

8. ROAD MAP FOR CA-III:

8.1 Weekly Report for Senior Officers' Meeting (SOM):

The Weekly report for Senior Officers Meeting to be prepared every Friday.

8.2 PMO/VIP references

Information relating to PMO &VIP references received from PC, SP & Budget & other Divisions indirectly throughout the year to be given priority and to be disposed of timely without delay.

8.3 Coordination with other Units of Crops Division

CA-III Section to coordinate all Budget matters, Parliamentary Standing Committee matters with other Units of Crops Division and compile information related to CDDs and to submit it in timely manner to the concerned authority.

8.4 Audit Paras:

This Section to coordinate issues related to pending Audit paras and inspection reports relating to CDDs to ensure timely compliance.

8.5 Court Case:

This Section to promptly handle Court cases pertaining to CDDs and also pertaining to Crops division.

8.6 Revival of post:

The section to submit proposals for revival of various posts viz., Joint Director and Administrative Officers which have fallen in deemed to have been abolished category under the CDDs to Ministry of Finance with the approval of IFD.

8.7 Framing/amendment of Recruitment Rules:

All except the RRs for the post of AO and Accountant have been notified and section to ensure upload all the notified RRs on th website. Section to ensure timely notification of the remaining RRs of AO and Accountant.

8.8 Transfer/posting:

A database regarding the tenure of the officials of CDDs to be maintained by the section and it also have to ensure that rotational transfer/ postings are done as the notified transfer policy dated 28th April, 2017.

8.9 Monitoring of activities of CDDs:

The section to monitor the activities/administrative issues of CDDs on regular basis and organize bi-monthly review meetings with Directors of CDDs as per the notified schedule dated 28th April, 2017.

8.10 Release of non-plan funds: