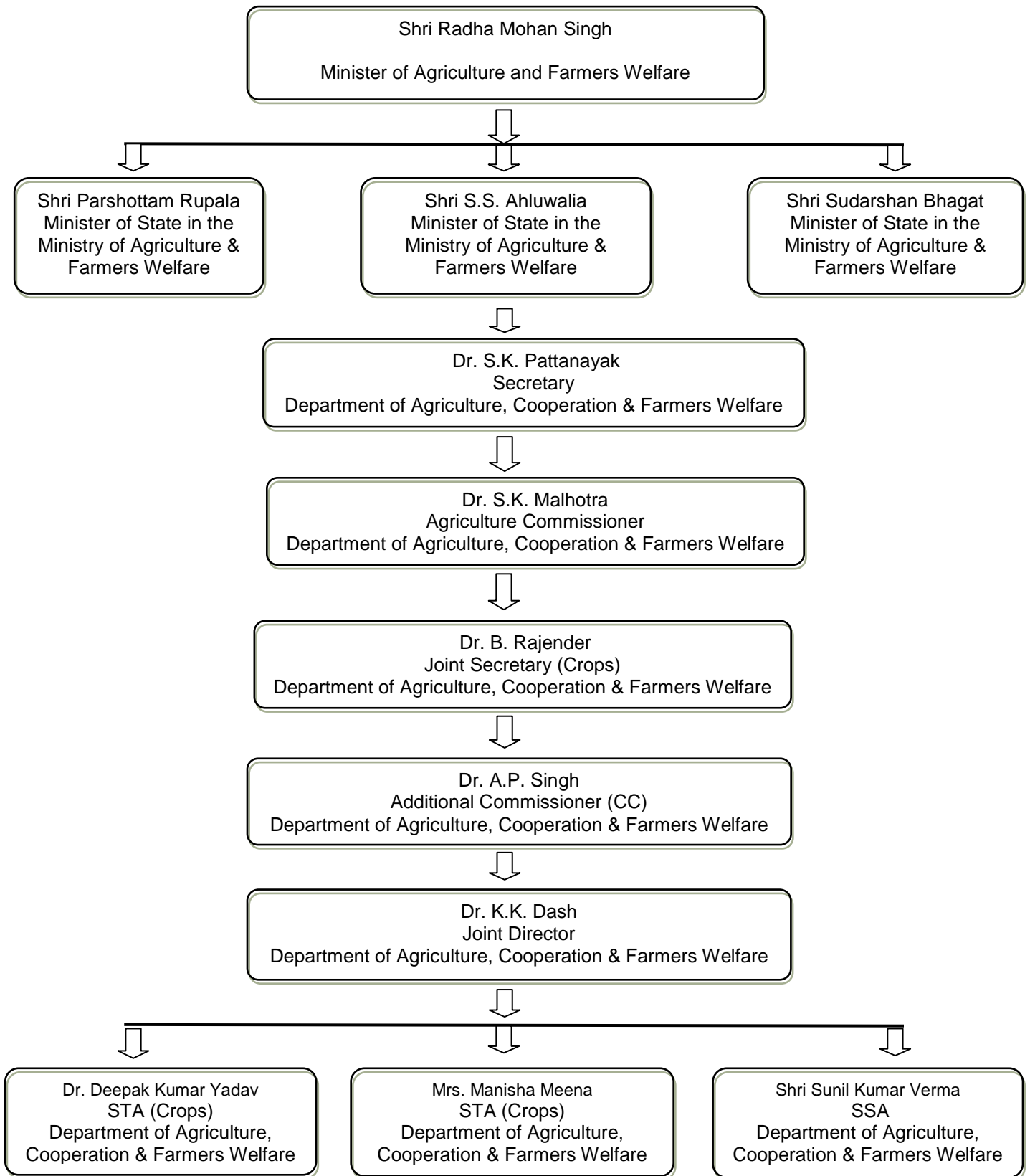


Organisational Chart

2. ORGANISATIONAL CHART



Employees Details

3. EMPLOYEE'S DETAILS

Sr. No	Name	Designation & Off. Address	Res. Address	E Mail/ Mobile Number	Photo
1	Dr. B. Rajender	Joint Secretary (Crops) Room No. 297 D1	M-21, 5-B, Nivedita Kunj, Sector-10, R.K. Puram, New Delhi	b.rajender@ias.nic.in Mob:9599428809	
2	Dr. Anil Pratap Singh	Additional Commissioner Off. Address: Room No.247	D-II/D-8, MS Flats, Tilak Lane, New Delhi	anilpratapsingh1962@yahoo.co.in , ap.singh62@nic.in Mob:9811137009	
3	Dr. K.K. Dash	Joint Director Off. Address: Room No.432B	F-91/2, Andrewsganj, New Delhi-49	kk.dash@gov.in kkdash68@rediffmail.com Mob:9868412391	
4	Dr. Deepak Kumar Yadav	STA Off. Address: Room No.432B	H.No. 789, Sector-52, Gurgaon, Haryana	deepakkr.yadav@nic.in Mob:9416150513	
5	Mrs. Manisha Meena	STA Off. Address: Room No.432B	D-2/852, J.J. Colony, Madanpur Khadar, New Delhi	manisha.meena88@gov.in Mob: 7210181983	
6	Shri Sunil Kumar Verma	SSA Off. Address: Room No.432B	237 Sector-5, Pushp Vihar, New Delhi	sunilkr.verma73@nic.in Mob: 9899152219	
7	Mrs. Naresh Devi	MTS Off. Address: Room No.432B	139-6, Johri Nagar, Bahadurgarh, Haryana	Mob: 9355113064	

