

Additional Commissioner (Oilseeds) Room No.37 B, Krishi Bhawan				
S. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of final disposal	Time for disposal (approx)
1	In charge of the Oilseeds division.	➤ Increase in production & productivity of Oilseeds & Oil Palm as per the target of NMOOP	JS(OS)/ Agriculture Commissioner/ Secretary (AC&FW)	05 days
2	Interacts with the higher officials of DAC&FW / ICAR / other Ministries / Organizations / State Governments.	➤ To interact during ICAR-DAC interface, kharif and rabi conference ➤ Upto date information on new technologies/varieties and others ➤ Liaising with state governments	JS(OS)	10 days
3	Approval of Annual Action Plans of States	➤ Mini Mission wise administrative approval (April-May) before kharif season for states. ➤ Additional plan as per request of the states if any.	Secretary (AC&FW)	15 days
4	Approval of Action Plan of Central agencies	➤ Administrative approval (April-May) before kharif season for central seed producing agencies for seed production/distribution/minikits, R&D institutions, FLDs by ICAR/KVKs	Secretary (AC&FW)	05 days
5	Approval of Action Plan of R&D Institutions, ICAR Institutions, KVKs	➤ Administrative approval (April-May) before kharif season for R&D institutions, FLDs by ICAR/KVKs	Secretary (AC&FW)	10 days
6	Fund release to the states / Central agencies	➤ Fixation of BE/RE ➤ 50% fund release at the beginning of the season ➤ UC/UB and 2 nd release by September/October ➤ UC/UB and 3 rd release by Jan/Feb	JS(OS)/ IFD	7 days
7	Organisation of Kisan mela/ Seminars/ Workshops/ brain storming sessions meetings	➤ Organising events to create mass awareness in oilseed and oil palm crops.	Secretary (AC&FW)	05 days
8	Parliamentary Matters (Lok Sabha & Rajya Sabha)	➤ Reply of all Starred & Unstarred parliamentary questions related to oilseeds, oil palm and TBOs.	JS(OS)/ MoS	07 days
9	VIP Reference (From MP, Lok Sabha & Rajya Sabha, Union)	➤ All kinds of VIP references will be dispose immediately	Hon'ble AM/ MoS (A),	03 days

	Ministers, State Ministers relating to oilseeds/oil palm sector		Secretary (AC&FW)	
10	Brief note for use of Hon'ble AM/MoS (A) and Senior Officers of DAC&FW	➤ Immediate supply of brief note on each states/ each crops during visit of AM/MOS/Secretary to various states	PPS to AM/MoS	05 days
11	PMO References	➤ kinds of VIP references will be dispose immediately	JS (OS)	03 days
12	Monitoring of NMOOP	➤ Preparation of visit schedules of the officials of OS div for field monitoring of NMOOP. ➤ Organized second meeting of Executive Committee of NMOOP chaired by Hon'ble AM in August, 2015.	Joint Secretary (OS)	07 days
13	Organization of EC, SC and MMC meetings and other review meetings of NMOOP	➤ As NMOOP guidelines 2 EC, 4 SC and 4 MMC meeting to be organised.	Hon'ble AM/ MoS (A), Secretary (AC&FW)	20 days
14	Workshop/ Seminars/ Mela/Meetings and other extension activities	➤ Organization of Kisan Melas for creation of mass awareness among various stakeholders including farmers. ➤ Organization of National Seminar for promotion of oilseeds, oil palm and TBOs. ➤ Brain storming session cum workshop on emerging issues. ➤ Participated in the Krishi Unnati Mela, Trade fair by way of erecting exhibition stall on NMOOP.	Joint Secretary (OS)	30 days
15	Amendments in guidelines	➤ Carry out necessary amendments in the operational guidelines to facilitate the states/agencies for effective implementation of NMOOP	Hon'ble AM/ MoS (A), Secretary (AC&FW)	15 days
16	Matters Related to other Ministries	➤ Comments of CCEA notes, Cabinet notes of other Dept/Ministry.	JS (OS)/ ADC (OS)	07 days
17	Liaising with various Depts of DAC&FW	➤ Coordination, compilation & preparation of material of oilseeds Division for providing information to other Divisions (IC, Directorate of E&S, Extension, GC/PC, Policy, CACP, Agriculture Census) & other line Ministries.		

