenditure reports to Budget Division for further submission to Ministry of Finance.
6. Settlement of accounts under the scheme of NMOOP with Pay and Accounts Office.
7. Appropriation of funds under the scheme of NMOOP. Preparation of savings/surrender of funds under the scheme.
8. Coordination/compilation of information required for making various kind of financial/budgetary proposals in respect of NMOOP Scheme.
9. Advance release of funds/payments of bills to NSC/SFCI KRIBHCO for undertaking programmes under NMOOP, such as supplying of seed minikits to farmers, production/procurement/distribution of breeder seeds of oilseeds and pulses etc.
10. Preparation/submission of information/material for various matters like Annual plan/Annual report/Parliamentary Standing Committee/Performance, Budget etc. in respect of NMOOP Scheme.
11. Preparation/submission of comments on the observations made by PAO/PAC on the schemes under implementation by NMOOP Division.

CA-VI Section

1. All administrative work related to Surplus Staff Establishment
2. Court Cases related to erstwhile NOVOD Board
3. All Financial Matters related to Surplus Staff Establishment
4. Pension Disbursement of retired employees of erstwhile NOVOD Board issuing PPO's to retiring employees of erstwhile NOVOD Board.
5. Re-deployment /adjustment of Surplus Staff of the erstwhile NOVOD Board in autonomous organization under DAC&FW.
6. Parliament Questions related to NOVOD Board.
7. VIP references relating to NOVOD Board.
8. All miscellaneous work relating to DAC&FW.
9. Submission of weekly arrear statement & monthly reports/returns.
10. Any other related work assigned by Senior Officers.

Duties being attended by Consultants:

Consultant - 1

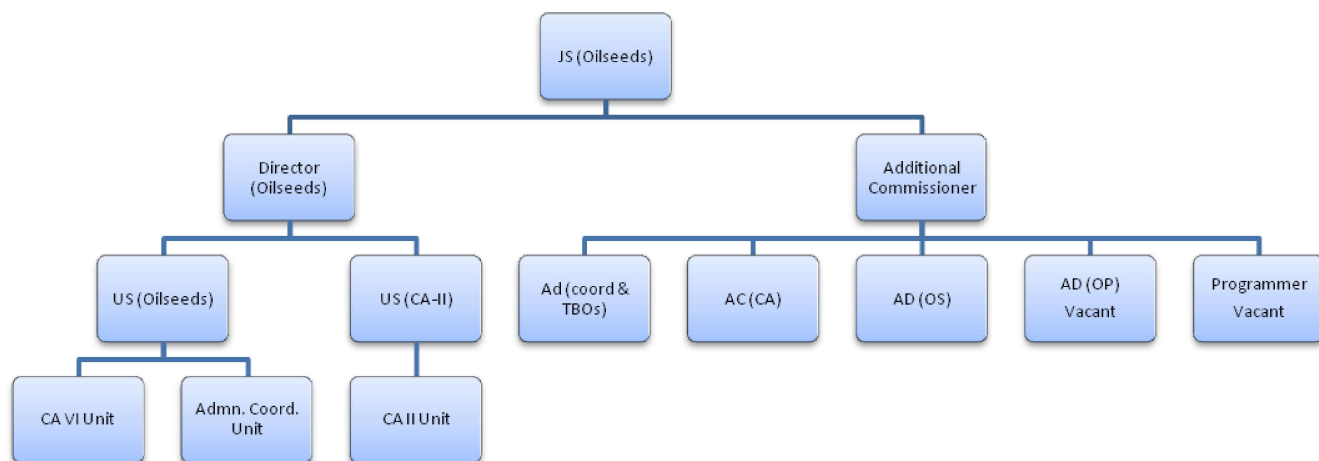
- Guidance to the unit dealing with Central Agencies including ICAR and other agencies.
- Preparation of agenda notes and proceedings of MMC, SC, EC etc and other meetings of NFSM- Oilseeds & Oil Palm
- Background/brief notes, messages, speech etc for ministers and senior officers on oilseeds, presentations for Senior Officers of the department.
- Field monitoring of Centrally Sponsored Scheme vig. NMOOP, NFSM, BGREI, TRFA in the states including implementation by Central Agencies.
- Guidance in scrutiny of AAPs of States, Central Agencies, FLDs by ICAR and KVKs.
- Organization and participation in Seminars/Workshop/Brain Storming Sessions, Farmers' Fairs by Oilseeds Division and ICAR and preparation of proceedings.
- Processing of R&D project proposals and preparation of minutes of review meetings.
- Comments on important references relating to Oilseeds, DAC-ICAR Interface, International Cooperation etc.
- Comments and DOs on monthly technical reports submitted by CDDs and Evaluation Study reports.
- Analysis of yield gaps/mapping of oilseeds growing regions/districts and state profile.
- Any other matter assigned by Senior Officers.

Consultant - 2

1. Field visits for monitoring of NMOOP programme / other CSS programme of DAC&FW under implementation in the States / Central Agencies.
2. Preparation of speech for Agriculture Minister / MoS. Background note proceedings of National Kharif / Rabi Conferences.
3. Preparation of material for parliament questions / supplementary material for Lok Sabha / Rajya Sabha questions.
4. Assistance in preparation of CCEA notes / EFC and guidelines.
5. Preparation of material for DAC / ICAR interface, workshop / meetings.

6. Processing of Annual Action Plans of assigned States of Rajasthan, Haryana, Nagaland and Arunachal Pradesh and monitoring of the programme.
7. Other miscellaneous issues pertaining to oilseed and received from other Divisions.
8. Any other work assigned by senior officers of Oilseeds Division from time to time.

ORGANISATION CHART OF OILSEEDS DIVISION



PLAN COORDINATION DIVISION

PLAN COORDINATION DIVISION

1. Maintaining the financial data of Centrally Sponsored Schemes (Plan) of DAC&FW.
2. Holding of S.O.M. chaired by Secretary (DAC&FW) and its preparation and circulation of its minutes.
3. Furnishing of information (data in respect of Plan Schemes) to the Offices of Agriculture Minister(s)/ NITI Aayog/ Prime Minister's office w.r.t Ministries/ Departments information on Plan Schemes.
4. Parliament matters viz Parliament Questions, Assurances, Private member bills etc. pertaining to Plan Schemes involving more than two Divisions.
5. Preparation and Updation of compendium of Plan Schemes of DAC&FW.
6. R.T.I. matter.
7. VIP references.
8. Public Grievances on above matter.
9. Maintaining of Scheduled Caste Sub-Plan (SCSP) and Tribal Sub-Plan (TSP) data in respect of Plan Schemes of DAC&FW.

PLANT PROTECTION DIVISION

Plant Protection (PP) Division

Plant Protection (PP)-I Section (Pesticide Unit)

1. Administration of Insecticides Act (IA), 1968 and Insecticides Rule, 1971 and matters connected therewith.
2. Matters related to Pesticides Management Bill.
3. Central Insecticides Board and Registration Committee (CIB&RC), DPPQ&S related matters of various individuals/ firms/ associations/ State Government/ Central Government.
4. Matters related to International issues involving Pesticides registration, safe disposal, notifications involving CIB&RC.
5. Matters involving Central Insecticide Laboratory (CIL) and Bio-pesticide testing.
6. Facilitating the Appellate Authority in hearing the Appeals filled under section 10 & 11 of IA, 1968 and IR, 1971.
7. Matters related to VIP references involving IA, 1968 and IR 1971.
8. Matters related to Parliament matters / Private members bill pertaining to IA 1968 and IR 1971.
9. Subjects pertaining to amendments and Inclusion of insecticides in the schedule of IA, 1968 & IR, 1971.
10. Facilitating Inter-Ministerial Committee (IMC)/ Interface/ and other pesticides related meetings.
11. Matters related to Boric Acid and other dual use pesticides.
12. Facilitating disposal of Public grievances & RTI matters related to pesticides IA, 1968 and IR 1971.
13. Facilitating Court cases related to IA, 1968 and IR 1971.

Plant Protection - I Section (IPM UNIT)

1. Coordination of all administrative, financial, Parliamentary and PMO matters pertaining to Integrated Pest Management (IPM) which is a sub component under 'Strengthening and Modernization of Pest Management Approach' (SMPMA)
2. All Administrative and financial matters Locust Warning Organisation (LWO) /Locust Control Offices (LCOs)
3. Drafting of Parliament Question (starred and un starred) pertaining to PP Division
4. Preparation of PP Division comments on Parliament Question related to other division of the DAC&FW and other Ministries
5. Processing of other Parliament related matter such as matter raised under sec 377/Zero hour/assurance etc. related to IPM
6. Dealing with Non Administrative Matters pertaining to NIPHM
7. Preparation of comments on the project related to Plant Protection submitted under RKVY
8. Looking after Grant-in-Aid proposal submitted by States under SMPMA
9. Processing proposal pertaining to Import/Export of pesticides under Rotterdam Convention
10. All Budget Matters of Sub Mission of Plant Protection and Plant Quarantine (SMPPQ) Scheme
11. Matters related to Outcome-Output Budget and NITI Aayog Outcome Budget
12. Processing matters related to ICAR-DAC&FW Interface, Zonal Conference of Inputs, National Conference, E-Book of Ministry, Achievements of Ministry, Matters related to Exhibition and Fair, Gender disaggregated Data, E-Samiskha, Annual Report, Election Manifesto
13. All procurement matters for DPPQ&S Headquarters, CIL etc
14. All matters relating to CPGRAM and RTI matters related to IPM

PLANT PROTECTION – II SECTION

1. Formulation & Execution of Policy related to Plant Quarantine issues.
2. Administration of Plant Quarantine Order, 2003, under Destructive Insects and Pests Act, 1914 (DIP Act, 1914).
3. Notification of Amendment to the Plant Quarantine Order, 2003.
4. Coordination with the Departments / Ministries of Government of India and State Government on Plant Quarantine matters.
5. International Plant Protection Convention contact point of NPPO, India.
6. Non-compliances received from other countries and notification of non-compliance to other countries.
7. Unclaimed plant/plant products.
8. Domestic Plant Quarantine.
9. Post Entry Quarantine (PEQ).
10. All relaxation cases under PQ Order, 2003.
11. Market Access and Bilateral issues of all countries on Plant Quarantine issues.
12. Foreign deputation cases in respect of Plant Quarantine issues.
13. Agricultural Bio-Security Bill.
14. Notification of PSC issuing Authorities, Land Custom Stations, NSPMS, WTO Matters, NTMs, SEZs.
15. WTO matters related to Plant Quarantine issues.
16. Codex / CCPR matters.
17. Training of officials of the DPPQ&S.
18. EXIM.
19. Matters relating to Ease of Doing Business.
20. Matters relating to Land Ports Authority.
21. Implementation of the Scheme “Monitoring of Pesticide Residues at National Level” (MPRNL).
22. Pesticide residue matters.
23. Court Cases on Plant Quarantine issues/Pesticide residue matters.
24. RTI matters and Public grievances on Plant Quarantine issues.
25. All parliamentary matters concerning PP-II Section / Plant Quarantine issues.
26. VIP reference related to Plant Quarantine issues.
27. PMO References on Plant Quarantine issues.

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Plant Protection (Establishment) Section:

1. Filling up of the posts of Plant Protection Adviser (PPA), Additional Plant Protection Advisers (APPAs), Group “A” posts of Chemistry, Entomology, Plant Pathology, Toxicology, Law, Packaging & Processing and Weed Science Disciplines and the posts of Senior Programmer and Senior Administrative Officer of the Directorate of Plant Protection, Quarantine & Storage, Faridabad as per Recruitment Rules by Promotion/Deputation/Direct Recruitment basis.
2. Confirmation and clearance of probation of Group ‘A’ officers.
3. To conduct Departmental Promotion Committee meetings for the posts of Deputy Directors of Chemistry, Entomology, Plant Pathology and Weed Science Disciplines
4. Grant of MACP to Group ‘A’ officers
5. Finalization of Seniority Lists of Group ‘A’ posts.
6. Approval and notification of framing/amendment of Recruitment Rules

7. Appointment of Director General of National Institute of Plant Health Management (NIPHM), Hyderabad
8. Extension of Deputation of employees of the Directorate of PPQS posted at NIPHM
9. Periodical Review of Group 'A' officers under FR 56 (i) and Rule 48 of CCS (Pension) Rules, 1972
10. Creation, merger and revival of posts
11. Reservation of posts for OBCs, PWDs, Ex-Servicemen and general reservation matters.
12. Parliamentary Matters
13. Court Cases, Public Grievances, and VIP References related to allocated subjects.
14. Administrative matters in respect of Group "B" and "C" employees
15. Matters relating to Medical claims/reimbursement cases
16. Outsourcing of staff, engagement of Research Associates/Senior Research Fellows and consultants
17. Matters related to the isolated posts of Statistics, Central Health Services (CHS) and Official Languages (OL) in the Directorate
18. Matters related to the CSS, CSCS & CSSS posts in the Directorate
19. Compassionate appointments
20. Information/Reports/Reports to various sections of the Department
21. Forwarding of circulars/instructions to the Directorate
22. RTIs
23. Complaints/Vigilance cases related to the officials of Directorate.
24. Review of suspension of Group 'A' and 'B' officers
25. Appointment of Vigilance Officers of Directorate and NIPHM
26. Posting and Transfer Policy of the Directorate and its Committees
27. Preparation of ID Cards of employees of the Directorate for MHA Buildings.

POLICY & FARMERS' WELFARE DIVISION

POLICY & FARMERS' WELFARE DIVISION

OVERVIEW

The Policy & Farmers' Welfare Division functions through three Sections under it, namely, Policy, Special Policy and National Commission of Farmers and it envisages to actualize the efforts of the government to strengthen the Indian agriculture with a focus on welfare of farmers for the overall growth of the agriculture sector.

The focus on welfare is a new dimension that has been added to the Division and the Division which was earlier called Policy Division has now been renamed as Policy and Farmers Welfare Division with a view to take care of the needs of the farming community.

The Division is mainly mandated to formulate the overall policy and strategy for agricultural development in a long term perspective, collection and compilation of information relating to suicide by farmers in various States, matters relating to National Commission on Farmers (NCF) under the Chairmanship of Dr. M.S. Swaminathan and the National Policy for Farmers (NPF) 2007. Action Taken Reports on Budget Announcements made by Finance Minister in the Union Budget, coordination activities relating to SC/ST, matters relating to development of North Eastern Region etc.

THE NATIONAL COMMISSION ON FARMERS, ITS REPORTS & THE NATIONAL POLICY OF FARMERS

The National Commission on Farmers was initially constituted under the Chairmanship of Shri Som Pal vide resolution dated 10/2/2004. Later vide another resolution dated 3/11/2004 the Commission was reconstituted under the Chairmanship of Dr. M.S. Swaminathan. The Commission has submitted 5 reports over a period of time, viz Dec. 2004 - Oct. 2006 : Alongwith the fifth and final report, the Commission also submitted a draft National Policy for Farmers incorporating its main recommendations as contained in its various reports.

Based on the said draft National Policy for Farmers and consultations with State Governments, the National Policy for Farmers (NPF)2007 was finalised and approved by Government. After the approval of NPF, 2007, as per para 12.2 of the NPF, 2007 an Inter-Ministerial Committee was set up under the Chairmanship of the Principal Adviser in the Department of Agriculture and Cooperation for preparation of a Plan of Action for Operationalisation of Policy. The Committee comprised of officers of all Central Ministries/Departments concerned as members.

Based on its meetings held from time to time and discussions with the stakeholders a Final Plan of Action for Operationalisation of National Policy for Farmers, 2007 was circulated to all concerned in August, 2008. The NPF, 2007 and the Plan of Action can be found on DAC&FW's website at <http://agricoop.nic.in/NPF/npff2007.pdf> and <http://agricoop.nic.in/NPF/Draftplan.pdf>, respectively.

The Plan of Action essentially deals with each of the action points enunciated in NPF, 2007. It summarises the action already taken or under implementation in various schemes/programmes of the Government of India and agencies associated with it and identifies further steps/action that need to be taken. After carefully analysing the differential between the action points as contained in the NPF, 2007 and action already taken, 201 further steps to be taken were identified in the Plan of Action.

This Department has been pursuing vigorously with various Ministries and Departments through Inter-Ministerial Committee meetings to ensure to complete the follow up action.

