**Oilseeds unit**

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

**Shri. Jitendra Kumar, AD (OS)**

* Incharge of Mini Mission-I of NMOOP
* Scrutiny of State-wise Annual Action Plan of MM-I (Oilseeds) of NMOOP, State proposals under RKVY, progress reports of NMOOP,
* Preparation of State and crop wise National Production Target, budget outcome, demands of grants, State’s brief note for use of Hon`ble AM/MoS (A) and Senior Officers of DAC&FW
* Reply to PMO References, RTI, NITI Aayog, Public Grievances related to MM-I, Parliamentary Matters and VIP References and Parliamentary question of Oilseeds.
* To organize Seminars/Workshop/meetings related to MM-I Unit of NMOOP,
* Coordination with the Directorates of Oilseeds Development, Hyderabad & other Ministries
* Updating latest crop production technologies with respect to Oilseed crops, revision of NMOOP Norms.
* Monitoring of MM-I in implementing Coordination with implementing States and ICAR Institutes and other divisions of DAC&FW

**Smt. Arya Lekshmi. V, STA(OS)**

* Analysis and put up the FRs
* Preparation of Power Point presentation on oil seeds, Budget outcome NPT & reply to VIP Reference relating to MM-I
* Examination of Annual Action Plan from the State & compilation of approved AAP, State proposals under RKVY and Scrutiny of the progress report
* Sending MPR to Programmer for uploading on the website
* Assistance in Organization of Seminars/ Workshop/ meetings.
* Collection of materials from other Divisions of DAC&FW for reply to Parliamentary Matters.
* Attending training/kissan mela

**Shri M. R. Meena, SSA (OS)**

* Assistance in preparation of reply to Parliamentary Matters, VIP Reference and materials for RTI and Public Grievances.
* Maintenance of files

**Shri Ramesh Kumar, JSA (OS)**

* Hindi Typing of letters for reply to parliament questions, RTI, VIP references.
* Collection and compilation of brief notes
* Maintenance of File Record and weeding out of old files
* Diary and dispatch

**Central Agency Unit,**

**Room No.535, Krishi Bhawan**

**Shri T.P. Singh, AC (OS)**

* Scrutiny of Crops-wise Annual Action Plan (AAP) of Central Seed Agencies, bills and release of fund to central agencies.
* Scrutiny of Crop wise/KVKwise, AAP of ICAR – KIVKs for conducting cluster demonstration.
* Pursuing Parliament Questions , Parliament Assurances, VIP, Farmers Organizations reference relating to CA Unit.
* Interact with the higher officials viz. Secretary (AC&FW), Agriculture Commissioner, Joint Secretary (Oilseeds), Director (Oilseeds), Additional Commissioner (Oilseeds), DC (Seeds)
* Coordination with the Central Seed Agencies, ICAR, SAUs, KVKS /ATARI
* Collection of list of notified varieties, beeder send indent.
* Price fixing and seed minikit allocation for Kharif, rabi and summer seasons
* Compilation of oilseed crops sowing position.
* Any other work assigned by higher officers time to time.
* Organising of Kisan Mela/Exibitions/Brain storming session on oilseeds.

**Shri Ashwani Kumar, TA (CA)**

* Assisting to prepare Weekly Crop Weather Watch Report.
* Collection of indent of seed minikit from state and availability confirming from central seed agencies, accordingly, allocation to central agencies.
* Issuing administrative approval of minikit price communicating the same to agencies and states.
* Scrutinizing/ examining minikit cost re-imbursement claims submitted by agencies
* Maintenance of files and FTS related to CA Unit.
* Arrangement of Divisional Meetings / Seminars etc.
* Attending any other work assigned by Senior Officers.

**Shri Bhim Singh DEO (CA)**

* Typing of Annual Action Plan, Minikits Price Fixation, Parliament Question, letters, reports, bills related to concerned agencies.
* All Excel work to concerned CA Unit.
* To support in preparation of Weekly Weather Watch Report
* Preparation of Power Point Presentation, other related issues of CA Unit.
* Maintenance of office files, photo copying, scanning, emailing, FTS.
* Attending any other work assigned by Senior Officers.