Director (Oilseeds) Room No 17, Shastri Bhawan				
S. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of final disposal	Time for disposal (approx)
1	Supervision of the work of Under Secretary (OS)	---	JS (OS)	02 days
2	Release of funds to States/Central Agencies	<ul style="list-style-type: none"> ➤ Fixation of BE/RE ➤ 50% fund release at the beginning of the season ➤ UC/UB and 2nd release by September/October ➤ UC/UB and 3rd release by Jan/Feb 	JS (OS)	02 days
3	Matters relating to Oil Palm	---	JS (OS)	02 days
4	All Administrative matters of Oilseeds Division	---	JS (OS)	02 days
5	PMO References	➤ kinds of VIP references will be dispose immediately	JS (OS)	02 days
6	Parliamentary matters	➤ Reply of all Starred & Unstarred parliamentary questions related to oilseeds, oil palm and TBOs.	JS (OS)	02 days
7	VIP References	➤ All kinds of VIP references will be dispose immediately	JS (OS)	02 days
8	RTI & Public Grievances	➤ As per RTI/public grievance Act-2005	JS (OS)	02 days
9	Court cases	---	JS (OS)	02 days
Oilseeds unit Room No.542-A, Krishi Bhawa				
S. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of final disposal	Time for disposal (approx)
1	Scrutiny of State-wise Annual Action Plan	<ul style="list-style-type: none"> ➤ As per operational guidelines of MM-I of NMOOP ➤ Receipt of Annual Action Plan from the States ➤ Scrutiny of Action Plans ➤ Approval of Action Plan through Coord.Unit ➤ Scrutiny of state proposals under RKVY 	Secretary (AC&FW)	15 days
2	Progress Reports of States	<ul style="list-style-type: none"> ➤ Receipt of Monthly/Quarterly progress report of the states ➤ Scrutiny & compilation of the progress report ➤ Sending MPR to Programmer for uploading on the website 	JS (OS)/ADC (OS)	05 days
3	Fund requirement by	➤ Fixation of budget outcome	ADC	07 days

	States	<ul style="list-style-type: none"> ➤ Estimation of fund requirements by states ➤ Submitting fund requirement to CA II div. 	(OS)/ Director (OS)	
4	Preparation of National Production Target(NPT)	<ul style="list-style-type: none"> ➤ Fixation of state and crop wise NPT ➤ Approval of NPT through NFSM Division ➤ Circulating the targets to the states 	JS (OS)/ ADC (OS)	05 days
5	Seminars/ Workshop/ meetings	<ul style="list-style-type: none"> ➤ Organising events as and when required ➤ Supply of materials and Preparation of PPT for presentation by senior officers ➤ Issue of Minutes/proceedings of the meeting/workshop ➤ Follow up action 	JS (OS)	05 days
6	Parliamentary Matters (Lok Sabha & Rajya Sabha)	<ul style="list-style-type: none"> ➤ Receipt of Questions (Starred & Unstarred) ➤ Circulations of the Question ➤ Preparation of reply and got approved by AM/MOS ➤ Copy to Hindi section and parliament section of DAC&FW (e-mail) ➤ Copy to be sent to Programmer for uploading on website 	Secretary (AC& FW)	07 days
7	VIP Reference (From Hon'ble Members of Parliament (MP), Lok Sabha & Rajya Sabha, Union Ministers, State Ministers) relating to MM-I Unit of NMOOP	<ul style="list-style-type: none"> ➤ Receipt of VIP Reference ➤ Circulation of the matter within various Divisions of DAC&FW to get information for preparing reply ➤ Approval of D.O. letter ➤ Issue of the letter (e-mail/Fax/Post) 	Hon'ble AM, Honble MoS (A), Secretary (AC& FW)	07 days
8	Brief note for use of Hon'ble AM/MoS (A) and Senior Officers of DAC&FW	<ul style="list-style-type: none"> ➤ Preparation of brief note on each states/ each crop during visit of AM/MOS/Secretary 	ADC (Crops)/ DC (Crops)	05 days
9	PMO References	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to scheme ➤ Submission and Approval 	J S (OS)/ ADC (OS)	03 days
10	Materials for RTI and Public Grievances related to MM-I Unit to CPIO	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to scheme ➤ Submission and Approval 	ADC (OS)	10 days
11	Matters related to Crop Development Directorates	<ul style="list-style-type: none"> ➤ Coordination with the Directorates of Oilseed Development, Hyderabad ➤ Updating latest crop production technologies with respect to Oilseed crops ➤ Communication with Directorates for field visits/tour programme 	ADC (OS)	07 days
12	Matters Related to other	<ul style="list-style-type: none"> ➤ Receipt of the letter 	JS (OS)/	07 days