Policy Section

- i. Collection and compilation of information relating to suicide by farmers in various States.
- ii. Collection and compilation of information from states with regard to steps taken by them to deal with problems arising out of suicide by farmers.
- iii. Supply of information/ data to parliamentary standing committee on Agriculture studying the causative factors associated with the suicide by farmers and agrarian distress.
- iv. All parliamentary matters like questions/calling Attention/short-Duration Discussion/Half and hour Discussion /Private Member Resolutions/private Members Bills on the issue relating to farmers suicide and agrarian distress.
- v. VIP/PMO references received on matters relating to suicide by farmers and agrarian distress.
- vi. Court cases/PIL regarding suicide by farmers and agrarian distress.
- vii. RTI matters regarding suicide by farmers and agrarian distress.
- viii. Public Grievances Matters relating to Farmers' suicide and agrarian distress.
- ix. Providing inputs on proposals for consideration of the Cabinet Committee on Economic Affairs in respect of Policy Division.
- x. VIP/PMO references received on matters relating to policy and connected issues.
- xi. Coordination of overall policy matter for agricultural development
- xii. Coordination work relating to formulation of National policies in various sub-sectors of agriculture and allied sectors and examination of Note for the Cabinet sent by other Departments/Ministries having policy implications.
- xiii. Formulation of overall policy and strategy for agricultural development in a long term perspective
- xiv. Coordination relating development of vision for Agriculture over the next 20 years or so; preparation of Action Plans for achieving the same
- xv. Coordination of matters relating to the Standing Policy Planning Committee under ICAR
- xvi. Court Cases/ PIL on Policy Matters.
- xvii. RTI, Public Grievances, etc. on Policy Matters.

Policy (NCF) Section

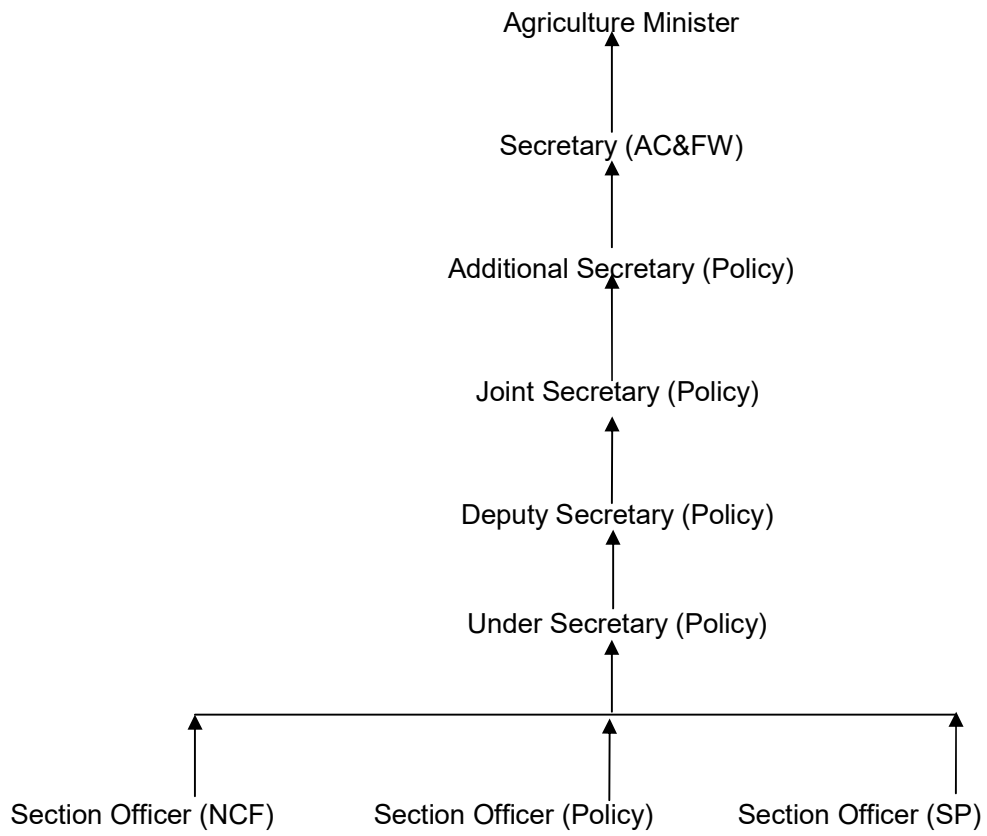
- i. Residual matters relating to National Commission on Farmers (NCF) and implementation of its Recommendations.
- ii. Residual matters relating to National Policy for Farmers (NPF), 2007, its implementation and monitoring
- iii. VIP references relating to NCF/ NPF
- iv. Any other work assigned by JS (Policy) – At present work relating to doubling of income of farmers by March 2022 and framing of farmers welfare guidelines is allotted till a separate Welfare Division/Section is created.
- v. Parliamentary matters relating to NCF/ NPF
- vi. Public Grievances relating to NCF/ NPF
- vii. RTI relating to NCF/ NPF

SPECIAL POLICY (SP) SECTION

- i. Monthly D.O letter from Secretary (A&C) to Cabinet Secretary on significant developments in the Department of Agriculture & Cooperation

- ii. Monthly Summary for the Cabinet on important developments in Department of Agriculture & Cooperation
- iii. Inputs for Finance Minister's Budget Speech and Tax Proposals
- iv. Inputs for President's Speech
- v. Action Taken Report on Budget Announcements made by Finance Minister in Union Budget
- vi. Inputs on Issues that are likely to be raised during the Parliament Sessions
- vii. 20-Point Programme – Items monitored under Kisan Mitra – [If the items are related to one Division (or can be handled by one JS) these will be handled by concerned Division].
- viii. Follow up action on the reports of various Committees on development of SC/ST such as Commission for Scheduled Castes and of Scheduled Tribes and other such reports received from time to time.
- ix. Coordination regarding follow up action on the decision taken in the meetings convened from time to time by the M/o Social Justice & Empowerment, M/o Tribal Affairs and NITI Aayog to discuss the development of SC/ST.
- x. Coordination regarding follow up action on the report of the Working Group for the development of SC/ST during the 5 Years Plans
- xi. Coordination regarding matter relating to Development of North-Eastern Region.
- xii. Coordination in regard to matters relating to development of hilly areas including J&K.
- xiii. Coordination work relating to Standing Committee on Agriculture concerning the NE States.
- XIV. Aspirational District Programme

Organizational Chart of Policy Division



RASHTRIYA KRISHI VIKAS YOJANA (RKVY)

Rashtriya Krishi Vikas Yojana (RKVY)

RKVY Division is entrusted with implementation of Rashtriya Krishi Vikas Yojana (RKVY), which was launched during 2007-08 against the backdrop of faltering agriculture growth in the previous decade. The scheme aims at holistic development of agriculture and allied sectors by incentivizing the States to increase investment in this sector and providing optimum flexibility and autonomy to states in planning and executing projects under the scheme.

The scheme funds are released to the states as grant in aid on the basis of projects approved in the State Level Sanctioning Committee (SLSC) meeting headed by the Chief Secretary of the concerned States which is the competent authority to approve projects under the scheme. The scheme funds are released to State Governments as grants in aid in two installments. The first installment (50% of allocation) is released on receipt of details of projects for implementation under the scheme approved by the SLSC of the concerned states. Second installment is released after the States reports utilization of 60% of funds released in the first installment and 100% utilization of funds released in the previous financial year along with physical and financial progress. Various Programmes of National Importance are also being taken up for implementation under RKVY as sub-schemes of RKVY since 2010-11. The implementation of the scheme is being monitored through a web-based real time monitoring system in which status of implementation of the scheme is being updated by the concerned State Governments which is available in public domain at www.rkvynic.in.

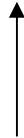
The work being handled by RKVY Division is as under:

1. Preparation of EFC/CCEA note for Revamping of Rashtriya Krishi Vikas Yojana (RKVY).
2. Formulation of guidelines for implementation of RKVY and other Policy matters relating to its implementation.
3. Modification/revision of the scheme guidelines.
4. Assessment of fund requirement and preparation of Demand for Grants and Outcome Budget for the scheme.
5. Issuing of administrative approval for the fund allocated for implementation of the scheme.
6. State-wise allocation of funds under RKVY (Normal) based on the allocation criteria.
7. Earmarking of funds for various sub-schemes under RKVY and release of funds to states under normal RKVY and various sub-schemes of RKVY.
8. Coordination with Subject Matter Divisions/Technical Divisions concerned for conducting a meeting with representative of State Government to discuss the SLSC project proposal of the states and convey the views of the department to the state government under the scheme.
9. Scrutiny of projects approved by the state for release of funds under the scheme, maintaining the accounts and reconciliation of account of the scheme with PAO and Budget Division.
10. Release of funds for monitoring and evaluation of RKVY and its sub-schemes.
11. Revalidation of funds released to states under RKVY and its sub-schemes.
12. Settling of Audit Para and CAG report on RKVY.
13. Court cases and RTI matters in respect of RKVY.
14. References from VIP and PMO on the scheme.
15. Matters related to evaluation and monitoring of Normal RKVY implementation.
16. Parliament questions & Parliamentary Standing Committee matters pertaining to the implementation of Normal RKVY (other than technical aspects & sub-schemes).
17. Preparation of brief on the scheme implementation for the use of Minister & Senior Officers visiting the states and for use of various meetings.

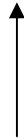
ORGANIZATIONAL CHART

RKVY DIVISION

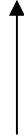
Joint Secretary (RKVY)



Director (RKVY)



Under Secretary (RKVY)



RKVY Section

SEEDS DEVISION

SEEDS DIVISION

- I. The mandate of Seeds Division is to promote production and multiplication of quality seeds of all crops so that the required quantities of seeds could be made available in time to farmers in the country. The functions/ responsibilities includes :-
 - Formulation and Implementation of Policy and Programmes on quality seed production.
 - To recommend proposals for import and export of seeds and planting material
 - To supplement the efforts of States / Union Territories in production and distribution of certified / quality seeds.
 - To deal with matters relating to Intellectual Property Rights in Agriculture, Biodiversity, International Treaty on Plant Genetic Resources for Food and Agriculture, UPOV Convention, Import / Export of seeds.
 - Matters relating to Central PSU - National Seeds Corporation
 - Matters relating to Protection of Plant Varieties & Farmers' Rights (PPV&FR) Authority – an autonomous organization and National Seeds Research & Training Centre (NSRTC), Varanasi – a subordinate office.

- II. A “Sub Mission on Seed and Planting Material (SMSP)” under the Centrally Sponsored Scheme - “National Mission on Extension and Agricultural Technology (NMEAT)” has been launched w.e.f 2014-15. The sub-mission is intended to develop and strengthen the existing infrastructure for production and distribution of certified/ quality seeds with a focused and time bound manner. Under SMSP, financial support is also provided to private sector for boosting seed production and upgrading its seed quality testing laboratories for enhancing export of seed.

- III. Distribution of Work :
 - A. Under Secretary (Seeds) – Seed – I & II Section**
 1. Preparation of Annual Plan proposals, Demands for Grants, draft material for inclusion in Annual Report and Outcome Budget of Seeds Division
 2. Finalization MOU with National Seeds and laying on the table of both Houses of Parliament
 3. Laying of Annual Report/Audited Accounts of NSC on the Table of both Houses of Parliament
 4. Constitution of Board of Directors of NSC appointment of Chairman-cum-Managing Director
 5. Amalgamation of SFCI with NSC & other codal formalities
 6. All Matters of NSC – Administrative/Vigilance/Court etc
 7. Acquisition/Sub-lease of Land of Central State Farms.
 8. Matters relating CSF,NSC with State Governments
 9. Matters relating to retirement benefits of Govt. employees in Central/State Farms.
 10. All matters relating to National Seeds Research and Training Centre, Varanasi
 11. All matters relating to Grievances (CPGRAMS)
 12. Preparation of RRs for Group A&B posts of NSRTC
 13. Release of funds under various components of Sub Mission on Seeds and Planting Material (SMSP)
 14. State-wise allocation of funds under Sub Mission on Seeds and Planting Material (SMSP)
 15. VIP references/Parliament Questions/PMO References
 18. All Coordination matters with different divisions of DAC

B. Deputy Commissioner (Seed) Seed III & VI Sections

1. Collecting the breeder seed indent from States/ Seed producing agencies/ Private companies through NSAI One year in advance for Kharif and Rabi season.
2. Collected indent compiled and finalized in Breeder Seed Indent finalization meeting for Kharif and Rabi season separately. Final indent forward to ADG (Seeds), ICAR and Project coordinators for its production.
3. Examination of Breeder seed production Reports BSP-I, BSP-II, and BSP-IV report receipt from ICAR/SAUs/NSC/Other Breeder seed production centers.
4. Allocation of Breeder Seed of Agricultural crops- Cereals, Pulses, Oilseeds, Fodder, & Fibers crops for Kharif and Rabi seasons to all the indentors (State govt., NSC, HIL, KRIBHCO, IFFDC, DADH, Private through NSAI etc.)
5. Allocation of Breeder Seed of Vegetables Crops for Kharif and Rabi season to all the indentors (State govt., NSC, HIL, KRIBHCO, IFFDC, DADH, Private through NSAI etc.)
6. Finalization of breeders seed indent of Potato crop and forward to CPRI, Shimla for its production.
7. Allocation of Breeder Seed of Potato crop for all indentors and during Rabi Hill production allocated to hilly region states.
8. Surplus breeder seed allocation of agricultural crops-Cereals, Pulses, Oilseeds, Fodder & Fibers crops for Kharif and Rabi season to public and private seed producing agencies.
9. Surplus breeder seed allocation vegetable crops for Kharif and Rabi season to public and private seed producing agencies.
10. Preparation for Annual Breeder Seed Review Meeting-for finalization of breeder seed price and discussion for less produced breeder seed indented varieties quantities with crop project coordinators and scientists.
11. Organizing the Zonal seed review meeting for Kharif & Rabi season for discussion on state-wise Certified/ Foundation seed requirement & availability, State Seed Rolling Plan, Seed Replacement Rates, Lifting of Breeder seed, Scheme related issues, other seed complaints.
12. Assessment of conversion of Breeder seed into foundation seed and conversion of foundation seed into certified seed for Seed Multiplication Ration achieved or not achieved.
13. Compilation of data state-wise and crop –variety wise for requirement and availability of certified/ Quality seeds for kharif and Rabi seasons for the use of Zonal seeds review meeting and National CONFERENCE ON Agriculture-Kharif & Rabi campaign.
14. Monitoring of Lifting/ Non-lifting of breeder seed by indentors (State govt., NSC, HIL, KRIBHCO, IFFDC, DADH, Private through NSAI etc.) and follow up action.
15. Facilitating the tie-up arrangement to meet the deficit/ shortfall in foundation seed, certified/ quality seeds requirement from the surplus producing states/agencies to deficit states.
16. Review of National Seed Plan, State's Seed Rolling Plan and New policy on seed development
17. Assessment of requirement and availability of Foundation seed for kharif and Rabi Season.
18. Assessment of requirement and availability of Certified seed for kharif and Rabi Season.
19. All mater relating to implementation of SMSP Components viz Seed Village Programme, Creation of seed infrastructure facility Gram Panchayat level and Transport Subsidy on movement of seeds to North Easterns State including Sikkim, J&K, HP, Uttarakhand and Hill areas of West Bengal.
20. Matters pertaining to seeds for RKVY, NFSM, NMOOP and BGREI etc.
21. RTI Application & Appeal related to seed plan , production, distribution and public grievances.
22. PMO/VIP References/ Parliament Questions etc.