**Oil Palm Unit,**

**Cabin No. 19, Shastri Bhawan**

**Shri Ranvir Singh AD (Oil Palm)**

* Incharge of Mini Mission-II of NMOOP.
* To work out State-wise & year-wise Oil Palm area expansion
* Scrutiny of Annual Action Plans (AAPs) of the States/Agencies of MM-II (Oil Palm).
* Monitoring & Evaluation of oil palm development programme including field visits.
* Release of Central share of funds to the implementing States/agencies.
* Examination & scrutiny of Physical and Financial Progress Reports received from States/agencies in respect of Oil Palm.
* 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.
* Organising Meetings/Workshops/Seminars at National/Regional levels and follow up on the recommendations of these meetings.
* To collect and maintain the month-wise CPO price and FFBs price of various States.
* Preparation of Annual Plan, Performance Budget, Demands for Grants, Outcomes Budget, Annual Report, Agenda Notes and Minutes of the meetings/seminars/ workshop, being organized on oil and their follow up action.
* Preparation of EFC/CCEA Note.
* To examine Market Intervention Scheme (MIS) of States as and when received for procurement of fresh fruit bunches (FFBs).
* Monitoring of ongoing Research & Development projects on oil palm including training programme.
* Writing of technical notes/briefs/reports etc on Oil Palm.
* Draft replies for Parliament Questions, PMO, Court Cases and VIP references, etc.
* Dealing administrative works of OPIL, Kottayam, Kerala.
* All Policy matters relating to development of oil palm in the country.
* RTI and Public Grievances matters.
* To keep liason with the private entrepreneurs engaged with oil palm processing and mills establishment.

**Shri Amar Singh, TA (Oil Palm)**

* To collect State-wise/agency-wise & year-wise physical and financial targets in respect of oil palm, maintain the month-wise CPO price and FFBs price of various States
* Scrutiny of Annual Action Plans (AAPs) of the States/Agencies.
* Processing of proposals for timely release of Central share of funds to the implementing States/agencies.
* Co-ordination with the states/UTs and line Departments of DAC&FW including ICAR/SAU’s involved in oil palm cultivation, processing of FFBs and production & supply of seed sprouts/planting material of oil palm.
* Assistance in organizing meeting/seminar/workshop.
* Preparation of Agenda, technical notes, briefs/reports, Minutes of the meetings/seminars/workshop and material/ power point presentations on oil palm.
* Draft replies for Parliament Questions, PMO, Court Cases and VIP references, etc.

**Shri Tilak Raj, SSA (Oil Palm)**

Diary/despatch FTS of receipts/files, records/review, weeding out of old files and preparation of list of files

* Compilation of the physical and financial progress report for Oil Palm Development programme under MM-II of NMOOP and updation of related Data.
* Typing of replies of Parliament Question and preparation of Hindi quarterly repor.
* Any other work assigned by superior.

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**Shri Dalip Kumar, SSA (Oil Palm)**

* Diary and dispatch of letters and files.
* Keeping records, stationary requirement of section update, maintaining the file movement register, record of CL/EL and Medical Leave of the employees of the section
* Preparation of Hindi Progress Report.

**TBOs/Coordination Unit**

**Cabin No.3, Shastri Bhawan**

**Shri Jajna Narayan Padhy, AD (Coord.)**

* Incharge of Mini Mission-III (TBOs) of NMOOP.
* Coordination with oilseeds, central agency, oil palm and administration units of the division.
* To issue administrative approval of NMOOP and submission of state-wise Annual Action Plan (AAP) for approval.
* Seeking progress Reports, UC and processing for release of funds.
* Compilation of physical & financial progress including Utilization certificates.
* Reply of Parliamentary Matters, PMO/VIP References, RTI and Public Grievances related to NMOOP and matters Related to other Ministries.
* Release of funds to states.
* Liaising with GC, PC, IC, Trade, Seed and other divisions of DAC&FW
* Participation in Seminar/workshop/Mela and erecting NMOOP stall.
* Any other assignments as per kind direction of Senior Officer’s.
* Organizing of EC, GC, MMC meetings of NMOOP.