Work Distribution among the Staff

4. WORK DISTRIBUTION AMONG THE STAFF

4.1 Joint Secretary (Crops)

- Overall In charge of the Crops Division
- Annual Action Plan of Crop Diversification Programme (CDP)
- Various matters on International Cooperation from IC Division of DAC&FW
- Matter on Parliament Starred/Unstarred Questions on CDP
- PMO/VIP reference on CDP
- Interacts with the higher officials of DAC&FW / ICAR / other Ministries / Organizations / State Governments

4.2 Additional Commissioner (CC)

- In charge of the Crops Unit-II
- Report to Joint Secretary (Crops)
- Supervision of activities of CU-II
- Implementation & monitoring of CDP
- Annual Action Plan of Crop Diversification Programme
- Various matters on International Cooperation from IC Division of DAC&FW
- Matter on Parliament Starred/Unstarred Questions on CDP
- PMO/VIP reference on CDP
- Interacts with the higher officials of DAC&FW / ICAR / other Ministries / Organizations / State Governments

4.3 Joint Director (Crops)

Supervising timely delivery of following works:

- Planning of Annual Action Plan of CDP
- Preparation of PPT Presentations on CDP
- Scrutiny of State-wise Annual Action Plan of CDP
- Field Visits
- Execution, monitoring & implementation of CDP in the States/Institutes
- Preparation of material for Starred Parliament Questions on CDP
- Preparation of material for Unstarred Parliament Questions on CDP
- Handling other Parliamentary matter
- Handling VIP references related to CDP
- Handling PMO references related to CDP
- Coordination, compilation & preparation of material on the matter involving more than one Unit/Section of Crops Division for providing information to other Divisions (IC, Directorate of E&S, Extension, GC/PC, Policy, CACP, Agriculture Census) & other line Ministries.

4.4 STA (Crops) / SSA

Executing timely delivery of following works:

- Scrutiny of State-wise Annual Action Plan of CDP
- Implementation & monitoring of CDP
- Field visits to states and review progress of the scheme
- Preparation of draft material for Starred Parliament Questions on CDP
- Preparation of draft material for Unstarred Parliament Questions on CDP
- Handling other Parliamentary matter
- Handling VIP references related to CDP
- Handling PMO references related to CDP
- Providing information on CDP
- Organisation of training/workshops etc under CDP
- Coordination, compilation & preparation of material on the matter involving more than one Unit/Section of Crops Division for providing information to other Divisions (IC, Directorate of E&S, Extension, GC/PC, Policy, CACP, Agriculture Census) & other line Ministries.

4.5 MTS

- Physical maintenance and sorting records of the Section/Unit
- Diary and dispatch of daks and maintaining in records
- Carrying of files & other papers within the building
- Photocopying, sending of FAX, etc.
- Assisting in routine office work like diary, dispatch etc., including on computer
- Delivery of dak (inside and outside the building)
- Other non-clerical work in the Section/Unit
- Any other work assigned by the superior authority

Work of CU-II

5. WORK OF CROPS UNIT-II

S. No.	Work	Description	Timelines
1	State wise Fund Allocation of CDP	Crop Diversification Programme (CDP) is a sub scheme of RKVY. Funds allocated under Budget Estimates (BE) of RKVY. RKVY Division allocates the funds under various sub-schemes including CDP as well as Inter-state allocation of normal RKVY.	7 days
2	Approval of Annual Action Plan of Crop Diversification Programme (CDP)	CDP is being implemented in Original Green Revolution States viz. Punjab, Haryana & Western Uttar Pradesh since 2013-14 to divert the area of water guzzling paddy to alternate crops. CDP has been extended to 10 tobacco growing states namely Andhra Pradesh, Bihar, Gujarat, Karnataka, Maharashtra, Odisha, Tamil Nadu, Telangana, Uttar Pradesh and West Bengal to encourage tobacco growing farmers to shift to alternate crops/cropping system w.e.f. 2015-16.	10 days
3	VIP References	VIP references related to CDP	7 days
4	PMO References	PMO references related to CDP	7 days
5	Parliament Questions	Handling Starred/Unstarred Parliament Questions relating to CDP	5 days
6	Other Parliamentary Matters	Preparation of material for other parliamentary matters like assurance, zero hour matters, assurance etc. pertaining to CDP	10 days
7	Material for Annual Report	Coordination, compilation & preparation of information pertaining to crop development schemes of Crops Division for Annual Report.	10 days

S. No.	Work	Description	Timelines
8	Material for State of Indian Agriculture	Coordination, compilation & preparation of information pertaining to crop development schemes of Crops Division for State of Indian Agriculture.	10 days
9	Material for Annual India	Coordination, compilation & preparation of information pertaining to crop development schemes of Crops Division for Annual India.	10 days
10	Coordination with other Division & other line Ministries allotted to CU-II	Coordination, compilation & preparation of material on the matter involving more than one Unit/Section of Crops Division for providing information to other Divisions (IC, Directorate of E&S, Extension, GC/PC, Policy, CACP, Agriculture Census) & other line Ministries	10 days