C. Deputy Commissioner (Quality Control) – SEED IV Section

- 1 All matters relating to implementation of New Policy on Seed Development
- 2 All matters relating to import and export of Seeds
- 3 Collaborations/Joint Ventures with foreign companies by Indian companies in Seed industry
- 4 Payment of TA/DA to non-official members of CSC/CSCB and their sub-committees
- 5 Implementation of Seeds Act/ Rules including matters relating to amendments in the Act/Rules
- 6 Constitution of CSC/CSCB and their subcommittees
– convening meetings thereof and publishing related statutory notifications.
- 7 Review of performance of State Seed Certification agencies and Seed Testing Laboratories and matter connected therewith.
- 8 All matters relating to implementation of OECD Seed Scheme in India
- 9 All matters relating to ISTA accreditation of STL's in India
- 10 All matters relating to FDI in seed sector
- 11 VIP references/Parliament Questions/PMO References

D. Assistant Commissioner (Seeds) – Seed-V Section

1. Implementation / Administration of Protection of Plant Varieties and Farmers' Rights (PPV&FRA) Act, 2001, PPV&FRA Rules, 2003 and PPV&FR Regulations, 2006, etc.
2. Laying down of notifications and Annual reports on table of both the Houses of Parliament.
3. All other matters relating to GM Crops, Assessment of area of the crops approved for commercial cultivation and other related issues on GM Crops NSP III.
4. Implementation of IPR in Agriculture in the Country.
5. Bilateral Cooperation with various countries in Seed Sector.
6. Implementation of International Treaty on Plant Genetic Resources for Food and Agriculture and the Nagoya Protocol in the country in consonance with Biological Diversity Act, 2002.
7. Implementation of SAARC seed bank in the country.
8. VIP and PMO references, Parliament Questions, Parliament Assurance and Parliamentary Standing Committee
9. Foreign tours related to Seed Division-V.
10. Implementation National Seed Reserve and use of biotechnology in Agriculture under SMSP.
11. Issue related FAO and Global Crop Diversity Trust.
12. Work related to GEAC and its Sub-Committee and National Biodiversity Authority.
13. RTI Applications.

IV . Offices under control of the division :

- (i) Protection of Plant Varieties and Farmers' Rights Authority
- (ii) National Seeds Corporation Ltd
- (iii) National Seed Research & training Centre, Varanasi

AGRICULTURE TRADE POLICY DIVISION

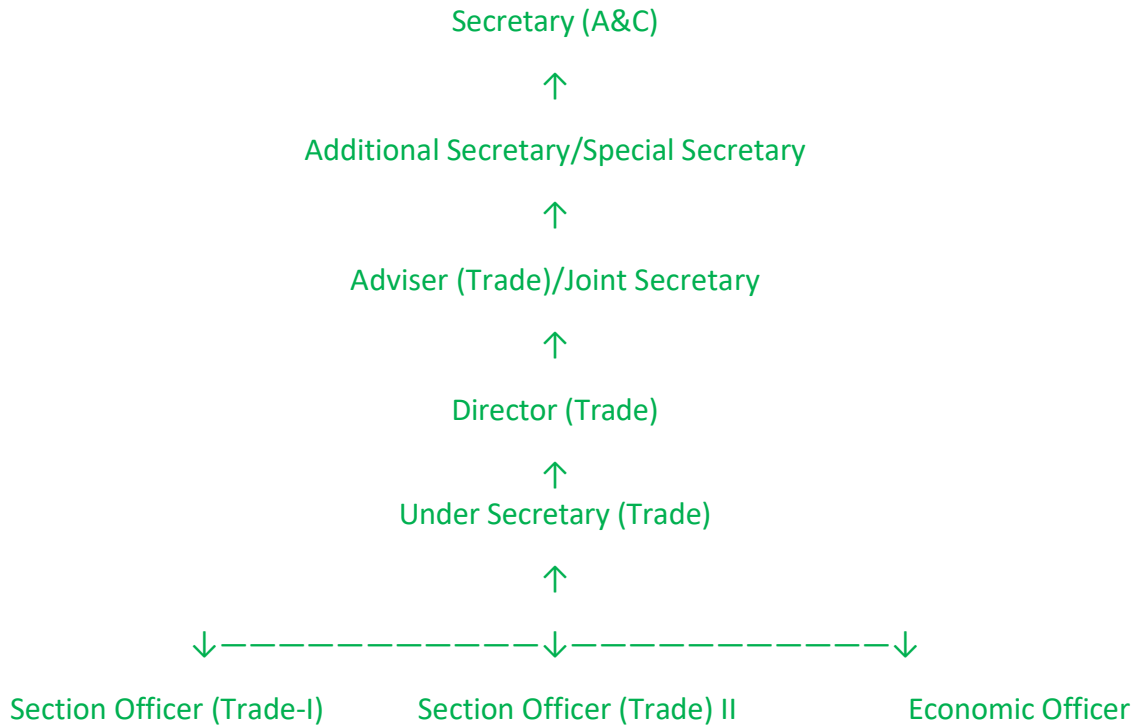
Overview of Agriculture Trade Policy Division

Agriculture Trade Policy Division is entrusted with the responsibility of making policy recommendations on export and import of agricultural commodities. This Division is the nodal Division of the Department for coordinating/ formulating responses on World Trade Organization's (WTO) Agreement on Agriculture with the Ministry of Commerce, with DIPP on FDI in agriculture, with Ministry of Finance in matters relating to the modification in the Custom duty and Goods and Services Tax (GST) on agricultural commodities and with Ministry of Commerce in matters relating to Preferential Trade Agreements (PTAs)/Free Trade Agreements (FTAs) with different countries.

Work Distribution of Trade Division

- I. Formulation of export and import policy recommendations relating to agricultural commodities in coordination with the concerned subject matter Divisions.
- II. Identification of potential foreign markets and agricultural and agro-based commodities for export.
- III. Formulation/implementation exports development and export promotion measures:
 - a) This includes monitoring of market intelligence regarding the commodities in collaboration with subject matter Divisions for purposes of organising export production.
 - b) Coordination with the Ministry of Commerce regarding export promotion for agricultural commodities. This includes recommendations regarding participation in fairs and exhibitions, sponsoring of Trade delegations, joint ventures in third countries, recommendations on export incentives etc.
- IV. Coordination work with respect to the recommendations of Department of Agriculture, Cooperation and Farmers' Welfare in respect of Export and Import of Agricultural Commodities.
- V. Monitoring Imports of important agricultural commodities keeping in view the interests of the producers/ growers.
- VI. Coordination with different Divisions in matters concerning policy matter on Foreign Direct Investment.
- VII. Coordination with the Ministry of Commerce in taking follow up action on the implementation of GATT/ World Trade Organisation Treaty.
- VIII. Coordination with various Divisions for suggestions in respect of modifications in custom/ excise duties to be conveyed to the Ministries of Commerce and Finance.
- IX. Collection, compilation and analysis of basic data on import/ export, international/domestic prices of agricultural commodities etc.
- X. Compilation of information on all bi-lateral/pluri-lateral trade agreements concerning India and identification of commodity-wise market access opportunities available to India as part of these Agreements.
- XI. Promotional work pertaining to geographical indications.
- XII. Budget proposals including suggestions in respect of modification in customs duties and GST.

Organisational Chart of Agriculture Trade Policy Division



ADMINISTRATIVE VIGILANCE UNIT

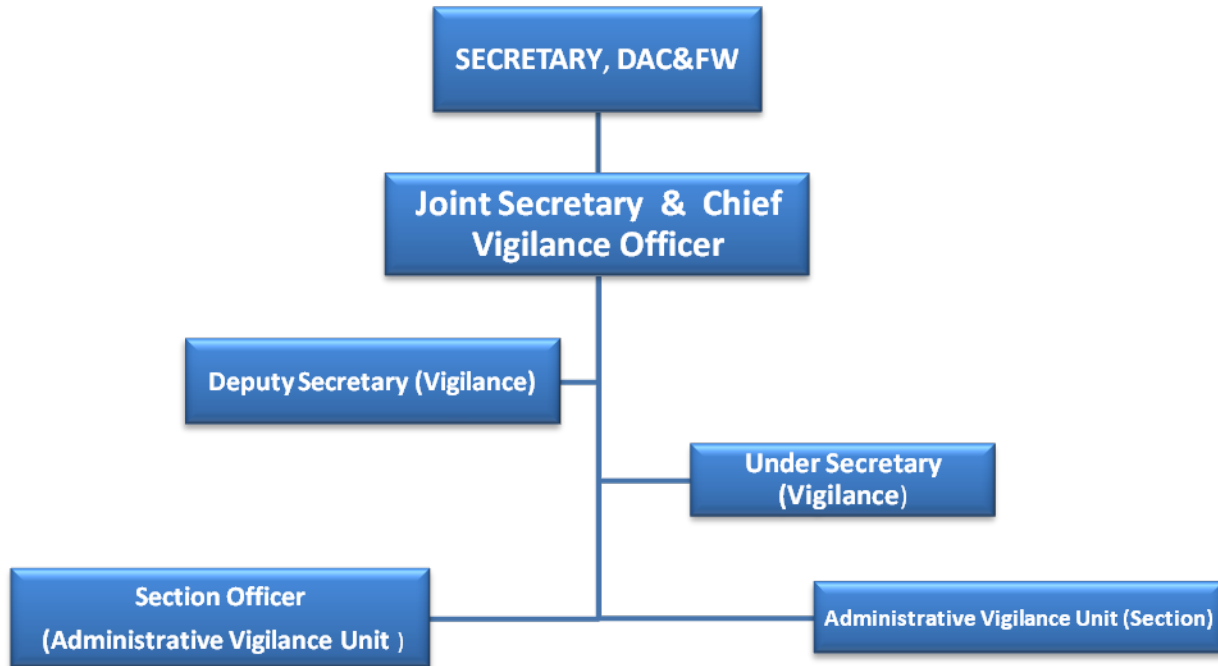
Vigilance Division / Administrative Vigilance Unit

Administrative Vigilance Unit (AVU) functions, in the Department under a Joint Secretary, designated as Chief Vigilance Officer, to ensure a transparent clean and corruption free work environment through surveillance, preventive and punitive measures. The complaints/allegations received in the Unit are authenticated as per the direction/guidelines of CVC and after authentication the complaints/allegations are reviewed through meetings; reports/returns etc and necessary follow up action is taken. Further, identification of sensitive posts in the DAC&FW is also undertaken as per the guidelines of CVC to enable periodical rotation of staff posted in these posts by competent authority. AVU prepares list of Officers of Doubtful Integrity and Agreed List in consultation with CBI.

WORK ALLOCATION

- A. Complaints / Proceedings.
- a) Complaints/allegations of irregularities, corruption etc. against the officers and members of staff of the Department as a whole including corporate bodies and undertakings.
 - b) Departmental proceedings against all officers and staff of the Department (Headquarters) excluding those cases where President is not the disciplinary authority and Group 'A' officers working in attached and sub-ordinate offices under the Department.
 - c) Vigilance Clearance in respect of Group 'A' officers in attached / subordinate offices and in whose case Appointing /Disciplinary Authority is President.
 - d) Vigilance Clearance in respect of officers and staff of the Department (Headquarters).
- B. Consideration of appeals/memorials etc against penalties imposed by disciplinary authorities in respect of cases in which penalty order is passed by disciplinary authority and the case of imposition of penalty has been handled in Administrative Vigilance Unit in the Department proper.
- C. Vigilance Control Measures :
- a) Vigilance Control measures including coordination work for Department proper, subordinate organisations, and public sector undertakings.
 - b) Submission of various reports / returns to Governmental Agencies viz. Prime Minister's Office, DOP&T, Central Vigilance Commission, CVI etc.
 - c) Inspection of focal points of corruption and Vigilance Cells in subordinate Organisations
 - d) Implementation of Annual Action Plan of DOP&T on Vigilance and anti-corruption measures.

ORGANIZATIONAL CHART
ADMINISTRATIVE VIGILANCE UNIT (AVU)



FIELD OFFICES

**(ATTACHED OFFICES / SUBORDINATE OFFICES /
AUTONOMOUS BODIES / PSU / AUTHORITIES)**

INVENTORY OF FIELD FORMATIONS

I. ATTACHED OFFICES

1. Directorate of Economics & Statistics, Shastri Bhavan, 'B' Wing, New Delhi-110001
2. Commission for Agricultural Costs and Prices, Shastri Bhavan, 'F' Wing, Second Floor, New Delhi.
3. Directorate of Plant Protection, Quarantine and Storage, N.H.IV, Faridabad -121001(Haryana).
4. Directorate of Marketing & Inspection, N.H.IV, Faridabad-121001 (Haryana).

II. SUB-ORDINATE OFFICES

1. Central Farm Machinery Training & Testing Institute, Tractor Nagar, Distt.- Sehore, Budni-466445 (Madhya Pradesh).
2. Northern Region Farm Machinery Training & Testing Institute, Sirsa Road, Hissar-125001 (Haryana).
3. Southern Region Farm Machinery Training & Testing Institute, Tractor Nagar, Garladinne, Distt. Anantapur (A.P).
4. North Eastern Region Farm Machinery Training & Testing Institute, Biswnath Chariali, Distt. Sonitpur-784176 (Assam).
5. Directorate of Cotton Development, 14, Ramjibhai Kamani Marg, Ballard Estate, P.B.No. 1002, Mumbai-400001 (Maharashtra).
6. Directorate of Jute Development, Nizam Palace Campus ,234/4, Acharya Jagdish Bose Road, Kolkata- 700020 (West Bengal).
7. Directorate of Millets Development, Kendriya Sadan Room No. 210, 2nd Floor, Block-A, Sector-10, Vidyadhar Nagar, Jaipur-302023.
8. Directorate of Tobacco Development, 26 Haddows Road, Shastri Bhawan Annexe, 3rd Floor, Chennai-600006 (Tamil Nadu).
9. Directorate of Sugarcane Development, 8th Floor, Hall No.3, Kendriya Bhavan, Aliganj, Lucknow - 226024 (U.P).
10. Directorate of Rice Development, 250 A, Patliputra Colony, Patna-800013 (Bihar).
11. Directorate of Wheat Development, CGO Complex, Kamla Nehru Nagar, Ghaziabad-201002 (U.P).
12. Directorate of Extension, Krishi Vistar Bhavan, Dr. K.S. Krishna Marg, IARI Campus, Pusa, New Delhi-110 012.
13. Directorate of Oilseeds Development, Telhan Bhavan, Himayat Nagar, Hyderabad-500029 (A.P).
14. Directorate of Pulses Development, 6th Floor, Vindhyachal Bhavan, Bhopal- 462004 (M.P).
15. Central Fertiliser Quality Control & Training Institute, N.H.IV, Faridabad -121001 (Haryana).
16. National Centre of Organic Farming, C.G.O. Complex, 2/204, B wings, Kamla Nehru Nagar, Ghaziabad -201002 (U.P).
17. Directorate of Cashewnut and Cocoa Development, 8th Floor, SRV School road, Kera Bhawan, Kochi-682011.(Kerala)
18. Directorate of Arecanut and Spices Development, West hill, Cannanore Road, Kozhikode-673005 (Kerela).
19. Office of the Minister (Agriculture), Embassy of India, Rome (ITALY).
20. All India Soil and Land Use Survey, IARI Campus, Pusa, New Delhi-110 012.

21. National Seed Research & Training Centre (NSRTC) GT. Road, Collectry Farm, P.O.- Industrial Estate, Varanasi -221106(U.P.).

III PUBLIC SECTOR UNDERTAKINGS

1. National Seeds Corporation, Beej Bhavan, Pusa Complex, New Delhi-110012
2. State Farms Corporation of India, Farm Bhawan, 14-15, Nehru Place, New Delhi-110019

IV AUTONOMOUS BODIES

1. Coconut Development Board, Kera Bhawan, SRVHS Road, Kochi-682011 (Kerala).
2. National Horticulture Board, 85, Sector-18, Institutional Area, Gurgaon -122015 (Haryana).
3. National Cooperative Development Corporation, 4, Siri Fort Institutional Area, Hauz Khas, New Delhi.
4. ~~National Oilseeds and Vegetable Oils Development Board, 86, Sector-18, Institutional Area, Gurgaon-122015 (Haryana). (Disbanded)~~
5. Small Farmers' Agri Business Consortium (SFAC), NCUI Auditorium Building, 5th Floor, PHD House, Siri Fort Institutional Area, Hauz Khas, New Delhi-110016
6. National Institute for Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad- 500030(A.P).
7. National Institute of Agricultural Marketing, Kota Road, Bambala, Near Sanganer, Jaipur-303906 (Rajasthan).
8. National Institute of Plant Health Management, Rajendranagar, Hyderabad-500030 (A.P.)

