

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 oilseeds, assistance in preparation of Budget outcome and NPT, reply to VIP Reference relating to MM-I
- Examination & compilation of Annual Action Plan, progress report etc. of MM-I and proposals of RKVY from the state of Andhra Pradesh, Gujarat, Karnataka, Madhya Pradesh, Maharashtra, Tamil Nadu, Telengana, West Bengal & NE states.
- 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
- Other work related to MM-I Unit, as directed by AD(OS).

Smt. Mamta Gupta, ASO

- Analysis and put up the FRs.
- Examination & compilation of Annual Action Plan, progress report etc. of MM-I and proposals of RKVY from the state of Bihar, Chhattisgarh, Haryana, Jharkhand, Odisha, Punjab, Rajasthan, and Uttar Pradesh.
- Preparation of reply to VIP Reference relating to MM-I Division.
- Examination and compilation of MRP.
- Compilation of attendance of Technical Officials' biometric record (NMOOP Division) for weekly meeting.
- Miscellaneous matters relating to MM-I Division.
- Other work related to MM-I Unit, as directed by AD(OS).

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
- Other work related to MM-I Unit, as directed by AD(OS).

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
- Other work related to MM-I Unit, as directed by AD(OS).

Shri. Girish Kumar Pal, DEO (OS)

- Collection and compilation of MPR
- Maintenance of File Record and weeding out of old files
- Diary and dispatch
- Other work related to MM-I Unit, as directed by AD(OS).

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/KVK wise, 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, breeder 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/Exhibitions/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 works 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 report.
- Any other work assigned by superior.

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.

Mrs. Niharika Ojha, 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.
- Assistance 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.

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)

- 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)

- 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 and NFSM 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.

Shri Bapi Mukherjee, TA (Consultant)

- Collection, compilation and analyses of State-wise targets and achievements in respect of various interventions of NMOOP
- Maintaining records/ files to assist in preparation of formats for monitoring
- Field visits in the state and any other duties/ tasks assigned from time to time by the concerned Officer / Consultant