	Ministries	<ul style="list-style-type: none"> ➤ Circulation of the matter to prepare reply ➤ Approval of D.O. letter 	ADC (OS)	
13	Matters Related NITI Aayog	<ul style="list-style-type: none"> ➤ Receipt of the letter ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter ➤ Issue of the letter 	JS (OS)/ ADC (OS)	05 days
14	Monitoring of NMOOP	<ul style="list-style-type: none"> ➤ Monitoring of MM-I in implementing states ➤ Identification of issues related with implementation of scheme ➤ Tour report preparation 	JS (OS)/ ADC (OS)	15 days
15	Coordination with implementing States and ICAR Institutes	<ul style="list-style-type: none"> ➤ Liaising with State Nodal Officers for QPR/MPR/UC, AAPs etc. 		
16	Coordination with other Divisions/Depts of DAC&FW	<ul style="list-style-type: none"> ➤ Liaising with DES, CACP, Trade div 		

**Central Agency Unit,
Room No.535, Krishi Bhawan**

S. No	Task	Check-list Rules/Conditions to accomplish the task	Level of final disposal	Time for disposal
1.	Annual Action Plan for Central seed Agencies.	<ul style="list-style-type: none"> ➤ To collect the plan from central seed agencies for their plan for crop/variety wise purchase of breeder seeds, production of foundation and certified seeds, Distribution of Certified seeds ➤ Based fund availability examines the proposal and finalizing the AAP of Central Seed Agencies. 	Secretary (AC& FW)	15-25 Days
2.	Allocation of Minikits (Kharif/Rabi/Summer)	<ul style="list-style-type: none"> ➤ Crop/variety wise availability collected from the Central Seed Agencies and collect the indent received from the states. According to the availability of seed and indent state wise allocation of minikits are being made. 	Secretary (AC& FW)	30 Days