V NATIONAL LEVEL COOPERATIVE ORGANISATIONS

1. National Cooperative Union of India, 3, Siri Institutional Area, Khelgaon Marg, New Delhi-110016
2. National Agricultural Cooperative Marketing Federation of India Limited, NAFED House, Sidhartha Enclave, Ashram Chowk, New Delhi.
3. National Federation of Cooperative Sugar Factories Ltd., Ansal Plaza, Block C, 2nd Floor, Khelgaon Marg, New Delhi- 110049.
4. National Heavy Engineering Cooperative Ltd.,16, Mahatma Gandhi Road, Pune-400001 (Maharashtra).
5. National Federation of Urban Cooperative Banks and Credit Societies Ltd., B-14, 3rd Floor, Naraina Shopping Complex, Naraina Vihar, New Delhi-110028.
6. The All India Federation of Cooperative Spinning Mills Ltd., Canada Building, 2nd Floor, 226-D.N. Road, Mumbai-400001 (Maharashtra).
7. National Cooperative Agriculture and Rural Development Banks Federation Ltd., "Takshila" 2nd Floor, G.M. Pasta Road, Dadar (East), Mumbai-400014 (Maharashtra).
8. National Federation of State Cooperative Banks Ltd., J.K. Chambers, 5th Floor, Plot No. 76, Sector-17, Vashi, Navi Mumbai-400703 (Maharashtra).
9. National Federation of Labour Cooperatives Ltd., Plot No. 11, Sarita Vihar Institutional Area, Near Telephone Exchange, New Delhi-110044.
10. National Cooperative Tobacco Growers' Federation Ltd., Anand (Gujarat).

VI AUTHORITIES

1. Protection of Plant Varieties and Farmers' Rights Authority, NASC Complex, DPS Marg, Opposite Todapur village, New Delhi-110012.

AGRICULTURE MARKETING DIVISION

CHOUDHARY CHARAN SINGH NATIONAL INSTITUTE OF AGRICULTURE MARKETING

The Institute was established during Seventh Five-Year Plan with the following mandate:

1. Training: Up-gradation of the skill of existing agricultural marketing personnel,
2. Research: Research on various contemporary aspects of agricultural marketing,
3. Consultancy: Consultancy services for decision makers in government, cooperative and private sector on agricultural marketing,
4. Education: Preparation of young managers and professional through Post Graduate Diploma in Management (Agribusiness Management)
5. Assist DAC in Policy and Project Formulation in Agricultural Marketing.

ECONOMIC ADMINISTRATION DIVISION

COMMISSION FOR AGRICULTURAL COSTS AND PRICES

Commission for Agricultural Costs and Prices (CACP) is an expert body which recommends Minimum Support Prices (MSPs) to Government (CCEA) by taking into account cost of production, trends in domestic and international prices etc.

Functions of Commission for Agricultural Costs and Prices:

- Commission for Agricultural Costs and Prices (CACP), set up with a view to evolving a balanced and integrated price structure, is mandated to advise on the price policy (MSP) of 23 crops.
- These include seven cereal crops (paddy, wheat, jowar, bajra, maize, ragi and barley), five pulses (gram, tur, moong, urad and lentil), seven oilseeds (groundnut, sunflower seed, soyabean, rapeseed—mustard, safflower, niger seed and sesamum),
- Copra (dried coconut), cotton, raw jute and sugarcane fair and remunerative prices (FRP) instead of MSP.
- While recommending MSPs/FRP, CACP is called upon to ensure that the production patterns are broadly in line with the overall needs (demand) of the economy.
- CACP submits its recommendations to the government in the form of price policy reports every year, separately for five groups of commodities namely kharif crops, rabi crops, sugarcane, raw jute and copra.
- Before preparing these five pricing policy reports, the Commission seeks views of various state governments, concerned national organizations, ministries and farmers associations.

DIRECTORATE OF ECONOMICS & STATISTICS (DES)

Directorate of Economics and Statistics, an attached office of DAC&FW, is guided by the vision of enriching economic and statistical data and analytical inputs required by the Department of Agriculture, Cooperation & Farmers Welfare for providing better agricultural economic development policy. Its mission is to provide important statistics on area, production and yield of principal crops, Minimum Support Prices, and implement schemes related to improvement of agricultural statistics and carrying out agro-economic research.

The subjects dealt with by various Divisions of DES are as follows:

Agricultural Statistics Division

The Division releases four advance estimates and final estimates of area, production and yield in respect of major food grains, oilseeds, sugarcane and fibres based upon the information received from State Agricultural Statistics Authorities (SASAs) which have been designated the nodal agencies responsible for the collection/compilation of Agricultural Statistics in the States.

Cost Study (CS) Division

Cost Study Division generates and finalizes state-wise estimates of Cost of Cultivation and production for 25 selected crops by implementing the CS Scheme through 16 State Implementing Agencies and supplying this cost data to CACP for their utilization in recommendation of MSP to Government of India.

Food Economics and Commercial Crops Divisions

The government decides on the support prices for various agricultural commodities after taking into account the recommendations of the Commission for Agricultural Costs and Prices, the views of state governments and central ministries, as well as such other relevant factors, which are considered important for fixation of support prices. While Food Economics Division examines the Kharif and Rabi price policy reports of CACP, Commercial Crops Division examines the reports concerning copra and jute.

Commercial Crops (CC) Division

Government of India announces MSPs for various agricultural commodities after taking into account the recommendations of the Commission for Agricultural Costs and Prices, the views of State Governments and Central Ministries concerned, as well as such other relevant factors, which are considered important for fixation of support prices. Key activities carried out by Commercial Crops Division are as follows:

1. Preparation of CCEA note on price policy for copra and raw jute for fixation of MSP based on the recommendations of the CACP on these commodities every year.

2. Fixation of MSP of toria on the basis of the normal market price differentials between toria and rapeseed/mustard.
3. Support price issues related to cotton, sugarcane, horticultural crops (fruits & vegetables) and spices.
4. Parliamentary matters like Private Member Bill and other regular Parliamentary issues like questions, Rule 377, Special Mention, Zero Hour, etc. on above mentioned crops.
5. VIP & PMO references, ordinary references, Public Grievances and Court Cases.
6. Preparing Monthly and Annual Reviews on main commercial crops for publication in "Agricultural Situation in India".
7. This Division handles RTI matters of the Directorate.

Food Economics (FE) Division

Food Economics is one of the important Divisions of the DES. The major functions of FE Division include:

- Examination of Kharif and Rabi Price Policy Reports of Commission for Agricultural Costs & Prices (CACP)
- Preparation of Cabinet Notes for fixing MSPs of mandated crops based on Price Policy Reports of CACP
- Announcement of MSPs of 14 Kharif and 6 Rabi crops
- Providing inputs to DAC&FW on policy issues.
- Compilation of data regarding per capita net availability of food grains

Agro-Economic Research (AER) Division

AER Division deals with implementation of Agro-Economic Research (AER) Scheme through a network of 15 AER Centres/Units to conduct research studies in the field of Agricultural Sector, sponsored by Ministry of Agriculture & Farmers Welfare. These AER Centres/Units are fully funded by the grants-in-aid provided by Department of Agriculture, Cooperation and Farmers Welfare. On an average 30-35 studies are completed by these Centres annually on various topics of importance viz. horticulture, agricultural subsidies, food economy, fishery, international cooperation, trade, environment and forest, rural agro industries, food processing industries, livestock and irrigation & water resources etc.

Special Data Dissemination Standards (SDDS) Division

SDDS Division generates quarterly estimates of agricultural production for use in the compilation of quarterly National Accounts by the Central Statistics Office(CSO). This activity was undertaken in order to meet the obligations concerning supply of data to the International Monetary Fund. The Division is also involved in collection and compilation of data relating to nine-fold classification of land, irrigated area(source-wise and crop-wise) and total area under crops for states and UTs. The compiled data

is brought out in the Directorate's publication of 'Land Use Statistics' and 'Agricultural Statistics at a Glance'.

Crop Forecast Coordination Centre (CFCC)

Main functions of CFCC (erstwhile National Crop Forecast Centre) are as follows:

- Periodic crop forecasting for major crops, and
- Co-ordination and assimilation of various methodologies and technical advancement relating to crop forecasting.

Prices Markets and Wages Division

The Division collects Wholesale, Retail, Farm Harvest Prices of agricultural Commodities. Retail prices of agricultural commodities are collected from 87 designated centre. The wholesale prices and market arrivals of agricultural commodities are also collected on weekly/monthly basis from 700 centres spread all over the country. Out of these price quotations, about 404 quotations on wholesale prices are disseminated to the office of Economic Adviser, Ministry of Commerce and Industry for construction of Wholesale Price Index (WPI). International prices of selected agricultural commodities are also regularly collected and disseminated through the publication of 'Agricultural Prices in India'. The Division is also acting as the nodal agency for uploading the data on prices of key global agricultural commodities to Agricultural Market Information System (AMIS) maintained by FAO. Statistics relating to daily wages paid to different categories of agricultural and skilled rural labour at selected centres are collected from various sources and compiled by the Division. These are published in Agricultural Wages in India, an annual publication and also in the monthly journal, viz. Agricultural Situation in India.

Publication Division

Apart from the flagship annual publication of Agricultural Statistics at a Glance, the Division publishes Agricultural Situation in India, a monthly journal and periodicals like Agricultural Prices in India, Agricultural Wages in India, Land Use Statistics at a Glance and Cost of Cultivation of Principal Crops.

Coordination Division

The Coordination Division's main work is to coordinate with the Department of Agriculture, Cooperation & Farmers Welfare and Directorate of Economics & Statistics in matters relating to various issues. Its main activities include DAC&FW level Coordination for preparing Economic Survey Chapter on Agriculture & Food Management, dealing with routine matters wherein several Divisions of DES and those of DAC&FW are involved, preparation of material for Annual Report, Outcome Budget, providing information on allocation, release and utilization of funds under Central Sector 'Integrated Scheme on Agriculture Census, Economics & Statistics', update relevant points on e-Samiksha portal, online Public Grievance, providing information for Parliament Questions, Senior Officers Meeting, Monthly D.O. etc.

COOPERATION DIVISION

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION (NCDC)

The National Cooperative Development Corporation (NCDC) was established by an Act of Parliament in 1963 as a statutory Corporation under the Ministry of Agriculture & Farmers Welfare. The functions of NCDC are as under:

Planning, promoting and financing programmes for production, processing, marketing, storage, export and import of agricultural produce, food stuffs, certain other notified commodities e.g. fertilisers, insecticides, agricultural machinery, lac, soap, kerosene oil, textile, rubber etc., supply of consumer goods and collection, processing, marketing, storage and export of minor forest produce through cooperatives, besides income generating stream of activities such as poultry, dairy, fishery, sericulture, handloom etc.

NCDC Act has been further amended which will broad base the area of operation of the Corporation to assist different types of cooperatives and to expand its financial base. NCDC will now be able to finance projects in the rural industrial cooperative sectors and for certain notified services in rural areas like water conservation, irrigation and micro irrigation, agri-insurance, agro-credit, rural sanitation, animal health, etc.

Loans and grants are advanced to State Governments for financing primary and secondary level cooperative societies and direct to the national level and other societies having objects extending beyond one State. Now, the Corporation can also go in for direct funding of projects under its various schemes of assistance on fulfillment of stipulated conditions.

The objectives of NCDC are:

1. To plan, promote, coordinate and finance the development of cooperative sector institutions in the country.
2. To work in an integrated manner for development of cooperative sector for doubling the farmers income and towards New India 2022.
3. To provide financial support in the form of loans and technical support to cooperative institutions of different categories including those of farmers, women, SC &ST and other weaker sections associated with agriculture and allied economic sectors. Also, to promote development of notified services under the NCDC Act.
4. To accord thrust to the cooperatives of weaker sections such as those comprising of members from scheduled castes, scheduled tribes, labour and women and those working in the handloom, handicrafts, sericulture, apiculture, poultry, fisheries, piggery and dairy sectors etc.
5. To provide financial assistance in the form of loans, for activities ranging from supply of inputs, processing, storage, value addition and marketing of agricultural produce and consumer goods, and to those dealing with notified commodities and services, including banking.
6. To act as Nodal Agency for Central Sector / Centrally Sponsored and other Schemes and Missions of the Ministry of Agriculture and Farmers Welfare and of other Ministries.

7. To work towards the convergence of schemes and assistance of Central Government, various States / UTs and other Government funded or public sector organizations for development of all types cooperative organizations at different levels / tiers across India.
8. To supplement the efforts of the State Governments and Union Territory Administrations in stimulating the process of cooperative development in the States and Union Territories.
9. To promote capacity development and skills upgradation of personnel involved in the cooperatives sector. To conduct tailor made training programmes for personnel of NCDC assisted projects and to different cooperatives as a whole.
10. To promote study, research, development and monitoring and evaluation of cooperative sector programs in India and abroad.
11. To undertake its promotional role through, but not limited to:
 - a. Fellowships in leading institutions through sponsorship mechanism
 - b. Consultancy services for formulation of projects.
 - c. Study visits through sponsorship, to working cooperatives
 - d. Organization of workshops, discussion forums and seminars, social media networks etc.
 - e. Scheme for National and Regional Awards for Excellence in cooperative sector.
12. To develop synergies between State, National and International Institutions of importance in the field of agriculture and allied sectors.
13. To carry out different activities as assigned by the Ministry of Agriculture and Farmers Welfare.
14. To promote research and development through the Laxmanrao Inamdar National Academy for Cooperative Research and Development.
15. To provide thrust to the development of cooperatives in the North Eastern Region.

NATIONAL AGRICULTURAL COOPERATIVE MARKETING FEDERATION OF INDIA LTD. (NAFED)

National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED), established on 2nd October, 1958, is an apex organisation of Marketing Cooperatives in the country, engaged in marketing of agricultural commodities both in the domestic as well as overseas markets with the prime objective of providing marketing support to the farmers to help them fetch reasonable price for their produce, in close coordination with State Cooperatives, Marketing Federations, State and Regional level Commodity Federations, Tribal Cooperatives and Member Cooperative Marketing Societies covering all important Primary and Secondary Markets in the country.

NAFED operates with its Head Office at New Delhi and Branches and sub offices located in the state capitals and other important cities across India.

Objective

To organize, promote and develop Agricultural marketing, processing and storage of agricultural, horticultural and forest produce; distribution of agricultural machinery, implements and other inputs; undertake inter-State, import and export trade, wholesale or retail; and provide technical advice in agricultural production for the promotion and the working of its members and co-operative marketing, processing and supply societies in India.

NAFED is one of the Central Nodal Agencies for procurement of Oilseeds, Pulses and Cotton under Price Support Scheme (PPS). It procures above commodities at Maximum Support Prices (MSP) declared by Government as and when the Market Price of these commodities falls below the MSP.

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Business Activities of NAFED

Nafed's business activities can be broadly classified into Domestic Trade and International Trade

Domestic Trade

- Nafed's Business activities consist of Outright, Joint Venture, Agency/Consignment.
- Implementation of Price Support Scheme/Market Intervention Scheme on behalf of Government of India involving State Level Cooperatives & Primary Level Cooperatives Marketing Societies to benefit the farmers for getting remunerative price of their produce.
- Procurement under Price Stabilisation Fund (PSF) on behalf of the Government.
- Procurement of Paddy on behalf of FCI.
- Organize Production and Marketing of Certified Seeds.
- Procurement of Agri-commodities on commercial basis from farmers through open auction in APMC mandies.
- Nafed purchases & blends tea in Guwahati and distributes/markets throughout the country.

International Trade

Nafed undertakes export of various Agricultural Commodities including Onion, Foodgrains, Spices, Fruits and Vegetables etc. as and when the situation so warrants. It also undertakes import of Agricultural Commodities as and when domestic situation arises.

Price Support Scheme (PSS)

- Central Agency of the Government of India for procurement of 16 notified Agricultural Commodities at the declared MSP under PSS.
- OILSEEDS - Mustard seed, Safflower seed, Toria, Soyabean Groundnut, Sunflower seed, Sesame seed, Niger seed, Copra and De-husked Coconut

- PULSES - Gram, Masoor, Moong, Arhar and Urad
- COTTON
- Provides regular Marketing support to the farmers by ensuring Minimum Support Price declared by Government for Rabi and Kharif season
- Ensures maximum coverage throughout the country including remotest areas of Lakshadweep and Andaman & Nicobar Islands
- Purchases directly from the farmers without involving Arhatiyas/Middlemen.
- Involves State Level Cooperatives and Primary Level Cooperative Marketing Societies for procurement at MSP
- Payment to the farmers through electronic mode.
- Millions of farmers benefitted by MSP operations by NAFED since 1976-1977
- State Govt, has to comply with the PSS guidelines for undertaking procurement under PSS.

Price Stabilization Fund Scheme of Govt of India (PSF)

Government of India has introduced PSF Scheme to create buffer stock of Pulses & Onion, which is presently being implemented by Department of Consumer Affairs, Ministry of Consumer Affairs, Food and Public Distribution, Govt, of India. Nafed is one of the Central Agencies for Procurement of Pulses & Onion under Price Stabilization Fund (PSF).