**Ms. Niharika Shukla, Tech. Asst.**

* Examination of Preparation of state-wise Annual Action Plan (AAP) and appraisal for approval.
* Compilation of physical & financial progress including Utilization certificates.
* Seeking progress Reports and processing for release of funds.
* Assistance in organizing Seminars/Workshop/Kisan mela/ meetings related to NMOOP.
* Reply of Parliamentary Matters related to NMOOP, VIP, & PMO References, Matters related to NMOOP schemes and other Ministries.
* Assist in preparation of RTI replies and Public Grievances related to NMOOP.
* Matters Related to NMOOP schemes and other Ministries.
* Any other assignments as per kind direction of Senior Officer’s.

**Ashutosh Pandey, Tech. Asst. (Coord./OS)**

* Preparation of state-wise Annual Action Plan (AAP) and appraisal for approval.
* Compilation of physical & financial progress including Utilization certificates.
* Seeking progress Reports and processing for release of funds.
* Organizing Seminars/ Workshop/ Kisan mela/ meetings related to NMOOP.
* Reply of Parliamentary Matters related to NMOOP, PMO & VIP References,
* Assist in preparation to RTI queries, Public Grievances and any other matter related to NMOOP.
* Any other work assigned by Senior Officers.

**Crop Administrative-II Unit**

**Room No.541, Krishi Bhawan**

**Smt. Madhu Hunda, SO, (CA-II)**

* Preparation of Demand for Grants, BE-RE, Outcome/Performance Budget of NMOOP Scheme.
* Issue of administrative approval, Sanction Orders, checking of online bills, RTGS details and booking of funds for transfer to States/Implementing Agencies and revalidation of unspent balance of previous years available under NMOOP Scheme.
* Disbursal of funds and keeping their record and availability of balance funds.
* Providing information for framing replies to Parliament Questions, examination of Parliamentary Standing Committee on Agriculture, RTI Applications, VIP references and all financial information in respect of NMOOP Scheme.
* Providing all financial information in respect of NMOOP Scheme sought by PC/SP Division, Budget Division and any other Division of DAC&FW.
* Coordination of Monthly/Quarterly Expenditure from Sections in the Division. Preparation/submission of comments on the observations made by PAO on the bills and Audit Paras of NMOOP Scheme.

**Shri M.K.Mathur, ASO (CA-II)**

* Diarising incoming receipts and despatch of letters and FTS.
* Issue of sanctions and bills for funds release of NMOOP Scheme.
* Maintaining of Expenditure Register in respect of NMOOP Scheme for funds released as per GFR and Guard File in the Section.
* Providing all financial information in respect of NMOOP Scheme sought by PC Division, SP Division and Budget Division/any other Division of DAC..
* Collecting material for Coordination of Monthly/Quarterly Expenditure from Sections in the Division. Sending quarterly expenditure reports to Budget Division for further submission to Ministry of Finance.

**Shri Dinesh Kumar, DEO (CA-II)**

* Preparing Sanction Orders and generating bills online, RTGS, SOM, updating the same.
* Maintaining all information regarding Allocation, Release of funds in excel and updating data of NMOOP Scheme.
* All typing work in the Section.
* Revalidation of unspent balance of previous year available with States/Implementing Agencies, Appropriation and Re-appropriation of funds under NMOOP Scheme.

**Administration & Coordination (Oilseeds)**

**Cabin No.14, Shastri Bhawan**

**Sh. Sukhpal Singh, SO(OS)**

* Salary of NMOOP (TSG) Staff and their related matters
* RTI matters and Appeals
* Collection Coordination and compilation of information sought by various Divisions and forwarding to concerned Divisions.
* Matter regarding sanctioned strength and incumbency etc. in Oilseeds Division.
* Furnishing of information relating to Parliament Questions/Assurance/Material for Ministries and higher officers etc.
* All general administrative work of Oilseeds Section.
* Submission of Coordination and updated material/information in respect of Oilseeds Division for the Weekly Senior Officers meeting taken by Secretary (A&C).