3.	Price Fixation of Minikits	<ul style="list-style-type: none"> ➤ Crop wise price fixation of minikits for oilseeds ➤ Collection of average price of Agmark , processing /handling charges ➤ Organisation of Price fixing committee meeting ➤ Communicating the price to the agencies 	Joint Secretary (OS)	10 days
4.	Weekly Weather Watch Report	<ul style="list-style-type: none"> ➤ The information collecting from the Directorate of Oil seeds Development, Hyd and preparing State wise & Crop wise report ➤ Brief Report presenting to meeting. 	Agri. Commissioner	Immediate
5.	Annual Action Plan for ICAR-IIOR FLDs	<ul style="list-style-type: none"> ➤ To collect the plan from ICAR-IIOR for crop/variety wise FLDs to be conducted ➤ Based on fund availability examine the proposal and finalizing the AAP of ICAR-IIOR FLDs. 	Secretary (AC&FW)	15-20 days
6.	Action Plan for ICAR-KVKs (ATARIs) Cluster FLDs	<ul style="list-style-type: none"> ➤ To collect the plan from ICAR-KVKs (ATARIs) for crop/variety wise FLDs to be conducted ➤ Based on fund availability examine the proposal and finalizing the AAP of ICAR-KVKs FLDs. 	Secretary (AC&FW)	15-20 days
7.	Preparation and submission of note/ brief to /Senior level Officers.	<ul style="list-style-type: none"> ➤ Preparing the draft reply and timely sending the reply to the concerned Divisions after approval from the competent authority. 	Secretary (AC&FW)	1-2 Days
8.	Parliamentary matter and VIP reference relating CA unit	<ul style="list-style-type: none"> ➤ The information collecting from the other Divisions./ Central Agencies /ICAR for preparing the draft reply and timely sending the reply to the concerned Divisions after approval from the competent authority. 	Secretary (AC&FW)	2 – 5 Days
9.	Claims submitted by Central Seed Agencies/ ICAR-IIOR/ KVKs/SAUs	<ul style="list-style-type: none"> ➤ Claims submitted by Central Agencies for Seed Components/FLDS/Melas and other activities. Examining the claims and put up to Competent Authority for approval and sent to IFD for concurrence for release of fund 	Secretary (AC&FW)	2 – 3 Days

10.	Organisation of Kisan Mela/ Workshop/ Seminar/Brainstorming/ Video Conference	➤ To organise crop specific kisan mela in collaboration with ICAR institutions/ states/ SAUs	Secretary (AC&FW)	15 days
11.	Monitoring of NMOOP	➤ Field visit to review the seed production and distribution programme, Demonstrations by KVKs	Joint Secretary (OS)	5 days

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

S. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time for Disposal (Approx)
1	Scrutiny of State-wise Annual Action Plan	<ul style="list-style-type: none"> ➤ Receipt of Annual Action Plan from the States ➤ Scrutiny of Action Plan ➤ Approval of Action Plan ➤ Issue of sanction for approval of Action Plan to the respective States ➤ Uploading on the website of NMOOP 	Secretary (AC&FW)	15 days
2	Progress Reports of States	<ul style="list-style-type: none"> ➤ Receipt of Monthly progress Report of the states ➤ Receipt of Quarterly progress report of the states ➤ Scrutiny of the progress report ➤ Uploading on the website 	ADC (OS)/ Director (OS)/ AD(OP)	3 days
3	Seminars/ Workshop/ meetings related to MM-II (Oil Palm) of NMOOP	<ul style="list-style-type: none"> ➤ Organisation of extension activities ➤ Preparation of the material and PPT presentations ➤ Recording proceedings in workshop/ meeting/ seminars ➤ Issue of Minutes of the meeting to the participants ➤ Follow up action of recommendations 	JS (OS)	15 days
4	Projects on Oil palm (From IIOPR)	<ul style="list-style-type: none"> ➤ Scrutiny of the Project ➤ Approval of the project ➤ Issue of sanction for approval of R&D projects to IIOPR ➤ Uploading on the website of NMOOP. ➤ Progress report of the project 	Secretary (AC&FW)	5 days
5	Parliamentary Matters related to Oil Palm (Lok Sabha & Rajya Sabha)	<ul style="list-style-type: none"> ➤ Receipt of Questions (Starred & Unstarred) ➤ Circulations of the Question ➤ Preparation and submission of reply ➤ Approval the question ➤ Copy to Hindi section and parliament section of DAC&FW (e-mail) ➤ Copy to be uploaded on NMOOP website ➤ Compilation of Questions (Starred and 	Hon`ble AM / MoS (A)	5 days