Nafed has undertaken major procurement of Pulses under PSF which is more than 70% of the total Pulses procurement under PSF by all the agencies.

CONSUMER MARKETING – RETAIL BUSINESS

- NAFED has ventured into consumer marketing as a step towards diversification of its activities to make available essential items of daily need to the consumers at affordable rates.

Retail Grocery, Tea and Poultry business

- In order to provide the grocery items in retail to the consumers in competitive rates, Nafed is running four outlets and five franchisee shops in Delhi and two in Shimla in the name of Nafed Bazaar.
- One of the most important consumer products is Nafed Brand Tea available in three variant and tea bags in nine flavours and Nafed tea is one of the tastiest flavored tea of India.
- Nafed has its own Blending and Packaging unit at Guwahati.
- Besides direct retailing, Nafed is also supplying grocery and other items to prestigious institutions in the country including reputed Hospitals, Public sector Undertakings, schools, hostels etc.

NATIONAL COOPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANKS' FEDERATION LTD. (NCARDBF)

The Federation has been playing an important role in the growth of institutions in the sector. It has established effective coordination and promoted understanding among member banks and liaison with Central and State Governments, NABARD and financing agencies of SCARDBs. Other activities of the Federation include organizing Seminars and Workshops, undertaking research studies and formulation of plans and programmes through its Planning, Research and Development Cell, compilation and publishing of statistics of member banks' operations, sponsoring of study teams, co-ordinating investments in debentures, undertaking special training programmes, publicity work, providing guidance and advice on issues relating to operations and governance.

NATIONAL FEDERATION OF URBAN COOPERATIVE BANKS AND CREDIT SOCIETIES LTD. (NAFCUB)

The main objective of the National Federative is to promote Urban Cooperative Credit movement in the country.

NATIONAL LABOUR COOPERATIVES FEDERATION OF INDIA LTD. (NLCF)

National Labour Cooperatives Federation of India Ltd. (NLCF) is an apex organization of labour cooperative movement, established in the year 1981, now working under the provisions of the Multi State Cooperative Societies Act. NLCF's main objective is to protect economic and social interests, to work for advancement of the labourers in India and to organise, promote, co-ordinate, help and develop the working of labour co-operatives for economic and social development of the unorganized sector. The poor labourers consisting of economically weaker sections of society mainly SC/ST, OBCs and Tribals. About 44,143 Labour Contract / Construction and Forest Labour Cooperatives are in existence in the country with their 215 districts and 17 State level Federations having a membership 27.30 lakhs workers as on 31.3.2018.

		1980-81	2001-02	2017-18
1	Number of societies	14389	32960	44143
2	Membership (in lakh)	8.64	20.25	27.30
3	Working capital (in lakh)	119.17	805.32	845.58
4	Business Turnover (in crores)	119.32	1000.35	2362.50

Publications:

1. Quarterly magazine "Labour Coops"
2. Directory of Labour Cooperatives in India
3. Booklet on Concessions and Facilities
4. Manual for Managers of District Labour Cooperatives Federations
5. Case Studies of Successful Labour Cooperatives
6. Syllabus for Skill Development Training Related to Masonry, Electric, Wiring, Plumbing, Carpentry, Cutting, and Tailoring Trades.

**NATIONAL FEDERATION OF STATE COOPERATIVE BANKS LTD.
(NAFSCOB)**

The objective is to provide a common forum to the member banks to examine the problems of cooperative credit, banking and allied matters and evolve suitable strategies to deal with them.

**ALL INDIA FEDERATION OF COOPERATIVE SPINNING MILLS
LTD. (AIFCOSPIN)**

The AIFCOSPIN is a non-equity based non-commercial promotional organization and is intended to assist the growth of the textile cooperatives and provide technical, managerial and other allied services so that it may develop and prosper. For discharging this promotional, advisory and consultancy role the AIFCOSPIN has been providing the entire gamut of services required by the cooperative textile sector.

**National Federation of Cooperative Sugar Factories Limited
(NFCSF)**

The National Federation of Cooperative Sugar Factories Limited (NFCSF) was established in 1960 to coordinate and facilitate the working of the affiliated cooperative sugar factories and State Federations of cooperative sugar factories and to assist in promotion and installation of new cooperative sugar factories.

Organization Structure:

The National Federation of Cooperative Sugar Factories Limited (NFCSF) functions under the overall guidance of an elected Board of Directors, comprising of representatives of State Sugar Federations and Cooperative Sugar Factories from across the country.

Objectives:

1. To advocate and promote & safeguard the interests of its members in accordance with the cooperative principles.

2. To arrange education and training for the benefit of its members.
3. To arrange for technical support and services to its members both for improving their operational efficiency as well as for organisation and promotion of new cooperative sugar factories.
4. To promote R & D activities for its members, sponsor research projects, conferences, seminars etc., to find out solutions of the problems of its member cooperative sugar factories and allied subjects.
5. To act as accredited representative and spokesman organisation of the cooperative sugar sector factories at the policy fora of Central and State Governments, business forums and organisations relating to sugar industry; establish liaison with national and international organisations and others allied to sugar industry.
6. To advice and assist its members in the matters related to their management and operations.
7. To undertake information services for the benefit of its members.
8. To publish literature and documents on sugar industry for the benefit of its members.
9. To undertake any other activities that are incidental and conducive to the attainment of its objectives and interest of its members for the development and progress of sugar and its co-products industries either directly or through strategically collaborative joint ventures or partnership with organisations including insurance within India and abroad.

Services:

1. Sugar Policy Advocacy
2. Technical Services
Technical know-how to member factories
Establishment of new cooperative sugar factories
Modernisation / Expansion Projects
DPR for Ethanol, Alcohol, Co-generation, Refinery etc.
3. Financial Consultancy
4. Promotional Services (Standard development for sugar industry)
5. Legal Service
6. Sugarcane Development
7. Statistical Information
8. Sugar Industry Efficiency Awards

SMALL FARMERS' AGRIBUSINESS CONSORTIUM (SFAC)

The mandate of SFAC is as follows:

- (i) To promote agribusiness projects by catalyzing private investment for generating income and rural employment; and

(ii) To promote aggregation of farmers as producers' organizations with forward and backward linkages for efficient supply chain management.

CROPS DIVISION

DIRECTORATE OF COTTON DEVELOPMENT (DCD), NAGPUR

Brief history and functions:

Directorate of Cotton Development comes under administrative control of Crops Division. This Division has 7 more Crop Development Directorates (CDDs) namely i) Directorate of Millets Development, Jaipur, ii) Directorate of Wheat Development, Ghaziabad, iii) Directorate of Sugarcane Development, Lucknow, iv) Directorate of Rice Development, Patna, v) Directorate of Jute Development, Kolkata, vi) Directorate of Oilseeds Development, Hyderabad, and vii) Directorate of Pulses Development, Bhopal. Each Directorate is headed by its Director at National level.

When the British Rulers in India formed Ministry of Agriculture for the first time in the beginning of the 19th Century, cotton was one of their main considerations, because the Mills in Britain depend mainly on raw cotton produced in India. With the establishment of Agricultural Departments in various provinces of India in 1904, the Indian Cotton Committee (ICC) was setup in 1917 at Bombay.

This committee established Indian Central Cotton Committee (ICCC) in 1921 as technical advisory Body to the Government for promoting Agricultural & Technological Research in cotton. The ICCC became a statutory Body in 1923 and established Central Technological Research Laboratory (CTRL) in 1924 at Bombay, presently known as Central Institute for Research on Cotton Technology (CIRCOT). Since 1924 to 1966, ICCC had formulated many cotton schemes with a view to improve cotton quantitatively & qualitatively and operated various developmental schemes for overall development of four cultivated species of cotton in India. The concentrated efforts of the ICCC could cross double the production during 1966. The major activities of ICCC were Breeding- varietal improvement, Seed multiplication, Cotton agronomy, Control of insect pests & diseases and Cotton physiology.

The Indian Central Cotton Committee (ICCC) renamed as Directorate of Cotton Development in 1966 which was functioning since 1921 at Indian Mercantile Chambers, 14, R.K. Marg, Ballard Estate, Mumbai 400001 up to 30.09.2014, has now been shifted to Nagpur and this Directorate has been functioning since 01.10.2014 at Bhoomi Sarvekshan Bhavan, Katol Road, Nagpur 440013, Maharashtra.

Functions assigned to DCD

TECHNICAL:

- To prepare Weekly Crop Coverage data for nodal crop cotton at National level and crops of assigned states.
- To prepare quarterly progress report for NFSM: CC: Cotton at National Level & Flagship schemes implementation in assigned states.
- To prepare technical reports on cotton & crops of assigned states.
- To carryout field visits to assess the performance of flagship schemes and Nodal Crop cotton & Crops of assigned states.
- To scrutinise the reports / Annual Action Plan submitted by cotton producing states and assigned states.
- To organise training for farmers / extension personnel under NFSM: CC: Cotton.
- To participate in meetings / conferences / seminars and attend IMCT work.
- To maintain data bank in respect of nodal crop and crops of assigned states.
- To maintain the close coordination with research and development agencies to provide technical feedback to Ministry.
- Other technical work as per requirement of Ministry of Agriculture.

NON-TECHNICAL:

- To perform administration & accounts work for functioning of Directorate.
- To organise workshop and meeting of official language implementation committee.
- To maintain close coordination with concerned administration and accounts agencies, besides data bank in respect of administration and accounts.
- Other administration and accounts work as per requirement of Ministry of Agriculture

DIRECTORATE OF JUTE DEVELOPMENT, KOLKATA

Directorate of Jute Development, 1st MSO Building, Maz. Floor, Nizam Palace Campus, 234/4, Acharya Jagadish Chandra Bose Road Kolkata-20:

A. FUNCTIONS FOR NODAL CROPS:

1. To assist DAC & FW to plan, coordinate and monitor nodal crop development programmes at the national level and recommend measures to improve them.
2. To assist the States/Union Territories to plan, formulates and implement crop programmes to increase production and productivity.
3. To interact with national and State institutions in planning the production of seeds.
4. To liaise with State Agriculture Universities and Central Government Institutions for organizing training courses in improved production technology.
5. To have closer interaction/coordination with the project Directorates/Institutes and other Research Centres of the ICAR and represent Deptt. of Agriculture & cooperation on their Management Committees and ICAR's Regional Committees, with a view to benefit from research and improved production technology and assist the Ministry of Agriculture to

formulate farmer friendly schemes with a unified approach for the over-all development of agriculture sector as a whole.

6. To keep in touch with research developments of agricultural Universities, National and International Organizations and maintain the flow of information and ideas between research and development;
7. To provide technical support to the Extension agencies with respect to the nodal crop as and when required. In this context, Directors of Commodity Development Directorates may attend the State Level Crop Training Programmes; provide literature on training manuals; and also periodically visit some such projects relating to their respective nodal crops and provide feedback to Extension Division.
8. To participate in meetings of Zonal Research and Extension Advisory Committee (ZREAC) and have closer interaction/coordination through this forum in relevant functions and responsibilities.
9. To watch the performance of the newly evolved released varieties of seeds.
10. To study and analyze trends in weather crop area, production and productivity as well as transport, marketing and prices.
11. To report regularly to DAC&FW on weather and crop prospects as well as market and price trends.
12. To assist DAC&FW in fixing targets of production and suggest measures to achieve them.
13. To build up relevant records and data for the nodal crop.
14. To serve as Secretariat for the respective Crop Development Council.

B. AREA-SPECIFIC FUNCTIONS FOR NODAL CROPS OF SISTER DIRECTORATES IN THE ASSIGNED STATES/UNION TERRITORIES

1. To function as eyes and ears of DAC&FW also for all major crops produced in the assigned States/Union Territories and to function as 'Area Officers' for these States (9)/Union Territories (1).
2. To maintain liaison with State Governments/Departments and other development agencies on crop development programmes.
3. To monitor the crop programmes and report to Crop Division/States about the gap between planning and performance.
4. To monitor the availability of inputs and extension services.
5. To regularly report to the DAC&FW on weather crop prospects, storage, processing, movement and prices of crops harvested.
6. To report to the other Crop Directorates on matters relating to the respective nodal crops weather crop prospects and other important developments.
7. To represent DAC&FW on Central Study Teams etc.
8. To participate in Kharif Conference, Rabi Conference, Zonal Seed meetings etc.
9. To carry out field visits to assess the performance of CSS schemes like NFSM, BGREI, RKVY, CDP, Seed hub, CFLD.
10. To monitor the Government of India flagship programmes i.e., PMKSY, PMFBY (NCIS), SHC and DBT.
11. To evaluate the reports submitted by the State Governments on the schemes funded by the Government of India and prepare the documents on success story of the CSS schemes.
12. To prepare the status note on Agriculture situation of the assigned states.

DIRECTORATE OF MILLETS DEVELOPMENT, JAIPUR

Work allocation

(A) NODAL CROPS (Coarse cereals):

1. To assist Department of Agriculture and Cooperation to plan, coordinate and monitor crop development programmes at the national level and recommend measures to improve them.
2. To assist the States/Union Territories to plan, formulate and implement the Crop programmes to increase production and productivity .
3. To inter-act with National and State Institutions in planning the production of seeds.
4. To liaise with State Agricultural Universities and Central Government Institutes for organizing training courses in improved production technology .
5. To have closer inter-action/coordination with the Project Directorates/ Institutes and other Research Centres of the ICAR and represent Department of Agriculture & Cooperation on their Management Committees and ICAR's Regional Committees, with a view to benefit from research and improved production technology and assist the Ministry of Agriculture to formulate farmer friendly schemes with unified approach for the over-all development of agriculture sector as a whole.
6. To keep in touch with research developments by Agricultural Universities, National and International Organizations and maintain the flow of information and ideas between research and development.
7. To have a close liaison with National Institute of Management for Agricultural Extension (MANAGE) in identifying the areas where MANAGE can provide support and bridge the gap in increasing productivity of the nodal crop.
8. To provide technical support to the Extension agencies with respect to the nodal crop as and when required. In this context the Directors of Crop Development Directorates may attend the State Level Crop Training Programmes, provide literature on training manuals; and also periodically visit some such projects relating to their respective nodal crops and provide feedback to Extension Division.
9. To participate in meetings of Zonal Research and Extension Advisory Committee (ZREAC) and have closer interaction/ coordination through this forum in relevant functions and responsibilities.
10. To watch the performance of the newly evolved released varieties of crops.
11. To study and analyze trends in weather, crop area, production and productivity as well as transport, marketing and prices.
12. To report regularly to Department of Agriculture and Cooperation on weather and crop prospects as well as market and price trends.
13. To assist Department of Agriculture & Cooperation in fixing targets of production and suggest measures to achieve them.
14. To build up relevant records and data for the nodal crop.
15. To serve as a Secretariat for the respective Crop Development Council.

(B) Area Specific functions for nodal Crops of Sister Directorates in the Assigned States (Rajasthan & Gujarat)

1. To function as eyes and ears of Department of Agriculture and Cooperation, also for all major crops produced in the assigned States/ Union Territories and to function as 'Area Officers' for these States/Union Territories.
2. To maintain liaison with State Governments/ Departments and other development agencies on crop development programmes.
3. To monitor the crop programmes and report to Crops Division/States about gap between planning and performance.
4. To monitor the availability of inputs and extension services.
5. To regularly report to the Department of Agriculture & Cooperation on weather, crop prospects, storage , processing, movement and prices of crops harvested.
6. To report to the other crop Directorates on matters relating to the respective nodal crop, Weather, crop prospects, and other important developments.
7. To represent Department of Agriculture & Cooperation on Central Study Teams etc.
8. To participate in *Kharif/Rabi* conference, Zonal Seed meeting etc.

(C) Keeping in view the importance and relevance of CDDs, crucial activities relating to crop cultivation given hereunder were also included in the mandate of CDDs vide DAC&FW OM No. 18-2/2001-CA-III dated December, 2004.

1. Water management - timely opening and closing of canals and water use efficiency.
2. Assessment of inputs requirements - fertilizers, pesticides, seeds etc. For crops for obtaining optimal yields.
3. Tracking progress and promotion of new crop varieties.
4. Monitoring/tracking progress of horticulture crops and programmes therefore in the assigned states.
5. Being more visible and interactive with states for promotion and development of crops/varieties.