**Sh.S.R.Kotiyal, ASO(OS)**

* Coordination of material/information in respect of Oilseeds Division for the Weekly Senior Officers Weekly meeting taken by Secretary (A&C).
* Collection compilation and coordination of information/material relating to VIP References, PMO References, Parliamentary Assurances, Court Case etc. In respect of OIL SEEDS Division and forwarding to concerned Division.
* Matters regarding sanctioned strength and incumbency etc. in Oilseeds Division.
* Keeping records & filling up vacant posts in Oilseeds Division.
* Work related to Posting and transfer of Staff/ officers within Oilseeds Division.
* All general administrative work of Oilseeds Section.
* Compilation of material for Annual Report/Report/Returns of the various Section’s
* Arrange the Stationery for the Section.

**Sh. Subhash Kumar, SSA(OS)**

* Monthly D.O. letter from Secretary (A&C) to Cabinet Secretary- Monthly Report
* Nomination of Nodal officers to deal with litigation in the Department details/Status of pending court cases, Inputs Pendency of Cases for sanction prosecution more than three months-Monthly Reports
* Implementation of the directions of Hon’ble Supreme Court to implementation to provisions of persons of Disabilities Act- 1995- Justice Sunanda Bhandare Foundation Vs. Union of India – Monthly Report
* Monthly Report on the review of pending disciplinary proceeding against government servant - Monthly Report
* Coordination of material/information in respect of Oilseeds Division for the Weekly Senior Officers Weekly meeting taken by Secretary (A&C).
* Hindi Quarterly Report.
* Report on Civil/Electric/Horticulture work – Submission to the Chief Technical Examiner’s organization – Quarterly Report.

**Data Processing Unit**

 **Cabin No.18 , Shastri Bhawan**

**Sh. Mahesh Chander. DPM (OS)**

* Data collection regarding Annual Action Plans of States, Central Agencies and other Institutions
* Collected Data updation on website in order to keep the website upto date.
* Participation in Meetings of NMOOP
* Video Conferencing
* Data Mapping
* E-book
* Material for Parliament Question
* mkisan
* Maintenance of data of Data Management System (DMS)
* Social Media
* IT related issues

**Crop Administrative -VI Unit**

**Room No.480, Krishi Bhawan**

**Director (OS)**

* In-charge of the Oilseeds Division.
* He reports to Joint Secretary (OS).
* Interacts with the higher officials Viz; Secretary (AC&FW), Agriculture Commissioner, Joint Secretary (OS), Additional commissioner (OS) & Additional Commissioner (Commercial Crops).

**Sh. Kailash Choudhary, Under Secretary (CA-VI)**

* Supervision of financial matters, Administrative matters related to CA-VI
* Demand for Grants, Parliamentary Committee, Audit paras, Outcome budget, Performance Budget and other related to budget etc.
* Annual reconciliation of financial figures under NMOOP.
* Administrative matters of Surplus Staff Establishment.

**Sh. Pradeep Singh Negi, SO (CA-VI)**

* Providing information related to CA-VI Section to various Divisions of DAC.
* RTI/Public Grievance replies pertaining to CA-VI Section/SSE.
* VIP/Court case replies related to CA-VI/SSE.
* Administrative & Financial matters related to Surplus Staff Establishment DOD Hyderabad.
* Examination of Salary, GPF, Tuition Fees, LTC advance/adjustment related to Surplus Staff Establishment.
* To monitor eviewing, recording and weeding out of old files.

**Smt. Sushma Rani, SSA (CA-VI)**

* All Establishment/administrative work of SSE staff of Erstwhile NOVOD Board.
* Maintenance of Personal files & Service Books of SSE staff.
* Put-up the personal claim like GPF Advance/Withdrawal, LTC advance/settlement, forwarding of leave application to another organization (deputation/ permanent), and medical claims, Liveries & uniforms etc.
* Typing & any other work assigned by senior officers of the CA-VI.