		Unstarred) in a separate file for future reference		
6	VIP Reference (From Hon'ble MP, Lok Sabha & Rajya Sabha, Union Ministers, State Ministers)	<ul style="list-style-type: none"> ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter ➤ Issue of the letter (e-mail/Fax/Post) 	Hon'ble AM, Honble MoS (A)	7 days
7	Brief material for use of Hon'ble AM/MoS (A) and Senior Officers of DAC&FW	<ul style="list-style-type: none"> ➤ Circulation of the question within various Divisions of DAC&FW ➤ Preparation and submission for approval ➤ State brief note on Oil palm ➤ State Physical and Financial Progress on oil palm 	ADC (Crops)/ Director (OS)/ AD (OP)	3 days
8	PMO References	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to Oil palm ➤ Submission and Approval ➤ Issue of letter 	Secretary (AC&FW)	3 days
9	RTI and Public Grievances related to Oil Palm	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to scheme ➤ Submission and Approval ➤ Issue of letter 	ADC (OS)/ Director (OS)	3 days
10	Matters Related to Oil Palm Development	<ul style="list-style-type: none"> ➤ Coordination with the State Oil palm Nodal Officer ➤ Updating latest Oil palm production technologies ➤ Communication with IIOPR/tour programme 	ADC (OS)/ Director (OS) / AD(OP)	5 days
11	Matters Related to other Ministries	<ul style="list-style-type: none"> ➤ Receipt of the letter ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter ➤ Issue of the letter (e-mail/Fax/Post) 	JS (OS)/ ADC (OS)/ Director (OS) / AD(OP)	3 days
12	Coordination with Oil Palm India Limited (OPIL), Kerala	<ul style="list-style-type: none"> ➤ JS(OS) and ADC(OS) are board of Director of OPIL ➤ All correspondence related to OPIL 	JS (OS)	5 days
13.	Monitoring of NMOOP	<ul style="list-style-type: none"> ➤ Field visit to review the oil palm developmental programme under NMOOP 	JS (OS)	5 days
TBOs/Coordination Unit				
Cabin No.3, Shastri Bhawan				
S. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time for Disposal (Approx)

1	State-wise Annual Action Plan (AAP) and appraisal for approval.	<ul style="list-style-type: none"> ➤ Receipt of AAP from states and concerned sections (Oilseeds, Oil Palm and TBOs) of Oilseeds Division ➤ Scrutiny of AAP as per guideline of NMOOP ➤ Approval of Action Plan ➤ Issue of mission wise approval of AAP to the respective States ➤ Uploading the AAP in NMOOP websites 	Secretary (AC&FW)	15 days
2	Release of funds to states.	<ul style="list-style-type: none"> ➤ Correspondence with states for Monthly and quarterly progress Report ➤ Scrutiny of the progress report for releasing of fund 	ADC (OS)/ Director (OS)	3 days
3	Organizing Seminars/ Workshop/ meetings related to NMOOP	<ul style="list-style-type: none"> ➤ Issue of letters to the concerned informing the meeting schedule. ➤ Preparation of the agenda material and its circulation ➤ Preparation of proceedings in workshop/ meeting/ seminars and its circulation. ➤ Pursuing the follow-up actions. 	JS (OS)	15 days
4	Parliamentary Matters (Lok Sabha & Rajya Sabha)	<ul style="list-style-type: none"> ➤ Receipt of Questions (Starred & Unstarred) ➤ Circulations of the Question to the concerned division/section. ➤ Preparation/compilation and appraisal for approval of reply ➤ Copy to Hindi section and parliament section of DAC&FW (e-mail) ➤ Submission of reply to Parliament cell. 	Hon`ble AM / MoS (A)	5 days
5	VIP Reference (From Hon`ble Members of Parliament (MP), Lok Sabha & Rajya Sabha, Union Ministers, State Ministers etc.)	<ul style="list-style-type: none"> ➤ Receipt of VIP Reference ➤ Circulation of the matter to prepare reply ➤ Preparation and appraisal for approval of reply ➤ Issue of the letter (e-mail/Fax/Post) 	Hon`ble AM, Honble MoS (A)	7 days
6	PMO References	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to NMOOP ➤ Submission for Approval ➤ Issue of reply 	Secy.(AC &FW) JS (OS)/ ADC(OS)/ Dir (OS)	3 days
7	RTI and Public Grievances related to NMOOP	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to schemes of NMOOP ➤ Submission and Approval ➤ Issue of letter 	ADC (OS)/ Director (OS)	3 days
8	Matters Related to NMOOP	<ul style="list-style-type: none"> ➤ Coordination with the State Nodal Officers for NMOOP 	ADC(OS)/ Dir(OS)	5 days
9	Matters Related to	<ul style="list-style-type: none"> ➤ Receipt of the letter 	J S (OS)/	3 days

