

On receipt of demand for funds from various CDDs, necessary timely action to be initiated for immediate release of the funds.

9. CROP DIRECTORATES UNDER CA-III

S. N.	Name of the Directorate	Address
1.	DIRECTORATE OF MILLETS DEVELOPMENT, JAIPUR	Kendria Sadan Parisar, Block-A, Sector-10, Vidyadhar Nagar, Jaipur-302023 (Fax-0141-2235631)
2.	DIRECTORATE OF JUTE DEVELOPMENT, KOLKATA	234/4-A.J. Bose Road, Nizam Palace Campus, Kolkata-700020 (Fax-033-22879521) (Tele No. 22879443-22879465)
3.	DIRECTORATE OF SUGARCANE DEVELOPMENT, LUCKNOW	C.G.O.Complex, Hall No. 3, Aliganj, Lucknow-226024 (Fax-0522-2323913) Tele No. 2324480
4.	DIRECTORATE OF RICE DEVELOPMENT, PATNA	5 th Floor, 'G' Wing, Karpuri Thakur Sadan, Kendriya Karmachari Parisar (GPOA), Ashiana-Digha Road, Patna-800025
5.	DIRECTORATE OF WHEAT DEVELOPMENT, GHAZIABAD	C.G.O. Complex, Hapur Road Chauraha, Kamla Nehru Nagar, Ghaziabad-201002 (Fax-0-120-2711380)
6.	DIRECTORATE OF PULSES DEVELOPMENT, BHOPAL	Vindhyachal Bhavan, Bhopal-462004. (Fax-0755-2571678)
7.	DIRECTORATE OF OILSEEDS DEVELOPMENT, HYDERABAD	Telhan Bhavan, Himayat Nagar, Hyderabad-500029 (Fax-040-23224381)
8.	DIRECTORATE OF COTTON DEVELOPMENT, NAGPUR	Bhoomi Sarvekshan Bhavan, Near Centre Point School, Seminary Hills, Katol Road,

		Nagpur-440013 (Maharashtra) (Tel No. 0712-2595505)
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9(a).COMMON ACTIVITIES OF CROP DIRECTORATES

The common activities carried out by all the Crop Development Directorates are :

- To assist Department of Agriculture, Cooperation & Farmers Welfare to plan, coordinate and monitor nodal crop development programmes at the National level and recommend measures to improve them;
- To assist the States/Union Territories to plan, formulate and implement Crops programmes to increase production and productivity;
- To interact with national and state institutions in planning the production of seeds
- To liaise with State Agricultural Universities and Central Government Institutes/ICAR's Institute for organizing training courses in improved production technology;
- To have closer interaction/coordination with the Project Directorates/Institutes and other Research Centers of the ICAR and represent Department on their Management Committees and ICAR's Regional Committees, with a view to benefit from research and improved production technology and assist the Ministry of Agriculture to formulate farmer-friendly schemes with a unified approach for the over-all development of agriculture sector as a whole;
- To keep in touch with research developments by Agricultural Universities, National and International Organizations and maintain the flow of information and ideas between research and development;
- To have a close liaison with National Institute of Management for Agricultural Extension (MANAGE) in identifying the areas where MANAGE can provide support and bridge the gap in increasing productivity of the nodal crops.
- To provide technical support to the Extension agencies with respect to the nodal crop as and when required. In this context the Directors of Commodity Development Directorates may attend the State Level Crop Training Programmes, provide literature on training manuals; and also periodically visit some of such projects relating to their respective nodal crops and provide feed backs to Extension Division;
- To participate in meetings of Zonal Research and Extension Advisory Committee (ZREAC) and have closer interaction/coordination through this forum in relevant functions and responsibilities;
- To represent in the Varietal Identification Committee (VIC) and to watch the performance of the newly evolved released varieties of crops.
- To study and analyze trends in weather, crop area, production and productivity as well as transport, marketing and prices;
- To report regularly to Department of Agriculture, Cooperation & Farmers Welfare on weather and crop prospects as well as market and price trends;
- To assist Department of Agriculture, Cooperation & Farmers Welfare in fixing target of production and suggest measures to achieve them;
- To build up relevant record and data for the nodal crop; and

- To serve as a Secretariat for the respective Crop Development Council.

- To function as Area-Office of DAC&FW for the assigned states for coordination and monitoring of all Central Sector and Centrally Sponsored Schemes, Mission programme in agricultural development / crop sector.
- To maintain liaison with State Governments / Departments and other development agencies / Research organization / SAUs / stake-holders on crop development programmes;
- To monitor implementation of the crop development programmes on behalf of DAC&FW and appraise the Ministry/States about the gap between planning and performance and for further follow-up;
- To monitor the availability of inputs and extension services; crop scenario etc.
- To participate in Kharif Conference, Rabi Conference, Zonal Seed meetings, etc.

- Represent DAC&FW in Central Teams/Committees.
- Water management- timely opening and closing of canals and water use efficiency.
- Assessment of inputs requirements- fertilizers, pesticides, seeds etc. for crops for obtaining optimal yields.
- Tracking progress and promotion of new crop varieties.
- Monitoring/tracking progress of horticulture crops and programme therefore in the assigned states, and
- Being more visible and interactive with states for promotion and development of crops/varieties.
- Nodal Agency and Area Office for effective monitoring of NFSM for the assigned states of Madhya Pradesh and Chhattisgarh
- To Coordinate between State machinery and Mission Director, NFSM on all issues related to National Food Security Mission.
- To undertake periodic field visits to the states.
- To lend technical support wherever required.
- To obtain quarterly, annual report and Utilization Certificates and ensure timely submission of reports.
- To liaise with State Agriculture Universities and ICAR Research Institutions for organizing the training courses, arranging workshops etc.
- To interact with national and state seed production agencies for the timely availability of seeds in the districts and periodic reporting to NFSM cell.
- To carry out any other work assigned by Mission Director, NFSM.
- Scrutiny of Annual Action Plan of the states, preparation of the appraisal notes on the proposal of each state.
- Compilation of progress report of the allotted states under all CSS and Nodal crop (Pulses) at National level.
- Assisting Crops Division for allocation of seed minikits of oilseeds, pulses and maize in the assigned states in every season and monitoring the delivery of the minikits to the states within stipulated time frame.

9(b). Common work profile officers/ staff of CDDs

WORK PROFILE OF STAFF OF CDDs

(1) Director

1. To function as Head of the Department of the Directorate to fulfill the aims and objectives specified by the Union Ministry of Agriculture & Farmers Welfare.
2. To supplement the States efforts in 'Transfer of Technology' and provide feedback from field to the Researchers.
3. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required. Work as Coordinator of National Level Monitoring Team (NLMT) for monitoring of NFSM implementation in assigned states.
4. To Keep watch on the progress of implementation of Crop Development Programmes.
5. To keep watch on the trends of area, production & productivity trends of Nodal crops and suggest ways & means for enhancing the productivity thereof through appropriate Crop Development Programmes.
6. To report the progress of all activities carried out by the Directorate periodically to the Crops Division in the DAC&FW, GOI.

(2) Joint Director

1. To update production technology of crops in accordance with the recommendations finalized by All India Coordinated Crop Improvement Projects of Coarse cereals' crops and circulation of the same to the concerned States/Extension Division of DAC&FW.
2. To formulate the Crop Development Programmes of crops along with the guidelines for monitoring these programmes.
3. Planning, co-ordination and monitoring of Crop Development Programmes of crops.
4. To compile physical and financial progress of the Crop Development Programmes and suggest measures to overcome bottlenecks in the implementation of these programmes and reporting thereof periodically to the Crops Division in the DAC&FW.
5. To prepare material for Meetings/Workshops/V.I.P. references on the status of crops.
6. Organization of National Seminars on Crops/Coarse cereals.
7. to update cultivars' profile of Crops/Coarse cereals from time to time after securing the proceedings of the meetings of the Sub-Committee for release of varieties of the Central Seed Committee.
8. To monitor the seed availability/seed distribution of Crops/Coarse cereals in the country.
9. To maintain liaison with State Agriculture Universities/ICAR Institutes/National Institute of Management for Agriculture Extension "MANAGE" for scientific planning/implementation of Agricultural Development Programmes.
10. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required.
11. To undertake field visits for monitoring of Crop Development Programmes/Crop Tracking/Institutes & Industries engaged in value addition of Coarse cereals/markets to appraise the status of procurement of Coarse cereals at Minimum Support Price (MSP) and suggest the measures for improvement.
12. To deliver talk on Production Technology of Coarse cereals on All India Radio/*Doordarshan*/State sponsored TV Programmes namely; Navankur in Rajasthan State.

13. To provide necessary feedback to Kisan Call Centers.
14. Preparation of the material for publication of Crop Production Technology bulletins.
15. To maintain database relating to area, production & productivity of Crops/Coarse cereals.
16. To maintain database of physical and financial targets and achievements of Crop Development Programmes of crops.
17. Any other duties assigned from time to time in public interest.
18. To function as an Area Officer for monitoring of Crop Development Programmes of all Agricultural & Horticultural crops including Water Management in the assigned States.
19. To keep watch on physical and financial progress of the Crop Development Programmes of the Nodal crops of sister CDDs in the assigned States and suggest measures to overcome bottlenecks in the implementation of these programmes and reporting thereof periodically to the Crops Division in the DAC&FW.
20. To get uploaded Weekly Weather Watch Report (WWWR) on the website of the Directorate after securing/collation/compilation of the requisite information from the concerned State Department of Agriculture and IMD in relating to area coverage, input supply position, irrigation, electricity supply, insect-pest/disease status, market prices in major markets, natural calamities (drought, floods, earthquake, storms) for all Agricultural & Horticultural crops in the assigned States and in respect of 'Nodal crops' from all the States.
21. To undertake Crop Tracking in the assigned States and submission of report there for.
22. To participate in *Kharif/Rabi* National Conferences, Zonal Seed Meetings and State Level Seed Committee Meetings.
23. To finalize the advance estimates of Area, Production & Yield of all the Agricultural & Horticultural crops in respect of assigned States and for Nodal Crops in respect of all the States/UTs by 1st week of November for *Kharif* season, last week of April for *Rabi* season and last week of June for summer season/for the whole year every year and communication thereof to the Crops Division, DAC&FW periodically.
24. To reconcile and update the revised estimates of Area, Production & Yield estimates of all the Agricultural & Horticultural crops in the assigned States as well as in respect of Nodal Crops for all the States/UTs after securing requisite information from States/ESA periodically and uploading of the same on the Website of the Directorates.
25. To prepare and update State Agriculture & Horticulture profile of the assigned States.
26. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required.
27. Any other duties assigned from time to time in public interest.

(3) Assistant Director

1. To assist the Joint Director in carrying out the assigned duties.
2. To maintain district/State-wise database relating to Area, Production & Yield estimates of all the Agricultural & Horticultural crops of the assigned States.
3. To maintain district/State-wise database relating to Area, Production & Yield estimates of Nodal crops in respect of all States.
4. To maintain database of physical and financial targets and achievements of Crop Development Programmes of the Nodal crops of sister CDDs of the assigned States.
5. To prepare periodical progress reports relating to implementation of Crop Development Programmes of the Nodal crops of CDDs in the assigned States/Monthly Activity Report.

6. Any other duties assigned from time to time in public interest.

(4) Administrative Officer

1. To function as Head of the Office & D.D.O. in the Directorate to carry out specified duties attached to the Head of the Office & D.D.O.
2. Submission of Monthly/Quarterly/Half-yearly/Yearly returns relating to Administration/Accounts/*Rajbhasha*.
3. To supervise the maintenance of office vehicles/bi-cycles, Office Stores, equipments and office library.
4. To carry out purchase/disposal of office Stores' articles.
5. To convene Quarterly meetings of "Official Language Implementation Committee".
6. To hold Quarterly "*Rajbhasha* Hindi Workshops".
7. Any other duties assigned from time to time in public interest.

(5) Senior Technical Assistants (STAs)

