

3. WORK DISTRIBUTION AMONG THE STAFF OF CA-III:

(i) Director (Crops)

- Administrative/Establishment matters of CDDs
- Budget (non-plan)
- Deputation of officers with the Central Team etc.
- Coordination work on administrative matters.
- RTI /CPGRAMS matters.
- All matters related to CA-III section

(ii) Under Secretary (Crops)

- Administrative/Establishment matters of CDDs
- Budget (non-plan)
- Deputation of officers with the Central Team etc.
- Coordination work on administrative matters.
- RTI /CPGRAMS matters.
- All matters related to CA-III section

(iii) Section Officer (CA-III) (Vacant)

- Administrative matters of the Crops Division encompassing of all the CDDs.
- Establishment matters of the all the CDDs.
- Court cases pertaining to CDDs.
- Supervision of the CA-III Section.
- Reviewing, recording and weeding out of old files.

(iv) Assistant Section Officer(Mr K P Singh)

- Budgetary matters of CDDs.
- Sanction for procurement of vehicles/computers etc. for CDDs.
- Posting of officers and allocation of work to the officers in the Crops Division.
- Sanction of leave/leave encashment/LTC to Directors/Direction-in-charge of CDDs.
- Nomination of officers of CDDs to IMCT and relation matters.
- Coordination work of CDDs other than personnel matters.
- Grant of MACP to the officers/staff of CDDs.
- Misc work relating to CDDs.
- Any other work assigned by SO or other senior officers.
- SOM Matters
- Review meetings of CDDs

(v) Hindi Translator (Mr Prawin Kumar Jha)

- All RR related matters
- Maintenance of roasters
- All personnel matters relating to recruitment/promotion/confirmation.
- All CAT/Court cases on the above.
- Reports/returns relating to personnel matters of staff of CDDs.
- Any other work assigned by SO or other senior officers.

(vi) Consultant (Mr R.K.Guleria)

- Sanction of tour programmes of Directors/Director I/cs of CDDs.
- RTI matters.
- CPGRAM related matters
- E-samiksha
- Any other Miscellaneous matter
- Reports received from CDDs

(vii) Senior Secretarial Assistant

- Maintenance of APAR dossiers of Group-A officers of the CDDs
- Diarisation of receipts/files in FTS and marking their movement.
- Dispatch work of the section.
- Reports/returns relating to official language.
- Record Management.
- Any other work assigned by SO or other senior officers.

(viii) Stenographer

- To provide typing assistance to US (Crops) and Section Officer (CA-III).
- To provide typing assistance in matters pertaining to RTI, CPGRAMS and e-Samiksha and to upload matters of the same on respective websites.
- Attending any other work assigned by higher officers time to time.

(ix) Data Entry Operator

- To provide assistance to Section Officer (CA-III) and other dealing hands of CA-III in Data Entry pertaining to various items viz. SOM, Tour Programme.
- FTS of important receipts and files of CA-III Section in e-Office portal of DAC&FW.
- Other important works as and when assigned by seniors.

4. MANDATE OF CA-III

Crops Administration-III is mandated with the following responsibilities:-

- To deal with the Administrative matters of all the CDDs including creation of posts, revival of posts, framing/amendment of Recruitment Rules, filling up of vacant posts of CDDs, promotion of officers/officials of CDDs, granting of MACPs, transfer/posting of the officers of the CDDs and any other establishment related matters.
- To release the non-plan funds to CDDs.
- To deal with the court cases related to CDDs and also of Crops division
- To monitor the activities of the CDDs.
- To coordinate administrative matters related to Crops Division.
- To monitor timely disposal of RTIs/CPGRAMs/VIP References/Parliament Assurances and RTI Appeals.
- To update issues related to Crops Division in e-Samiksha portal.
- Deputation of officers with the Central Team etc.