(D) Duties of Crops Development Directorate as per minutes of meeting of the CDDs (DAC&FW letter No. 18-33/2016-CA-III dated 27th October, 2016)

1. Providing weekly crop coverage data to the Crops Division in the prescribed template.
2. Providing weekly weather watch report to the Crops Division.
3. Quarterly progress report of schemes executed by Crops Division and Oilseeds Division (Centrally Sponsored Schemes).
4. As a representative of Government of India, Ministry of Agriculture, in the Inter Ministerial Central teams to assess the damage due to floods, droughts and other natural calamities.
5. Report on pulses seed hubs, breeder seed production and the cluster Demonstrations.
6. Field visits to assess overall crop situation.
7. Carrying out the field visits to assess the performance of Centrally Sponsored Schemes like NFSM, NMOOP, BGREI, RKVY and CDP.
8. Evaluate the reports submitted by State Governments on the schemes funded by Government of India.

9. To participate in different zonal meetings on Agriculture and other meetings organised by State Governments and ICAR Institutes from time to time.
10. To prepare Status note of Agriculture situation of the assigned states.
11. To document and share the success stories of Centrally Sponsored Schemes.

DIRECTORATE OF PULSES DEVELOPMENT, BHOPAL

(A) MANDATE / FUNCTIONS OF DIRECTORATE OF PULSES DEVELOPMENT

1. To assist Department of Agriculture, Cooperation & Farmers Welfare to plan, coordinate and monitor nodal crop development programmes ie. Pulses at the National level and recommend measures to improve them;
2. To assist the States/Union Territories to formulate their Action Plan on CSS and implement crops development programmes to increase production and productivity;
3. To liaise with State Agricultural Universities and Central Government Institutes/ICAR's / KVKs Institute for organizing training courses in improved production technology;
4. To have closer interaction/coordination with the Project Directorates / Coordinators / ICAR Institutes and represent Department on their Management Committees / Regional Committees, with a view to benefit from research and improved production technology;
5. To provide technical support to the Extension agencies with respect to the nodal crop, provide literature on training manuals; and also periodically visit some of such projects relating to their respective nodal crops and provide feed backs to Extension Division;
6. To participate in meetings of Agricultural Techno Application Research Institute (ATARI-Zone-IX) to have closer interaction / coordination for need based field Extension activities / Technology Transfer as an effective DAC-ICAR interface at field level.
7. To represent in the Varietal Identification Committee (VIC) and to watch the performance of the newly evolved released varieties of crops.
8. To study and analyze trends in weather, crop area, production and productivity, on weather and crop prospects as well as market and price trends;
9. To assist Department of Agriculture, Cooperation & Farmers Welfare in fixing Nodal crop production targets and suggest measures to achieve them;
10. To build up relevant record and data for the nodal crop / commodity.

(B) AREA-SPECIFIC MANDATE UNDER BIFOCAL RESPONSIBILITIES ASSIGNED STATES (MADHYA PRADESH AND CHHATTISGARH)

1. To function as Area-Office of DAC&FW for the assigned states (presently Madhya Pradesh and Chhattisgarh) for coordination and monitoring of all Central Sector and

Centrally Sponsored Schemes, Mission programme in agricultural development / crop sector.

2. To maintain liaison with State Governments / Departments and other development agencies / Research organization / SAUs / stake-holders on crop development programmes;

3. To monitor implementation of the crop development programmes on behalf of DAC&FW and appraise the Ministry/States about the gap between planning and performance and for further follow-up;

4. To monitor the availability of inputs and extension services; crop scenario etc.

5. To participate in Kharif Conference, Rabi Conference, Zonal Seed meetings, etc.

6. Represent DAC&FW in Central Teams/Committees.

7. Scrutiny of Annual Action Plan of the states, preparation of the Appraisal Notes on the proposal of each state.

(C) EXTENDED MANDATE – BGREI/NFSM/ OTHER CSS MONITORING

1. Assessment of inputs requirements seed rolling plan etc for obtaining optimal yields.

2. Tracking progress and promotion of new crop varieties, including Seed Minikit implementation.

3. Monitoring/tracking progress of horticulture crops under Mission on Inter Development of Horticulture (MIDH) in the assigned states.

4. To Coordinate between States' Stake-holders and Mission Director, NFSM on all issues related to National Food Security Mission, Rashtriya Krishi Vikas Yojana (RKVY).

5. To obtain quarterly, annual report and Utilization Certificates and ensure timely submission of reports.

6. To liaise with State Agriculture Universities and ICAR Research Institutions for organizing the training courses, arranging workshops etc.

7. Compilation of MPR / QPR / APR of all CSS in assigned states and Nodal crop (Pulses) at National level.

8. Assisting Crops Division for allocation of seed minikits of oilseeds/pulses and monitoring the delivery within stipulated time frame and performance.

9. To act as Convenor / Team leader for National Monitoring Team (NLMT) under NFSM and BGREI etc.

10. Monitoring of Seed Hubs, Additional Breeder Seed Production Programme and Cluster Frontline Demonstrations (CFLDs) on Pulses and Oilseeds under NFSM – Pulses.

11. Additional Nodal Officer for MP & CG for All Crops Development Programmes under the umbrella scheme Green Revolution – Krishonnati Yojana

12. Member State Coordination Committee (SCC) for “Doubling of Farmers’ Income by 2022”

DIRECTORATE OF SUGARCANE DEVELOPMENT, LUCKNOW-226024

1. Background information:

The Directorate had been shifted from Delhi to Ghaziabad in 1977 and further to Lucknow in October 1995 and now functioning at Lucknow till date. Consequent upon reorganization of Commodity Development Directorates (CDD's), the functions of the Crop Development Directorates were rationalized by the Department of Agriculture, Cooperation & Farmers Welfare, Union Ministry of Agriculture and Farmers Welfare, Government of India w.e.f. 21st June 1995 combining bifocal responsibilities viz. basic responsibility of "development of sugarcane at national level as Nodal Crop" and "Area Specific Functions for monitoring of schemes of DAC&FW in the states of Uttar Pradesh and Uttarakhand".

2. Functions & duties of the Directorate:

A. Nodal Crops (Sugarcane):

1. to assist Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare to plan, coordinate and monitor nodal crop (sugarcane) development programmes at the National level and recommend measures to improve them;
2. to assist the States/Union Territories to plan, formulate and implement the sugarcane programmes to increase production and productivity;
3. to inter-act with National and State Institutions in planning the production of seeds/planting material;
4. to liaise with Indian Council of Agricultural Research, State Agricultural Universities and Central Government Institutes for organizing training courses in improved production technology;
5. to have closer inter-action/coordination with the Project Directorates/ Institutes and other Research Centres of the ICAR and representative of Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare on their Management Committees and ICAR's Regional Committees, with a view to benefit from research and improved production technology and assist the Ministry of Agriculture and Farmer's Welfare to formulate farmer friendly schemes with unified approach for the over-all development of agriculture sector as a whole;
6. to keep in touch with research developments by Agricultural Universities, National and International Organizations and maintain the flow of information and ideas between research and development;
7. to have a close liaison with National Institute of Management for Agricultural Extension (MANAGE), ICAR Institutes and State level extension agencies in identifying

the areas where these Institutes can provide support and bridge the gap in increasing productivity of the nodal crop (sugarcane);

8. to provide technical support to the Extension agencies with respect to the nodal crop (sugarcane) as and when required. In this context the Crop Development Directorates organize/participate in the State Level Crop Training Programmes, Kisan Melas, Sugarcane Workshops/ conferences, Farmers trainings, providing literature on training manuals; and also periodically visit some such projects relating to their respective nodal crops and provide feedback to Extension Division;

9. to participate in meetings of Zonal Research and Extension Advisory Committee (ZREAC) and have closer interaction/ coordination through this forum in relevant functions and responsibilities;

10. to watch the new technologies evolved and performance of the newly released varieties of sugarcane for assisting to Ministry in bringing under government subsidy programme;

11. to study and analyze trends in weather, crop area, production and productivity as well as transport, marketing and to assist in fixing the State Advisory Price (SAP) ;

12. to study and analyze trends in import, export and world's sugarcane productivity to assist in preparation of policy and plan of sugarcane development in India ;

13. To attend annual workshop of AICRP on sugarcane and act as member of varietal identification committee (VIC) for sugarcane.

14. to report regularly to Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare on weather and crop prospects as well as market and price trends;

15. to assist Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare in fixing targets of production and suggest measures to achieve them;

16. to build up relevant records and data for the nodal crop (sugarcane); and

17. to serve as a Secretariat for the respective Crop Development Council.

B. Area Specific functions in the assigned states - Uttar Pradesh & Uttarakhand:

1. to function as "eyes and ears" of Department of Agriculture, Cooperation & Farmers Welfare for all major crops produced in the assigned States and to function as 'Area Office' for these States;

2. Monitoring and implementation of all central sponsored schemes of DAC&FW in assigned states, submission of annual/ quarterly progress report and arranging utilization certificate of implementing schemes executed by DAC&FW;

3. to maintain liaison with ICAR Institutes, State Governments/ Departments and other line departments on crop development programmes;

4. to monitor the crop programmes and report to Crops Division/States about gap between planning and performance;

5. to monitor the availability of inputs and extension services;
6. to regularly report to the Department of Agriculture, Cooperation & Farmers Welfare on weather, crop prospects, storage , processing, movement and prices of crops harvested;
7. As a representative of Government of India, Ministry of Agriculture and Farmers Welfare, in the Inter Ministerial Central teams to assess the damage due to floods, droughts and other natural calamities.
8. to participate in *Kharif /Rabi* Conference, Zonal Seed meeting etc;.
9. Water management - timely opening and closing of canals and water use efficiency;
10. Assessment of inputs requirements-fertilizers, pesticides, seeds etc. for crops for obtaining optimal yields;
11. Carrying out the field visits to assess the performances of Centrally Sponsored Schemes like NFSM, BGREI, RKVY, CDP, SHC, PMKSY, PKVY, NMSA, NMAET etc.
12. Tracking progress and promotion of new crop varieties;
13. Act as a coordinator in National Level Monitoring Team (NLMT) under NFSM (Rice, Wheat, Pulses, Coarse cereals and Commercial crops) in Uttar Pradesh and Uttarakhand and BGREI in Uttar Pradesh.
14. To prepare a Status note of Agriculture situations of the assigned states.
15. To document and share the success stories of Centrally Sponsored Schemes.

DIRECTORATE OF WHEAT DEVELOPMENT, GHAZIABAD

The Directorate is National level office for Development of Wheat Crops in the country, Directorate is act as nodal office of assigned four states like Haryana, Himachal Pradesh, Jammu & Kashmir and Punjab and two union territories Delhi and Chandigarh. The is responsible for overall agricultural activities in the assigned state. The following work have been assigned by the ministry as a whole

1. To assess the performance of Centrally Sponsored Schemes like NFSM, NMOOP, BGREI, RKVY, PMKVY and CDP in assigned states.
2. To assist the State / Union Territories to plan, formulate and implement crop programme to increase production and productivity.
3. Providing weekly weather watch to the Crops Division in the prescribed template - Providing report regularly to Crop Division on Weather, Crop Coverage data and crop prospects as well as market and price trends.
4. Quarterly Progress Report of Schemes executed by Crops Division, Oilseed Division and other (Centrally Sponsored Schemes).
5. Providing technical support to the Extension agencies with respect to the nodal crop as and when required.
6. Providing monthly progress report of Centrally Sponsored Scheme in assigned state and Nodal Crops to Crops Division.

7. As a representative of Government of India, Ministry of Agriculture & Farmers Welfare, in the Inter-Ministerial Central teams to assess the damage due to flood, droughts and other natural calamities.
8. Report on Pulses Seed Hubs, Breeder Seed production and the Cluster Demonstration.
9. Field visits to assess overall crop situation in assigned states.
10. Evaluate the reports submitted by State Governments on the Schemes funded by Govt. of India.
11. To participate in different Zonal Meetings on Agriculture and other meetings organized by state Govt. and ICAR Institutes from time to time
12. To watch the performance of the newly evolved released varieties of seeds.
13. To prepare status note on agriculture situation of the assigned states.
14. To keep in touch with research development by Agriculture Universities, National and International Organization and Maintain flow of information and ideas between research and development.
15. To document and share success stories of Centrally Sponsored Schemes.
16. Other miscellaneous work as and when required to ministry.

EXTENSION DIVISION

DIRECTORATE OF EXTENSION (DOE)

Directorate of Extension established by Government of India in 1958 is presently situated in two campus, Krishi Vistar Bhawan, IASRI Campus, Pusa, New Delhi and Krishi Vistar Sadan, CTO, IARI Campus, Pusa, New Delhi. The main role of DOE is promote agricultural development through professional extension services as also to strengthen/enhance professionalism in extension. DOE is an apex nodal agency at national level to strengthen agricultural extension services and networking of farming information as well as to ensure awareness creation among the extension functionaries and farmers about various schemes and programmes of Department of Agriculture, Cooperation and Farmers Welfare through States/UTs & various implementing agencies. Being the nodal agency at the National level, it provides guidelines, mainstream coordination among various organizations / institutions involved in extension work and supervise and promoting extension programmes/schemes. Major policy guidelines on extension matters are laid down by the Extension Division and specific programs and activities are implemented national level through Directorate of Extension through its four units namely, Extension Management, Extension Training, Farm Information and Administration Unit.

i). EXTENSION MANAGEMENT UNIT:

- (i) Coordination of extension activities at the national level particularly with reference to Extension Management aspects.
- (ii) Strengthening of extension services in the States.

- (iii) Organizing National level Interface between Department of Agriculture, Cooperation and Farmers Welfare & ICAR.
- (iv) Providing inputs for National Kharif /Rabi Conferences.
- (v) Developing Research-Extension linkages at various levels for effective transfer of technology.
- (vi) Implementation of the Central Sector Scheme – Establishment of Agri-Clinic and Agri-Business Centres.
- (vii) Implementation of the Central Sector Scheme – Kisan Call Centres (KCCs) & Monitoring of Kisan Call Centres at 14 locations in the different parts of the country covering all the States and UTs.
- (viii) Kisan Knowledge Management System (KKMS) (web site <http://dackkms.gov.in>) developed to capture all the details of callers to KCCs, generation of MIS Report etc.

ii). EXTENSION TRAINING UNIT (ET):

- (i) HRD & Capacity Building of extension functionaries working under agriculture & allied departments across the country.
- (ii) Coordination of training activities at the National/State level with different Divisions and Departments.
- (iii) Technical, administrative and financial matters of four Extension Education Institutes (EIs) established by Government of India on regional basis at Nilokheri (Haryana); Hyderabad (Telangana); Anand (Gujarat) and Jorhat (Assam) to cater to the training needs of middle-level field extension functionaries working under agriculture and allied departments of States/UTs of respective regions.
- (iv) Training collaboration with ICAR, SAUs and other National Institutes for organization of short duration specialized training courses for middle level extension functionaries working in agriculture & allied departments of States/UTs.
- (v) Implementation of Skill Development activities under:
 - (a) Diploma in Agricultural Extension Services for input Dealers (DAESI);
 - (b) Skill Training of Rural Youth (STRY);
 - (c) Farmers Capacity Assessment & Certification (FCAC).
- (vi) Organizing workshops /seminars /conferences / review meetings/ brainstorming session.
- (vii) Grievance Petition, RTI/ VIP/PMO references/ Parliament Questions.

iii). FARM INFORMATION UNIT:

- (i) Coordination & Execution of Publicity & Awareness activities of DAC&FW.
- (ii) Organizing Media Support workshops, liaison with State Farm Information Units/State Agricultural Universities and other organizations.

iv). EXTENSION REFORMS CELL:

- (i) Planning, coordination and management of 'Sub Mission on Agriculture Extension (SAME)' – Extension Reforms (ATMA) Scheme for implementation in States/ UTs.
- (ii) Examination of State Extension Work Plan (SEWPs) & allocation/release of funds to States/UTs for implementation of activities under 'Support to State Extension Programmes for Extension Reforms (ATMA)' component of Centrally Sponsored Scheme "Sub-Mission on Agriculture Extension (SMAE)".
- (iii) Technical, administrative and financial matters of MANAGE, Hyderabad, an autonomous body under Department of Agriculture, Cooperation & Farmers Welfare.
- (iv) Examination of Agricultural Extension Projects under section 35CCC of Income Tax Acts 1961.
- (v)Parliament Questions, Admissibility and Assurances, Grievance Petitions/ VIP & PMO reference/RTI matters/ Court Cases etc.
- (vi) Operationalization of online reporting system i.e. ERMS Portal.
- (vii) Maintenance and updation of financial data related to Allocation, Release and Expenditure and manpower deployment under ATMA and MANAGE.

v). MASS MEDIA CELL:

- (i) Telecast of a 30 minute programme/ Krishi Darshan for 6 days a week through National, 18 Regional Kendras and 180 High Power / Low Power Transmitters of Doordarshan.
- (ii) Broadcast of a 30 minutes programme/ Kisan Vani for 6 days a week through 96 Rural FM Radio Stations of All India Radio.
- (iii) Production of Audio-Video spots/films for broadcast/telecast through DD, AIR and Private TV Radio Channels operating at National & Regional Level during news, entertainment programmes, serials etc.
- (iv) Support for Establishment of Community Radio Stations (CRS) under Extension Reforms (ATMA) programme.
- (v)Focused Publicity & Awareness Campaign: to create awareness of various schemes of the DAC&FW through Private TV Channels, Private FM Channels, Outdoor Publicity and Private Advertisements through newspapers across the country.

vi). EXHIBITION / PRINTING/ PUBLICATION WING:

- (i) Production and distribution of bi-monthly magazines namely, Intensive Agriculture and Agriculture Extension Review in English, Unnat Krishi and Krishi Vistar Samiksha in Hindi and other ad-hoc publications.
- (ii) Organization and participation in National/International Fair / Exhibition / Agriculture Expo in coordination with ICAR, DAHD&F, ITPO & other Departments.
- (iii) Production, procurement and distribution of Agricultural Films on identified thrust areas.
- (iv) Media coordination specially with Doordarshan and All India Radio.
- (v)Organizing All India Fruit/Vegetable shows.

- (vi) Organizing Media Support workshops, liaison with State Farm Information Units/State Agricultural Universities and other organizations.
- (vii) Maintenance of photo Archives.

vii) NATIONAL GENDER RESOURCE CENTRE IN AGRICULTURE (NGRCA):

(i) National Gender Resource Centre in Agriculture (NGRCA), set up in Directorate of Extension, is a focal point to converge all gender related activities & issues in agriculture & allied sectors, within and outside the Department of Agriculture, Cooperation & Farmers Welfare; add gender dimension to agriculture policies & programmes; render advocacy/advisory services to the States/UTs; undertaking and supporting training, research and advocacy to mainstream gender issues in agriculture and natural resource management, so as to internalize gender specific interventions and ensure that the policies and programmes in agriculture are fully engendered & reflect the National commitment to empowerment of women.

Gender Budgeting Cell (GBT): Gender Budgeting Cell (GBT) of DAC&FW has been constituted in the NGRCA for looking into the budgetary commitments of various schemes of DAC&FW; bringing gender concerns on to the centre stage in all aspects of public expenditure and policy and ensuring a proportionate flow of the public expenditure benefiting women farmers.

NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE), RAJENDRANAGAR, HYDERABAD – 500 030, TELANGANA

The National Institute of Agricultural Extension Management (MANAGE), an autonomous organization under the Department of Agriculture and Cooperation, Ministry of Agriculture & Farmers Welfare, Government of India, was established in response to the challenges of agricultural extension in a rapidly growing and diverse agriculture sector. Increasing focus on commercialization and market orientation in agriculture as well as the growing complexity of agricultural technologies demanded major initiatives towards reorienting and modernizing the agricultural extension system in the country. Further, effective ways of managing the extension system were needed to transform the existing framework through professional guidance and training of critical manpower.

In order to meet the above-mentioned challenges and needs of agricultural extension, MANAGE was established as a Registered Society on 11th June 1987 under the

Andhra Pradesh (Telangana areas) Public Societies Registration Act, 1350 Fasli (Act of 1350 F).

Mission

The Mission of MANAGE is to facilitate the acquisition of managerial and technical skills by extension officers, managers, scientists and administrators, in all sectors of agricultural economy with a view to enable them to provide the most effective support and services to farmers and fishermen for practicing sustainable agriculture.

Vision

To be counted among the most pioneering, innovative, user-friendly and self-supporting agricultural management institutes in the world.

Mandate

- Developing linkages between prominent State, Regional, National and International institutions concerned with agricultural extension management and also agricultural development
- Gaining insight into agricultural extension management systems and policies
- Forging collaborative linkages with National and International institutions for sharing faculty resources
- Developing and promoting application of modern management tools for improving the effectiveness of agricultural extension organizations
- Organizing need-based training for senior and middle level agricultural extension functionaries
- Conducting problem-oriented studies on agricultural extension management
- Functioning as an International Documentation Center for collecting, storing, processing and disseminating information on subjects related to agricultural extension management.

Core Values

- User-friendliness
- Client-centered process consultancy
- Farmer-focused approach in all professional services
- Interactive and experiential learning methodology
- Faculty development and networking with facilitators
- Determination to achieve financial self-reliance

General Council

The General Council headed by the Hon'ble Union Minister for Agriculture, constituted by the Ministry of Agriculture & Farmers Welfare, Government of India issues instructions on matters dealing with affairs of MANAGE.

Executive Council

The Executive Council presided over by the Secretary (Agri. & Cooperation), Ministry of Agriculture & Farmers Welfare, Govt. of India is responsible for Management and administration of the affairs of MANAGE as per the general control and the directions of the General Council.

Academic Committee

The Director General is the Chairman of the Academic Committee. The Committee deals with matters relating to research, training and teaching. It deals with matters, proposals or schemes relating to the subjects referred to it or initiated by it or otherwise.

Advisory Council for Post Graduate Programme on Agri-Business Management

The Director General is the Chairman of the Advisory Council. The Members include two Members from Academic Institutions, two Members from Agri-Business Industries, Principal Coordinator (PGPABM), NIAM-Jaipur and Principal Coordinator (PGPABM), MANAGE.

Functions

The mandate of MANAGE is to assist Government of India and State Governments/UTs to help improve delivery mechanisms in agriculture and allied sectors through need-based changes in policies and programs, and also by way of improving the Knowledge, Skills and Attitude of extension personnel. MANAGE focuses on Training, Education, Research, Consultancy etc., apart from implementing select Central Sector Schemes.

Centers at MANAGE

The core activities of MANAGE are carried out through eight theme-based Centers and a School of Agribusiness Management. These Centers are:

1. Centre for Agricultural Extension Policy, Public Private Partnership in Extension and International Centre of Excellence in Agricultural Extension
2. Centre for Agricultural Extension Innovations, Reforms & Agripreneurship
3. Centre for Capacity Building of Agri-institutions
4. Center for Supply Chain Management & Marketing in Agricultural Extension
5. Centre for Extension in Agri-Allied Sectors
6. Centre for Knowledge Management, ICT and Mass Media in Agricultural Extension
7. Center for Gender in Agriculture, Nutritional Security and Urban Agriculture
8. Center for Sustainable Agriculture, Monitoring and Evaluation of Programs and Plans
9. School of Agribusiness Management
10. Centre for Agricultural Extension Policy, Public Private Partnership in Extension and International Centre of Excellence in Agricultural Extension
11. Centre for Agricultural Extension Innovations, Reforms & Agripreneurship
12. Centre for Capacity Building of Agri-institutions
13. Center for Supply Chain Management & Marketing in Agricultural Extension
14. Centre for Extension in Agri-Allied Sectors
15. Centre for Knowledge Management, ICT and Mass Media in Agricultural Extension
16. Center for Gender in Agriculture, Nutritional Security and Urban Agriculture
17. Center for Sustainable Agriculture, Monitoring and Evaluation of Programs and Plans
18. School of Agribusiness Management

HORTICULTURE (MIDH) DIVISION

CENTRAL INSTITUTE OF HORTICULTURE (NAGALAND)

Central Institute of Horticulture, Nagaland is playing a vital role by providing Institutional support in order to tap the huge potential for horticulture development in the North-Eastern region. The main thrust areas of the Institute are demonstrations of identified technologies pertaining to the region; production and supply of quality seed and planting material; training and capacity building of state govt. officials, field functionaries and farmers, accreditation and certification of nurseries in NER, monitoring of centrally sponsored programmes in the area of horticulture, promotion of organic farming, certificate and skill development course, post harvest management, processing, value addition, marketing and agribusiness promotion.

DIRECTORATE OF ARECANUT & SPICES DEVELOPMENT (DASD)

The Directorate of Arecanut and Spices Development (DASD) is a subordinate office under Ministry of Agriculture, Government of India, to look after the

development of Spices, Arecanut, Betel vine and Aromatic plants at National level. The Directorate monitors the development programmes implemented by the states in spices under MIDH.

Functions of the Directorate

1. To plan, coordinate and monitor the development programmes of the respective crops at the national level.
2. To prepare model schemes for initiating centrally sponsored / central sector schemes in respect of the respective crops.
3. Rendering technical assistance to State Governments and other agencies on commodity development programmes.
4. Collection and compilation of statistics of area, production, export, import, prices etc. of Arecanut and Spices and dissemination of the same to the Central and State Governments and other agencies.
5. Undertaking the publicity and propaganda works relating to the commodities through publication of periodicals and information leaflets.
6. Accreditation of spice nurseries in the country to regulate the quality of planting materials produced.

DIRECTORATE OF CASHEWNUT AND COCOA DEVELOPMENT (DCCD), M.G. ROAD, COCHIN – 682 011 (KERALA):

The Directorate of Cashewnut and Cocoa Development functioning at Cochin is the subordinate office of the Department of Agriculture, Cooperation & Farmers Welfare of the Union Ministry of Agriculture & Farmers Welfare. This was established in the year 1966 for the promotion of cashew cultivation in the country, bifurcating the erstwhile Indian Central Spices and Cashewnut Committee. DCCD is implementing and monitoring of Cashew and Coca Development schemes and programmes under MIDH.

COCONUT DEVELOPMENT BOARD (CDB)

Coconut Development Board Kochi, (CDB) is a statutory body established by Govt. of India by an Act of Parliament (Coconut Development Board Act 1979) and came in to existence in January 1981. India being the largest producing country in the world occupies a 31% of global production. The Coconut palm provides food security and livelihood opportunities to more than 12 million people in India. It is also a fiber-yielding crop for more than 15,000 coir based industries which provides employment to nearly 6 lakhs workers of which 80 per cent are women folk. The crop contributes around Rs.2,50,000 million to the country's GDP and earns export revenue of around Rs.43,654 million.

NATIONAL HORTICULTURE BOARD (NHB)

The National Horticulture Board (NHB) was established in the year 1984 by the Government of India as an autonomous organization and registered as a society with the Registrar of Firms and Societies, Chandigarh with its headquarters in Gurugram and 35 field offices located all over the country. The broad aims and objectives of the Board are the creation of production hubs for commercial horticulture development, post harvest infrastructure and cold chain facilities, promotion of new crops, and promotion of growers' associations.

NATIONAL HORTICULTURE BOARD

National Horticulture Board (NHB) was set up by Government of India in April 1984 on the basis of recommendations of the "Group on Perishable Agricultural Commodities", headed by Dr M. S. Swaminathan, the then Member (Agriculture), Planning Commission, Government of India. The NHB is registered as a Society under the Societies Registration Act 1860, with its headquarters at Gurugram.

Aims & Objectives of NHB Schemes

The main objectives of the NHB are to improve integrated development of Horticulture industry and to help in coordinating, sustaining the production and processing of fruits and vegetables. Detailed objectives of the Board are as under:-

1. Development of hi-tech commercial horticulture in identified belts and make such areas vibrant with horticultural activity, which in turn will act as hubs for development of horticulture.
2. Development of modern post-harvest management infrastructure as an integral part of area expansion projects or as common facility for cluster of projects.
3. Development of integrated, energy efficient cold chain infrastructure for fresh horticulture produce.
4. Popularization of identified new technologies / tools / techniques for commercialization / adoption, after carrying out technology and need assessment.
5. Assistance in securing availability of quality planting material by promoting setting up of scion and root stock banks / mother plant nurseries and carrying out accreditation / rating of horticulture nurseries and need based imports of planting material.
6. Promotion and market development of fresh horticulture produce.
7. Promotion of field trials of newly developed/imported planting materials and other farm inputs; production technology; PHM protocols, INM and IPM protocols and promotion of applied R&D programmes for commercialization of proven technology.

8. Promotion of Farm Mechanization in Horticulture through demonstration and its uses at farmers field level to reduce labour cost and increase the productivity of Horticulture crops.
9. Promotion of applied R & D for standardizing PHM protocols, prescribing critical storage conditions for fresh horticulture produce, bench marking of technical standards for cold chain infrastructure etc.
10. Transfer of technology to producers/farmers and service providers such as gardeners, nurserymen, farm level skilled workers, operators in cold storages, work force carrying out post harvest management including processing of fresh horticulture produce and to the master trainers.
11. Promotion of consumption of horticulture produce and products.
12. Promoting long distance transport solution for bulk movement of horticulture produce through rail etc.
13. Carrying out studies and surveys to identify constraints and develop short and long term strategies for systematic development of horticulture and providing technical services including advisory and consultancy services.

INFORMATION TECHNOLOGY DIVISION

MAHALANOBIS NATIONAL CROP FORECAST CENTRE, PUSA CAMPUS, NEW DELHI

Mahalanobis National Crop Forecast Centre (MNCFC) is an attached office of Department of Agriculture, Cooperation & Farmers welfare, Ministry of Agriculture & Farmers Welfare, Government of India. The Centre, named after great Indian Statistician P. C. Mahalanobis has been established to operationalize the use of space and related technology for better agricultural forecasting and drought assessment. It was inaugurated on 23rd April, 2012 by then Hon'ble Agriculture Minister. The centre runs various programmes, as given below,

- FASAL (Forecasting Agricultural output using Space, Agro-meteorology and Land based observations): Under this pre-harvest crop production forecasts are generated for 8 major crops (Rice, Wheat, Rabi Pulses, Rabi Sorghum, Rapeseed& Mustard, Sugarcane, Cotton and Jute) at district-state-national level using satellite data, agrometeorological and remote sensing based models and field information.
- NADAMS (National Agricultural Drought Assessment and Monitoring System): Under this project district/sub-district level drought assessment is carried as per the methodology defined under the New Drought Manual. The drought related indices (especially remote sensing and soil moisture) indices are provided to state government for their use in drought declaration.
- CHAMAN (Coordinated Horticulture Assessment and Management using geoinformatics): Under this project area and production estimation of 7 major horticultural crops (Potato, Tomato, Onion, Chilli, Mango, Banana and Citrus) in 185 districts of 12 states using satellite data, agrometeorological models and field information. Additionally, horticultural developmental planning is also carried out using geospatial technology.
- KISAN (Crop Insurance using Space technology and geoinformatics): Various research and development activities are carried out under this project for use of technology in crop insurance, especially Pradhan Mantri Fasal Bima Yojana (PMFBY).
- In another programme, satellite data, other parameters and GIS tools are used for finding the site suitability of growing pulses in post kharif rice fallow areas of 6 eastern states of India.

INTERNATIONAL COOPERATION DIVISION

OFFICE OF MINISTER (AGRICULTURE), EMBASSY OF INDIA, ROME

The Government of India for the purpose of maintaining liaison and coordination with the Food and Agriculture Organisation (FAO) (UN) has nominated the Indian Ambassador in Rome as its permanent representative to the FAO. Keeping in view, the specialized nature and the increasing volume of interaction with the UN agencies and their associated bodies, an agricultural wing headed by a senior officer of the

rank of Joint Secretary to the Government of India with the designation of Minister (Agriculture), Embassy of India (EOI), Rome has been set up in the Indian Embassy, Rome. The Minister (Agriculture), EOI, Rome has been designated as India's Alternate Permanent Representative (APR) to the FAO, the World Food Programme (WFP) and the International Fund for Agricultural Development (IFAD). The Minister (Agriculture), EOI, Rome represents Indian interests, particularly in the field of agriculture and allied sectors at the meeting of various UN Agencies. The Office of Minister (Agriculture), EOI, Rome is a Subordinate Office under the administrative control of this Department.

MECHANIZATION & TECHNOLOGY DIVISION

CENTRAL FARM MACHINERY TRAINING & TESTING INSTITUTE, BUDNI

The two fold activities of the institute are:

- A) Human Resources Development in Farm Machinery utilization through Training & Demonstrations.
- B) Testing and Evaluation of Farm Machinery.