1. To assist the Joint Director (Nodal crops) in formulation of the "Production Oriented Crop Development Programmes" of Coarse cereals.
2. To maintain the agenda notes/proceedings of the meetings of "State Level Sanctioning Committees" of "Production Oriented Crop Development Programmes" of Coarse cereals.
3. To maintain the proceedings of the Annual Group Meetings of All India Coordinated Research Improvement Project, ICAR on crops and update production technology of these crops.
4. To assist in proliferation of recently released cultivars and innovative production technologies of crops through appropriate Crop Development modules.
5. To analyze "Quarterly Progress Reports", compile physical and financial progress of the Innovative Production technologies' modules of crops and suggest measures to overcome bottlenecks in the implementation of these programmes and submit these reports to the Joint Director (Nodal crops) for periodical reporting to the DAC&FW.
6. To compile/collate and interpret the performance of the various components namely; cultivars and inputs interaction on grain/stover yield and efficacy of technology transfer modules of crops.
7. To analyze yield gaps of crops between Experimental yields (Research) and Farmers' fields' yield.
8. To secure, compile, edit and publish the "Success Stories" of crops on the basis of the results of Technology transfer modules in the Journals published by Extension Division of the Union Department of Agriculture, Cooperation & Farmers Welfare.
9. To undertake Crop Tracking of Crops/Coarse cereals.
10. To review/Index/record/weeding of files held by him with due approval of Joint Director .
11. Any other duties assigned from time to time in public interest.
12. To maintain the proceedings of the Annual Group Meetings of crops and update production technology of crops.

13. To assist proliferation of recently released cultivars and innovative production technologies of Crops Development modules.
14. To analyze “Quarterly Progress Reports”, compile physical and financial progress of the of the Innovative Production technologies’ modules.
15. To compile/collate and interpret the performance of the various components namely; cultivars and inputs interaction on grain/Stover yield and efficacy of technology transfer modules of crops.
16. To undertake field visits to monitor the performance of Technology transfer modules on farmers’ fields along with State Extension Officers of Crops/Coarse cereals.
17. To analyze yield gaps of crops between Experimental yields (Research) and Farmers’ fields’ yield.
18. To secure, compile edit and publish the “Success Stories” crops on the basis of the results of Technology transfer modules in the Journals published by Extension Division of the DAC&FW.
19. To undertake Crop Tracking of Crops/Coarse cereals.
20. To assist Joint Director (Nodal Crops) in organization of National seminars on Crops/Coarse cereals.
21. To review/Index/record/weeding of files held by him with due approval of Joint Director (Nodal crops).
22. Any other duties assigned from time to time in public interest.
23. To maintain the agenda notes/proceedings of the meetings of “State Level Sanctioning Committees” of “Production Oriented Crop Development Programmes” of Nodal crops of sister CDDs.
24. To analyze “Quarterly Progress Reports”, compile physical and financial progress.
25. To secure, monitor and maintain hard copies of district/State-wise database relating to Water Management, Seed distribution, fertilizer/bio-fertilizer distribution, pesticides distribution, weedicides distribution, season/year-wise documentation of occurrence of disease and pests epidemics, floods, drought, storms and earthquakes in the assigned States on weekly basis.
26. To compile/collate and interpret the performance of the various components namely; cultivars and inputs interaction on grain/stover yield and efficacy of Production Oriented Crop Development Programmes of sister CDDs.
27. To secure, compile, collate and maintain in hard copies the HYV area of Crops/Coarse cereals and also analyze the trend of the same on all India basis.
28. To undertake field visits to monitor the performance of “Production Oriented Crop Development Programmes” of sister CDDs on farmers’ fields along with State Extension Officers.
29. To undertake Crop Tracking of Crops/Coarse cereals, horticulture crops and nodal crops of sister CDDs in the assigned States.
30. To analyze yield gaps of agricultural crops between Experimental yields (Research) and Farmers’ fields’ yield in the assigned States.
31. To review/Index/record/weeding of files held by him with due approval of Joint Director.

(6) Statistical Investigator

1. To assist the Assist Director in carrying out the assigned duties.
2. To update/maintain the website of the Directorate.

3. To secure, monitor and maintain hard copies of the district/State-wise database relating to Area, Production & Yield estimates of all the Agricultural & Horticultural crops, Market arrivals, Farm Harvest Prices, season/year-wise documentation of Markets in which the prices of Agricultural commodities have ruled below MSP in the assigned States.
4. To coordinate, compile, collate and analyze the entire statistical work handled by the Directorate.
5. To undertake visits to major markets in the assigned States to ascertain the progress of procurement, status of needed market intervention, study market prices trend, bottlenecks in procurement of agricultural produce at administered prices by designated Government/Public agencies.
6. To review/record/weeding of files held in the Section with due approval of Assistant Director/Joint Director (States).
7. Any other duties assigned from time to time in public interest.

