**Oilseeds unit**

**Room No.542-A, Krishi Bhawan**

1. **Release and total utilization** of fund to States
2. **Annual Action Plan**:-
* Examination/Approval of Action Plan of MM-I under NMOOP.
* VIP/PMO References:- Preparation of replies to all the VIP/PMO references pertaining to oilseed crops within the stipulated time.
1. **RTI Matter/Public Grievances**:-
* Preparation of replies to RTI matter/public grievances pertaining to oilseed crops in a time bound manner.
1. **Parliamentary Matters**:-
* Preparation of replies to Starred/Unstarred questions relating to oilseed crops. Due priority is also given to input/material supply, Zero hour matter, assurances, etc.
1. **Outcome Budget & Demand for Grants**:-
* Preparation of material concerned to NFSM- Commercial crops & timely submission to CA-V Section.
1. **EC & SC Meeting of NMOOP**:-
* As per the guidelines of NMOOP, EC meeting are to be held two times a year and SC meeting twice a year.
1. **Monitoring of MM-I of NMOOP**:-
* The officials of DAC&FW/National Consultants/CDDs monitor as per allotted States in the prescribed format & submit report.
1. **Rabi Conference/Kharif Conference**:-
* These conferences are held regularly in the month of September & March respectively. Material/ Information pertaining to oilseed crops is provided.
1. **Regional Review Meeting**:-
* Conducting of regional review meetings under the chairmanship of JS (Oilseeds) for better monitoring & co-ordination with the States for implementation of MM-I of NMOOP.
1. **Progress Report**:-
* Maintenance of Physical & Financial progress report of MM-I of NMOOP.
1. **Price Policy of CACP**

**Central Agency Unit,**

**Room No.535, Krishi Bhawan**

1. **Weekly crop weather watch Report:-**
* Preparation of Crop Coverage data in the Inter-Ministerial weather watch Group meeting on every Friday.
* Report submitting in the meeting.
1. **Release of fund:-**
* Timely examining the bills of Central Agencies (NSC, HIL, KRIBHCO, NAFED and IFFDC / ICAR-IIOR / ICAR KVKs) and recommended to release of fund**.**

**3. Finalize the Annual Action Plan:-**

* 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
* To collect the plan from ICAR-IIOR for crop/variety wise
* FLDs to be conducted
* Examine the proposal and finalizing the AAP based on fund availability

**4.Parliament Questions:-**

* During parliament session, materials are collected from different Divisions/ Departments/States, reply is prepared and timely submission of the reply.

**5.R& D Project:-**

* R &D Project Report submitted by ICAR/SAUs are scrutinized; comments are prepared; timely submission to Competent authority for approval. After approval communicating to the concerned.

**6. Minikit Allocation:-**

* Crop/variety wise availability collected from the Central Seed Agencies and collects the indent from the states.
* According to the availailability of seed and indent allocation to be made for Kharif & Rabi season respectively.
* Fixation of Crops-wise & State-wise annual production targets for the country are prepared up in April-May.

**7. Coordination**:-

* Coordination with the Central Agencies on oilseeds aspects.

**8. Review meeting**:- with Central Seed Producing Agencies

**Oil Palm Unit,**

**Cabin No. 19, Shastri Bhawan**

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

**TBOs/Coordination Unit**

**Cabin No.3, Shastri Bhawan**

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

**Administration & Coordination (Oilseeds)**

**Cabin No.14, Shastri Bhawan**

1. Prepare the Material for Senior Officers Weekly meeting to be taken by Secretary (A&C) on Weekly basis
2. Monthly D.O. letter from Secy. (A&C) to Cabinet Secretary –Monthly Report
3. Salary of NMOOP (TSG) Staff and their related matters
4. Lok Sabha/Rajya Sabha Starred/Unstarred Questions
5. Parliamentary Assurances,
6. Material for Annual Report
7. VIP/PMO references
8. All Report /Returns Monthly/Quarterly
9. RTI/Public Grievances
10. Furnishing time bound/immediate information sought by other Sections/Divisions.
11. Court Cases

**Crop Administrative-II Unit**

**Room No.541, Krishi Bhawan**

1. **Administrative Approval :-**Issue of administrative approval of NMOOP in the 1st week of April.
2. **Release of funds :-**To release funds to 28 States and Implementing Agencies covered under NMOOP.
3. **Issue of Sanction Orders :-** Issue of Sanction Orders, creation of Sanction IDs in CGA’s portal, and booking funds for transfer to States & Implementing Agencies under NMOOP Scheme.
4. **Preparation of Budget Estimate / Revised Estimate (BE/RE) :-**Preparation of Demand for Grants, BE/RE of NMOOP Scheme, Outcome Budget, Performance Budget (Oilseeds Division) in respect of NMOOP.
5. **Revalidation :-**Revalidation of unspent balance available with States and Implementing Agencies under NMOOP.
6. **Updating information :-**Updating of Mission-wise/Category-wise expenditure/utilization reported by the States under NMOOP. Disbursal of funds, keeping their record and availability of balance of funds.
7. **Audit Paras :-**Disposal of pending Audit paras and inspection reports relating to NMOOP.
8. **Material for RTI :-**Providing information to RTI applications pertaining to NMOOP Scheme.
9. **Material for Parliament Questions :-** Providing information for Parliament Questions, Parliamentary Standing Committee, for PC Division, SP Division and Budget Division/any other Division of DAC& FW in shortest possible time.

**Crop Administrative -VI Unit**

**Room No.480, Krishi Bhawan**

1. Monthly D.O. letter from Secretary (A&C) to Cabinet Secretary Report – Send material to Oilseeds Section.
2. Lok Sabha/Rajya Sabha Starred/Unstarred Questions.
3. Parliamentary Assurances, Court Cases.
4. Material for Annual Report
5. VIP/PMO reference
6. All Report/Returns
7. RTI/Public Grievances
8. Immediate information to be required for furnishing the information to other Section/Division.
9. Furnishing time bound/immediate information sought by other Sections/Divisions.