

Charter of Duties

6. CHARTER OF DUTIES

Name: Deepak Kumar Yadav, STA (Crops)

S. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of final disposal	Time required for disposal
1	2	3	4	5
1	Scrutiny of State-wise Annual Action Plan of Crop Diversification Programme (CDP)	-Allocation of funds (BE) to the concerned States for preparation of Annual Action Plan -Receipt of the proposal from concerned State -Scrutiny of Annual Action Plan -Communication with the state, if necessary -Approval of Annual Action Plan -Issue of Action Plan to the concerned State	JS (Crops)/ AC/ Secretary	10 days
2	Other reference related to CDP	-Receipt of letter -Examination of the matter/Filing -Circulation for information to concerned States/Department/Agencies -Approval/Issue of letter, if any	ADC (CC) / JS (Crops)	10 days
3	Preparation of draft material for VIP references related to CDP	-Receipt of VIP reference -Examination of the matter -Circulation of the matter -Compilation & preparation of draft reply - Approval/Issue of letter	MOS/AM	7 days
4	Preparation of draft material for PMO references related to CDP	-Receipt of PMO reference -Circulation of the matter -Compilation & preparation of draft reply - Approval/Issue of letter	ADC (CC) / JS (Crops)/ AC	7 days
5	Preparation of draft material for Starred/ Unstarred Parliament Questions on CDP	-Receipt of Question Notice -Circulation of Question Notice -Compilation & preparation of draft reply -Submission for approval of reply of the question	MOS/AM	5 days
6	Other Parliamentary Matters related to CDP	-Receipt of letter/notice -Circulation of the matter to the concerned -Compilation & preparation of draft reply - Approval/Issue of letter	ADC (CC)/ JS (Crops) /AC	10 days
7	Material for Annual Report, State of Indian Agriculture, Annual India etc.	-Receipt of letter -Circulation of the matter to the concerned -Compilation & preparation of draft reply - Approval/Issue of letter	ADC (CC)/ JS (Crops)	10 days
7	Coordination with IC, Directorate of E&S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&FW and other line Departments/ Ministries	-Receipt of letter -Circulation of the matter to the concerned -Compilation & preparation of draft reply - Approval/Issue of letter	ADC (CC)/ JS (Crops)	10 days
8	Any other work assigned by senior officers	-As per procedure	JD(Crops)/ ADC (CC)/ JS (Crops)	10 days

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1	2	3	4	5
1.	Coordination with IC Division	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	ADC(CC)/ JS (Crops)	10 days
2.	Coordination with PC Division	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	ADC(CC)/ JS (Crops)	10 days
3.	Coordination with GC Division	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	ADC(CC)/ JS (Crops)	10 days
4.	Coordination with Policy Division	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	ADC(CC)/ JS (Crops)	10 days
5.	Coordination with Directorate of Economic and Statistics	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	ADC(CC)/ JS (Crops)	10 days
6.	Input to Parliament Questions	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	ADC(CC)/ JS (Crops)	5 days
7.	Coordination with various units of DAC&FW	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	ADC(CC)/ JS (Crops)	10 days
8.	Inputs to VIP references	-Receipt of the VIP letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	MOS/AM	7 days
9.	Inputs to PMO references	-Receipt of the PMO letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	JS (Crops) / AC	7 days
10.	Inputs to Nomination/ Meetings/ Conferences/ Workshops	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	Secretary	4 days
11.	Coordination with CACP	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	ADC(CC)/ JS (Crops)	10 days
12.	Inputs to other line Departments/ Ministries	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation and preparation of the draft reply -Approval/issue of the letter	ADC(CC)/ JS (Crops)	10 days

S. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of final disposal	Time required for disposal
1	2	3	4	5
1	Preparation of replies/ input/materials for Policy, PC, GC, IT & Extension Divisions	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation & preparation of the draft reply -Approval/issue of the letter	ADC (CC)/ JS (Crops)	10 days
2	Preparation of replies/ materials for PMO/VIP references	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation & preparation of the draft reply -Approval/issue of the letter	ADC (CC) / JS (Crops) / MOS	7 days
3	Preparation of replies/ inputs /materials of Parliament Question received from various Division/ Department	-Receipt of the letter -Circulation of the matter to concerned for inputs/ information -Compilation & preparation of the draft reply -Approval/issue of the letter	ADC (CC)	5 days
4	Preparation of replies of RTI and public grievances	-As per information available in the Unit	ADC (CC) /	5 days
5	Submission of report for monthly DO letter from Secretary to Cabinet Secretary for Policy Division	-Coordination, compilation & preparation of material	ADC (CC)	5 days
6	Recording, reviewing and weeding out of old files of the Unit	-As per procedure	ADC (CC)	7 days
7	Diary & dispatch	-As per procedure	JD (Crops)	2 days
8	Any other work assigned by senior officers	-As per procedure	JD(Crops)/ ADC (CC)/ JS (Crops)	10 days