(7) Accountant

1. Scrutiny of all bills of establishment/suppliers/services etc.
2. Scrutiny of Log book, preparation of monthly Summary in Logbook and POL register.
3. Scrutiny of Budget proposals.
4. To attend audit of accounts and reply to audit paragraphs.
5. To check Cash Book and keep watch on Receipt and Payments and their entry in the Cash Book.
6. To review/Index/record/weeding of files held in the section with due approval of the Administrative Officer.
7. Any other duties assigned from time to time in public interest.

(8) Junior Hindi Translator

1. To assist the Administrative Officer in implementation of Official Language (Amendment) Act, 1967.
2. To assist the Staff in Translation of Official documents from English to Hindi and Vice-versa.
3. To assist the Administrative Officer for convening the Quarterly Meetings of Official Language implementation Committee in accordance with the stipulations contained in the Annual Official Language Programme circulated by Department of Official Language, Ministry of Home Affairs.
4. To assist the Administrative Office for holding Hindi Workshops on regular basis in accordance with the stipulations contained in the Annual Official Language Programme circulated by Department of Official Language, Ministry of Home Affairs.
5. To prepare Quarterly/Half yearly/Annual Progress Reports for progressive use of *Rajbhasha* Hindi.
6. To assist the Administrative Officer in the matters relating to “Committee of Parliament on Official Language”.
7. To assist the Administrative Officer to maintain liaison with the “Town Official Language Implementation Committee”.
8. To assist the Administrative Officer for carrying out the inspection on the “Check Points” devised for Official Language.

9. To attend the translation of Departmental procedural literature namely; Manuals, Forms, Codes, Statuary documents, General Orders, Administrative and Technical Reports.
10. Any other duties assigned from time to time in public interest.

(9) Stenographer

1. To extend stenographic help to the Director.
2. To maintain Call Register of Office Telephone of the Director.
3. To receive Dak/files meant for the Director and maintain movement of files/ records.
4. Any other duties assigned from time to time in public interest.

(10) Senior Statistical Clerk

1. To assist the Statistical Investigator in carrying out the assigned duties.
2. To maintain basic statistics relating to all the Agricultural & Horticultural crops and Water Management in respect of assigned States and in respect of Nodal crops for all the States.
3. To maintain Official Statistical record.
4. Any other duties assigned from time to time in public interest.

(11) Upper Division Clerks (UDCs)

1. To attend to Cashier duties.
2. To prepare Establishment bills/GPF Bills/Contingencies Bills/scrutiny of TA. Bills.
3. To prepare Monthly/Quarterly/Half Yearly/Yearly Returns of Accounts.
4. Preparation of Budget.
5. To maintain audit reports and submission of timely compliance.
6. To maintain the Accounts records as per specified retention schedule.
7. Any other duties assigned from time to time in public interest.
8. Maintenance of Service Books.
9. Preparation of Leave Sanction Orders/maintenance of Leave record.
10. To attend to recruitment cases/probation clearance/confirmation/ retirement/ Pension cases.
11. Maintenance of Office Vehicle/Bi-cycles, Office Stores, equipments, Computers and office library.
12. Purchase of Office stores.
13. Preparation of Monthly/Quarterly/Half Yearly/Yearly Administrative Returns and submission thereof to the Accountant.
14. Any other duties assigned from time to time in public interest.

(12) Lower Division Clerks (LDCs)

1. To attend to Dak-Diary of the Directorate.
2. To attend to typing work of Administration section.
3. To maintain Library of the Directorate.
4. Any other duties assigned from time to time in public interest.
5. To attend Dak-Despatch of the Directorate.

6. To maintain Postage Stamp Accounts Register.
7. To attend typing work of Accounts Section.
8. Any other duties assigned from time to time in public interest.
9. To attend typing work of Technical Section.
10. To maintain Record room.
11. Any other duties assigned from time to time in public interest.

(13) Staff Car Driver

1. To drive Office Vehicle.
2. To maintain allotted office vehicle.
3. Any other duties assigned from time to time in public interest.

(14) MTS

1. To stitch recorded files.
2. To help in upkeep of library books.
3. To help in upkeep of office records.
4. To open & close the Office as per specified time schedule.
5. To deliver local Dak.
6. To act as messenger between desks to deliver files/records.
7. To clean equipments, tables and filling of water jugs.
8. To bring Dak from the Post Office/Office letter box.
9. To drop ordinary Dak in the letter box.
10. To attend Post Office for sending Dak by Registered post/Speed post.
11. Any other duties assigned from time to time in public interest.