	other Ministries	<ul style="list-style-type: none"> ➤ Circulation among concerned division for reply ➤ Compilation of reply and appraisal for approval ➤ Issue of the letter (e-mail/Fax/Post) 	ADC (OS)/ Director (OS)	
10	Monitoring of NMOOP	<ul style="list-style-type: none"> ➤ Visit to various states to review the implementation of NMOOP 	JS (OS)	5 days
11	Any other assignments as per kind direction of Senior Officer's	<ul style="list-style-type: none"> ➤ As per the office procedure 	Competent authority	Within stipulated time

Crop Administrative-II Unit
Room No.541, Krishi Bhawan

S. No	Task	Check-List/ Rules/Conditions to accomplish the task	Level of final disposal	Time for disposal
1.	Diarising of incoming Dak	<ul style="list-style-type: none"> ➤ As per MOP 	Section level	1 day
2.	Issue of Administrative approval of NMOOP	<ul style="list-style-type: none"> ➤ NMOOP Guidelines 	JS(Oilseed)	3 days
3.	Revalidation of Unspent Balance of previous year available with States/ Implementing Agencies	--	AS&FA/JS/ Dir.(OS)	3 days
4.	Reports and Returns	--	Dir.(OS)/ US(OS)	2 days.
5.	Providing financial Information of NMOOP to B&A, PC,GC & Policy Divisions	--	Dir.(OS)/ US(OS)	2 days.
6.	Providing information of Parliament Questions to the Coordination Section of the Division.	--	Dir.(OS)/ US(OS)	1 day
7.	Providing information under RTI Act to the Coordination Section of the Division.	As per RTI Act-2005	Dir.(OS)	2 days
8.	Compiling information regarding BE/RE, Demand for Grants, Parliamentary Standing Committee	As per instructions of Budget Division	JS(OS)	5-7 days.
9.	Compiling information regarding Outcome Budget/Budget related matters	-do-	JS(OS)	3-5 days.
10.	SOM- Providing financial information to OS Section	--	JS(OS)	1 day.
11.	Giving Financial information to the Officers and Consultants in Oilseeds Division as and when required.	--	SO(CA-II)	1 day.
12.	Recording and weeding out of files	As per MoP	Dir.(OS)	Once in 3 month
13.	Information related to Audit Paras	--	Dir.(OS)	7 days
14.	Maintaining Expenditure Register	As per GFR	--	Same day

**Crop Administrative -VI Unit
Room No.480, Krishi Bhawan**

S. No	Task	Check list/ Rule/ Conditions to accomplish the task	Level of final disposal	Time for disposal
1.	Diarizing of incoming Dak	As per MOP	Section level	1 day
2.	Providing information related to CA-VI section to B&A, PC, GC & Policy Divisions	--	Dir. (OS)/ US (OS)	2 days
3.	Administrative matters related to DOD Hyderabad.	--	Dir. (OS)	3 days
4.	Revalidation of UB of previous year available with DOD, Hyderabad	--	AS & FA/ JS (OS) JS(IFD)	5-7 days
5.	Report and Returns	--	Dir. (OS) /US (OS)	2 days
6.	Providing information of Parliament Questions to AD (Coord.) oilseeds, Min. of New & Renewal Energy.	--	Dir. (OS)/ US (OS)	1 day
7.	Providing information under RTI Act & Public Grievances.	As per RTI/ public grievance Act-2005	Dir. (OS)/ JS (OS)	7-9 days
8.	Providing information to VIP references	--	JS (OS)	3-4 days
9.	Preparation of reply in court cases.	--	JS (OS)	5 days
10.	Administrative matters related to Surplus Staff Establishment	--	JS (OS)	7-9 days
11.	Compiling information regarding BE/RE, Demand for Grants, Parliamentary Standing Committee	As per instruction of Budget Division	JS (OS)	5-7 days
12.	Compiling information regarding Outcome Budget/Budget related matter	-do-	JS (OS)	3-5 days
13.	Recording and weeding out of files	As per MoP	Dir.(OS)	Once in 3 months
14.	SOM – Providing information to Oilseed Section	--	JS (OS)/ Dir. (OS)	1 day
15.	Examination of TA bills, Tuition Fees, Medical reimbursement, LTC, GPF advance, and other advances of the Surplus Staff Establishment.	As per rule of GoI	Dir. (OS)/ JS (OS)	7 days

**Administration & Coordination (Oilseeds)
Cabin No.14, Shastri Bhawan**

S. No	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time for Disposal
1.	Salary of NMOOP (TSG) Staff and their related matters	<ul style="list-style-type: none"> ➤ Collect the attendance ➤ Submit file for approval ➤ Issue of Sanction 	Director (OS)	02 days
2.	RTI matters and Appeals	<ul style="list-style-type: none"> ➤ Receipt ➤ Submit for approval 	Dir/ JS(OS)	07 days

		<ul style="list-style-type: none"> ➤ For Hindi translation ➤ Reply to concerned applicant ➤ Copy to programmer/Guard file 		
3.	Material received from various Divisions/Sections	<ul style="list-style-type: none"> ➤ Receipt ➤ Circulate within the Division ➤ Collect/compile information ➤ Submit for approval ➤ Letter issue/copy to Guard file 	US(OS)/ Dir(OS)	07 days
4.	Matter regarding Sanctioned Strength	<ul style="list-style-type: none"> ➤ Receipt ➤ Submit for approval & Letter issue 	Dir.(OS)	05 days
5.	All general administrative work Oil Seeds Division	<ul style="list-style-type: none"> ➤ Receipt ➤ Collect the information ➤ Submit for approval & Issue letter 	US(OS)/ Dir. (OS)	04 days
6.	Updated material/information in respect of Oilseeds Division for Weekly Senior Officers Meeting (SOM) to be taken by Secretary (A&C)	<ul style="list-style-type: none"> ➤ Collect/compile the information from all Units/Section of OS Division. ➤ Submit for approval ➤ Issue to all Sr.Officers of the Division. 	Dir.(OS)	02 days
7.	Lok Sabha/ Rajya Sabha Starred/ Unstarred Question	<ul style="list-style-type: none"> ➤ Receipt ➤ Circulate to within the Division and other Division ➤ Submit for approval ➤ Issue the material to Hindi Unit/Parliament Unit ➤ Copy to Programmer/Guard file 	Dir(OS)/ JS(OS)	03 days Or as early as possible
8.	All Report>Returns of the various Sections	<ul style="list-style-type: none"> ➤ Collect /compile the information ➤ Submit for approval & Issue letter 	Dir(OS)	07 days
9.	Monthly D.O. letter from Secretary(A&C) to Cabinet Secretary	<ul style="list-style-type: none"> ➤ Collect/compile the information ➤ Submit for approval ➤ Letter/material issue 	Dir.(OS)	02 days
10.	Public Grievances	<ul style="list-style-type: none"> ➤ Receipt ➤ Submit for approval ➤ Reply to the applicant ➤ Recording/review and weeding out of files 	Dir (OS)	03 days