**Sh. Pritam Singh, SSA (CA-VI)**

* Preparation of Salary of Surplus Staff of NOVOD Board & Pension of Retired NOVOD Employees.
* Maintenance of GPF A/c., Vouchers, disbursement of Cash.
* Writing of Cash book and ledgers.
* Preparation of monthly/annual trial balance, Bank reconciliation.
* Filing of quarterly e-tds return of employees.
* Typing & any other work assigned by senior officers of the CA-VI.

**Shri Gan Pati Jha, JSA (CA-VI)**

* Put-up all the receipt received from the Department/Division of other Ministries/ Deptt. in the section.
* Entrusted with work of routine nature i.e. opening of files, FTS of all files, work related to recording of files, typing, comparing, dispatch and other work related to CA-VI/SSE.

**Technical Support Group (TSG Cell)**

**Cabin No 20, 21 Shastri Bhawan**

**Dr. J.P. Singh, Consultant (OS) and Bapi Mukherjee (TA)**

* To provide overall advisory, inputs for oilseed crops and guiding oilseeds unit.
* Preparation of agenda notes / proceedings of EC/SC and other meetings /  seminars of NMOOP, Briefs/Notes for Hon’ble AM, MoS and Sr. Officers, Guidelines, vetting of studies on assessment of performance of NMOOP interventions undertaken by CDDs and various power point presentations.
* Comments on the CCEA notes / proposals from other Ministries / Departments      relating to Oil Seeds/vegetable oils.
* Participation in the workshop/Annual meetings of Oil seeds Research Institutes of ICAR
* Guidance to Oilseed unit in scrutiny of AAPs for MM-I.
* Field monitoring of NFSM and NMOOP in the assigned States of AP, Gujarat, Manipur and Mizoram evaluation studies of NMOOP interventions in assigned states.
* Any other matter assigned by Senior Officers.

**Dr. M. Dutta, Consultant (OS) and Bapi Mukherjee (TA)**

* Guidance to the unit dealing with Central Agencies including Central Seed Production Agencies, ICAR and other agencies.
* Preparation of agenda notes and proceedings of MMC and other meetings of NMOOP, background/brief notes for senior officers and ministers on oilseeds, presentations for Senior Officers of the department.
* Field monitoring of NMOOP in the states including implementation by Central Agencies.
* Guidance in scrutiny of AAPs of Central Seed Producing Agencies, FLDs by ICAR and KVKs.
* Organization & participation in Seminars/ Workshop/Brain Storming Sessions on important topics, Annual Group Meet/Farmers’ Fairs of Oilseeds Research Institute of ICAR and preparation of proceedings.
* Processing of R&D project proposals and their review.
* Comments on important references relating to Oilseeds, DAC-ICAR interface, International Cooperation etc.
* Compilation and editing of technical documents like study reports by CDDs.
* Analysis of yield gaps/mapping of oilseeds growing regions/districts and state profile.
* Any other matter assigned by Senior Officers.

**Shri S.K.Dalal, Consultant (OS)**

* Field visits for monitoring of NMOOP programme in particular and NFSM / other national programmes of DAC&FW in general under implementation in the States / central agencies.
* Scrutiny of Annual Action Plans of Tree Borne Oils (TBOs) under MM-III for release of funds to TBO States and monitoring.
* Preparation of speech for Agriculture Minister / Minister of State for Agriculture, background note, proceedings of National Kharif / Rabi Conferences, minutes of various meetings convened by Oilseeds division and national conference on agriculture by GC division, material for parliament questions / supplementary material for Lok Sabha / Rajya Sabha questions from time to time pertaining to oil palm unit, comments on various issues related to oilseeds received from different divisions of the department / organizations, material for DAC / ICAR interface, workshop / meetings etc of TBOs and power point presentations on various issues related to oilseeds for senior officers.
* Processing of R&D project proposals related to TBOs, their release of funds and reviews.
* Yield gaps analysis of oilseed crops, State profiles and preparation of briefs for senior officers on various aspects of agriculture sector.
* Assistance in preparation of CCEA notes / proposals, comments of the department on replies from various organisations for oil palm unit.
* Miscellaneous issues pertaining to oilseed and received from other divisions.
* Any other work assigned by senior officers of Oilseed Division from time to time.

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