A) Training & Demonstrations:

- To create awareness for judicious use of available farm machinery and power.
- To transfer the proven technology from lab to land through the demonstrations of newly developed high tech machinery to the farmers on their fields.
- To help farmers/technicians/engineering students etc. in selection, operation, repair, maintenance, management and other aspects of mechanization.
- To upgrade socio-economic condition of the rural youth by generating the employment.
- To encourage the energy conservation in agriculture through various training programs and off campus energy conservation camps.
- To upgrade the socio-economic condition of the women farmers by creating awareness about gender friendly tools.
- To develop human resources for mechanization through training & demonstrations in order to double the income of farming community.
- To help industry especially small scale sectors in transforming the research design of tested equipment/machines into industrial design for the production of quality machines.

B) Testing & Evaluation:

Tractors and other agricultural machines manufactured in the country are tested to assess their functional suitability and performance characteristics as per **national and international test codes and test regulations** under different agro climatic conditions with the following objectives: -

- Serve as a basis to decide the type of machinery best suited for Indian conditions, which could be encouraged for production and popularization.
- Help the farmers and other prospective purchasers in determining the comparative performance of machinery available in the market.
- Form basis for standard specifications to be used by the manufacturers and distributors
- Provide material to researchers/designers for undertaking development work on agricultural machinery, engineers and extension workers for guiding farmers and other users in proper selection of equipment.
- To provide feedback to the manufacturers through “Users’ Survey” aiming at the farmers response and the standard of after sales service provided by them.
- Helps financial institutions in recommending financial assistance to the manufacturers as well as the farmers.
- To promote export of agricultural machines, especially tractors, through testing in accordance with International Standards/OECD standards
- To test/inspect tractors, power tillers, combine harvesters for issuance of road worthiness certificate under Central Motor Vehicle Rules (CMVR).
- To assist Bureau of Indian Standards in the formulation of various codes/standards on agricultural implements and machines.
- To help research & development institutions on agricultural machines and implements.
- To carry out trials on machines and implements which have proved to be successful in other regions of the world with a view to examining the possibility of their introduction in the country.
- To ensure quality through ‘Batch Testing’ programmes and also assist the manufacturers in the product improvement.

NORTH EASTERN REGION FARM MACHINERY TRAINING & TESTING INSTITUTE, BISWANATH CHARIALI, ASSAM (An I.S.O. 9001 : 2015 certified Institute)

Functions of Farm Machinery Training & Testing Institute (NER)

1. To impart the training on Farm Mechanization and Technology to different categories of people/trainees/Engineers/Progressive Farmers/ITI trade holders/Degree & Diploma holder on various courses as below.

A	User Level Courses
B	Technician Level Course
C	Management Level Course
D	Academic Level Course
E	Combine Machine Operator
F	Tractor Operator
G	Need Based
H	Technology Transfer Camp

- Note: The Institute performs field demonstration of Farm Machineries and Allied machines for the exposure of farmers in the villages and off from the Institute in the villages of state of Assam and whole NE region.

2. To test of various Agricultural Machinery and Implements and Allied Farm Machines as per the guidelines of BIS code and its evaluation except agriculture tractor and power tillers.

* The Institute has proposed to develop dedicated CMVR testing as per MORTH for Agriculture power tiller, which is yet to be approved.

SOUTHERN REGION FARM MACHINERY TRAINING AND TESTING INSTITUTE, TRACTOR NAGAR, GARLADINNE- 515 731, DISTRICT: ANANTAPUR (A.P.)

a) To impart training to the Farmers, Technicians, Engineering Students, Nominees of various State Government Organizations, Autonomous Organizations, State Agricultural Universities and Agricultural Machinery Manufacturers; on selection, operation, maintenance and repair of Agricultural Tractors, Power Tillers, Combine Harvesters and other Agricultural Implements and Machinery.

b) To carry out testing on Power Tillers and other Agricultural Implements and Machinery in accordance with BIS/Other National/ International Test Codes.

c) Demonstration of Newly developed/proven agricultural machinery in the FARMERS FIELDS UNDER SUB-MISSION ON AGRICULTURAL MECHANIZATION.

d) To function as Nodal Agency for a number of testing centres approved by the Ministry.

e) To participate in Bureau of Indian Standards programmes for formulation and revision of various Standards and Test Codes related to Agriculture.

NATURAL RESOURCES MANAGEMENT DIVISION

NATIONAL RAINFED AREA AUTHORITY

National Rainfed Area Authority

NASC Complex, 2nd Floor, Dev
Prakash Shastri Marg, Pusa, New
Delhi-110012

- (1) Identification of the best practices for rainfed agriculture available across different Research Organizations and Academic Institutions and collation of these practices and technologies for adoption in development of rainfed ecosystem particularly the vulnerable districts across the country.
- (2) Develop area specific farming system for critically vulnerable 150 districts to make agriculture sustainable, profitable and climate resilient.
- (3) Pilot best practices in these districts to demonstrate their efficacy and lay a road map for scaling up across all vulnerable districts.
- (4) Develop various modules for master trainers, farming system, water budgeting and accounting for these areas.
- (5) Assists states and UT's in re-visiting the District Agriculture Plan (DAPs); District Irrigation Plans (DIPs) etc., if sought by the state from the prospective of minimizing vulnerability in these districts.
- (6) Set an appropriate research agenda including a critical appraisal of ongoing programmes.
- (7) Suggest short-term and long-term plans for sustainable agriculture in rainfed area by promoting water using efficiency and harvest the advantages of "Per Drop More Crop".
- (8) Monitor and supervise programme implementation in the identified 150 critically vulnerable drought proofing districts in particular and all other districts at large.
- (9) Identify and recommended various agro-forestry modules suitable for vulnerable districts across the country.

1) VISION

Soil and Land Use Survey of India (SLUSI) is mandated to conduct various types of soil survey on different scales in order to provide soil and land use data for developmental programmes encompassing soil and water conservation planning for watershed management, Scientific Land use planning on sustainable basis.

2) MISSION

To study and generate Soil and Land Resources data at different intensities with present land use as well as limitation and potential of soil for sustainable agriculture development and natural resources management.

3) ACTIVITIES

The major activities of the organization are as under.

- Detailed Soil Survey (DSS) on 1:10,000 scale using real time remote sensing data to generate detailed scientific database on Soil and Land characteristics for planning and implementation of various programmes on soil and water conservation and soil health management.
- House of Technical Support Group (TSG) for providing support to National Mission for Sustainable Agriculture (NMSA).
- Monitoring and evaluation of various developmental projects under NMSA and other national programmes.
- Monitoring, coordinate & collate information from State Irrigation department, State Agricultural University (SAU), State Agriculture department of the concerned projects on the preparation of crop plan for 99 irrigation projects under Pradhan Mantri Krishi Sinchai Yojana (PMKSY) mission.
- SLUSI is also conducting the detailed soil survey for development of detailed soil database required in preparation of crop plan in 99 irrigation projects in command areas under PMKSY mission.
- Soil Health Card data validation project for all States of the Country.
- Development of Management Information System (MIS) for knowledge networking and monitoring.
- Establishment of Nodal Soil laboratory for analysis/quality checking of soil analysis of other soil laboratories.
- Preparation of plate form free State-wise Digital Micro-watershed Atlas at 1:50,000 scale.
- To conduct trainings for capacity building for officers of state government departments.
- Consultancy /collaborative projects with central/state government departments, research institutes, universities for research/other academic activities.
- Development and promotion of space borne remote sensing techniques for application in mapping and monitoring of soils, land use, land degradation and wastelands etc.

NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT (NIPHM)

National Institute of Plant Health Management (NIPHM) is a premier national level institute under the administrative control of the Department of Agriculture Cooperation and Farmers Welfare, Government of India established in the year 1966 at Hyderabad, the Institute, as approved by the Union Cabinet, was converted as an autonomous body on 24th October, 2008 with an expanded scope of promoting environmentally sustainable Plant Health Management practices in diverse and changing agro-climatic conditions and Plant Biosecurity Management and Pesticide Management through capacity building programmes, besides providing inputs for policy formulation on Plant Health Management, Plant Biosecurity, Invasive Alien Species, market access etc. at state and national level.

The capacity building programmes in different areas are offered by NIPHM through on campus programmes at Hyderabad as well as off campus programmes in India and foreign countries by its following 4 major technical divisions: a) Plant Health management, b) Plant Biosecurity, c) Pesticide Management and d) Information and Communication Technology. NIPHM also specializes in Plant Health Engineering and Vertebrate and Urban Pest Management.

Objectives

- a. Human Resource development in Plant Protection Technology, plant quarantine and bio-security with special emphasis on crop-oriented Integrated Pest Management approaches and protecting the plant bio-security borders, both in public and private sectors.
- b. Human Resource development in analysis of Pesticide Formulations and Pesticide Residues for monitoring the quality status of pesticides in States/U.Ts.
- c. Develop systematic linkages between state, regional, national and international institutions of outstanding accomplishments in the field of Plant Protection Technology.
- d. Function as a Nodal agency / forum for exchange of latest information on Plant Protection Technology.
- e. Collect and collate information on Plant Protection Technology for dissemination among the State Extension functionaries and farmers.
- f. Identify, appreciate and develop modern management tools, techniques in problem-solving approaches and utilizing the mechanism of personnel management, resource management, input management and finally conflict management at the organization level.
- g. Develop need-based field programmes for training and retraining of senior and middle level functionaries for executing plant protection programmes, and using training of trainer approaches to ensure maximum reach of programmes.
- h. Conduct programme-oriented research in the area of Plant Protection, Integrated Pest Management, Pesticide Management, Plant Quarantine and Pesticide delivery systems and residues, to provide feedback to training programmes.
- i. Serve as repository of ideas and develop communication and documentation services at national, regional and international level, in regard to the subject of plant protection management.
- j. Forge linkages with national and international institutions, and create networks of knowledge sharing, through a programme of institutional collaboration and employment of consultants.
- k. Function as Policy Support Central Government in various sector of Plant Protection inter-alia, IPM, Pesticides Management, Plant Quarantine, Bio-security, SPS, Market access issue etc.

SEEDS DIVISION

NATIONAL SEEDS CORPORATION LIMITED, BEEJ BHAWAN, PUSA COMPLEX, NEW DELHI

The National Seeds Corporation Ltd. (NSC), a Public Sector Undertaking under the administrative control of the Department of Agriculture and Cooperation, Ministry of Agriculture & Farmers Welfare was established in 1963 under the Companies Act, 1956 with the objective of producing and distributing seeds of high quality to the farmers with the amalgamation of State Farm Corporation of India Ltd. (SFCI) with NSC during 2014, now NSC enjoys the status of sole Public Sector Undertaking in the Seed Sector with a new shape of style of functioning. The Corporation undertakes the production of seeds through contract growers, agricultural universities, etc. NSC was upgraded from schedule 'C' to schedule 'B' CPSE and also awarded Mini-Ratna category-I in the year 2010 with ISO 9001:2008 & 14001:2004 Certification. NSC is undertaking Seed Production of more than 600 varieties/hybrids/lines including parental lines of about 60 crops consisting of Cereals, Millets, Oilseeds, Pulses, Fodder, Fibers, Green Manure, Potato and wide range of Vegetable crops.

The functions of NSC are as under :

1. To undertake production and supply of quality seeds for enhancing agricultural productivity in the country
2. To diversify the product-mix with more focus on oilseeds, pulses and hybrid seeds
3. To strengthen and modernize infrastructural facilities
4. To enhance seed production, processing and marketing by expanding Growers network and through Public –Private Partnership
5. To explore new distribution channels and strengthen the existing distribution network
6. To provide training/extension and other seed related services to the farmers.
7. In product basket of NSC new varieties released within 10 years to the extent of 61 % out of total quantity produced during the year 2017-18 & newly released Maize promising high yielding hybrids (4 Nos), included in seed production during 2018-19.
8. NSC has given preferences to Abiotic stress tolerance varieties particularly of Paddy and Produced 16,866 qtls. in Kharif 2017.
9. NSC has started seed production of BT Cotton on trail basis at our Northern Farm during Kharif -2018.
10. Recently NSC established Fish Seed Production Units at CSF, Suratgarh (Raj) and Raichur (Karnataka) and during 2018-19 fixed of 100 Lakh finger lings.
11. Govt. of India is celebrating 2018-19 as a nutricereal year so NSC included the production of such crops and varieties especially millets and minor millets.

12. The marketing of quality seeds of Cereals, Pulses, Oilseeds, Fodder, Fiber, Green Manure and Vegetable Seeds throughout the country at affordable rates.
13. The only Central PSU involved in production and marketing of seeds and serving the farming community since 1963.
14. Handling high volume and low value seeds to ensure countries food security.
15. Seed marketing is carried out through three channels namely sale through dealers/ distributors, Govt. (State/ Central) and through NSC owned sale counters.
16. Implementation of Centrally sponsored Schemes like National Food Security Scheme (NFSM) Pulses & Oilseeds.
17. Supply of seed minikits and seed of newly released varieties of Pulses and Oilseeds under NFSM to promote cultivation of high yielding varieties.
18. Appointment of Dealers for marketing of seeds.
19. Nodal agency to issue of licenses to agencies for import of seeds.
20. Participation in Exhibition, Melas etc. to create awareness about the usage of quality seeds.
21. Export of seeds to other countries to popularizes Brand India.

PROTECTION OF PLANT VARIETIES AND FARMERS' RIGHTS AUTHORITY, NEW DELHI

The Central Government established the "Protection of Plant Varieties and Farmers' Rights Authority", an autonomous organization, at New Delhi under Section 3(1) of PPV&FR Act, 2001, on 11 November, 2005. The Act provides for establishment of a *sui generis* and an effective system for protection of plant varieties, the rights of farmers and plant breeders and encourages the development of new plant varieties. The functions of the Authority are as under:

1. Protection of Plant Varieties and Rights of Farmers and Plant Breeders.
2. The registration of new and extant plant varieties subject to such terms and conditions and in the manner as may be prescribed.
3. Developing, characterization and documentation of varieties registered under this Act
4. Documentation, indexing and cataloguing of farmers' varieties
5. Development of data base for all varieties of crop plants - Compulsory cataloguing facilities for all varieties of plants - Maintenance of National Register of plant varieties.
6. Ensuring that the seeds of varieties registered under the Act are available to farmers and providing for compulsory license to such varieties if the breeder of such varieties or any other person entitled to produce such variety does not arrange for production and sale of seeds in the manner as may be prescribed so as to meet the reasonable requirements of the farmers in a timely manner and at a reasonable price.
7. Collecting statistics with regard to plant varieties, including the contribution of any person at any time in the evolution or development of any plant variety, in India or in any other country, for compilation and publication

8. To recognize and protect the rights of farmers in respect of contribution made at any time in conserving, improving and making available plant genetic resources for development of new plant varieties.
9. To accelerate agricultural development in the country, protect plant breeders' rights, stimulate investment for research and development in public / private sector for development of new plant varieties.
10. Facilitate the growth of seed industry which will ensure the availability of high quality seeds and planting material to the farmers.

NATIONAL SEED RESEARCH & TRAINING CENTRE, VARANASI – A

subordinate office :- The Institute was established in October, 2005. The primary objective of establishing NSRTC is to have a separate National Seed Quality Control Laboratory, to serve as Central Seed Testing Laboratory (CSTL), under Seeds Act, and Referral laboratory for evaluation of seed under court of law. Further, in order to obtain Uniformity in Seed Testing at National level, CSTL is responsible to coordinate and monitor the functioning of all the notified State Seed Testing Laboratories across the country. More importantly, for facilitating International movement of seeds, the CSTL is a member laboratory of International Seed Testing Association (ISTA), ZURICH, Switzerland for seed testing and issuing International seed movement Certificates on behalf of Government of India after obtaining accreditation. The functions are as under:

1. National Seed Testing Laboratory as Central seed Testing Laboratory
2. Member Laboratory of ISTA (obtaining accreditation is in pipeline)
3. Act as a Referral Lab for the entire Country
4. Under takes retesting of seed samples from all STLs (108 notified STLs.)
5. Facilitate Uniformity in the Seed Testing in collaboration with STIs.
6. Support the infrastructure requirements of 108 STLs.
7. Capacity building centre for Seed Certification. Seed Analyst. seed law enforcing Officials and Stake holders
8. Organize Symposia. Workshops, Conferences and Seed Congress on all seed related aspects for the benefit of Seed Certification and Quality, Regulation Officials, Scientist, Policy Makers. Planners, seed Industry Stake holder's etc.