

**1. Joint Secretary (Crops):** Room No 297 D, Krishi Bhawan

- Overall in charge of Crops Division
- Formulation & Execution of Policy interventions on crops development including excelling foodgrain crops production
- Administration of Crops Division & its Directorates across the country
- All parliamentary matters concerning Crops Division/linked Divisions
- Coordination with the Departments/Ministries of GOI, State Government on matters on Agriculture development

**2. Dr. S.S. Tomar, Addl. Commissioner (Crops):** R.No. 340, Krishi Bhawan

- In charge of the NFSM & BGREI Programmes.
- Coordination on all matters that attract technical intervention of GOI related to Agriculture.
- All parliamentary matters concerning foodgrain crops/ Crops Division
- Interacts with the higher officials of DAC&FW/ICAR/Other Ministries/ Organizations/ State Governments

**3. Dr. M. N. Singh, Dy. Commissioner (Crops):** R.No. 351A, Krishi Bhawan  
**Supporting Staff:** Shri R.N. Verma, TA (NFSM)

- In-Charge of NFSM Cell. All Assistant Directors and STAs of NFSM cell will submit the files directly to him.
- Krishi Karman Awards.
- Preparation and approval of EFC/PIB/ Cabinet Notes for NFSM Scheme.
- Co-ordination of NFSM activities.
- Arranging NFSMEC & NFSMGC and Zonal Level Meetings.
- Implementation and monitoring of FLDs.
- Technical matters of PMT-NFSM.

**4. Shri Ashok Kumar Singh, Assistant Director (Pulses):** R.No. 433, Krishi Bhawan  
**Supporting Staff:** Ms. Anjali Thakur, STA (NFSM), Sh. Rajendra Kr. Singh, TA (NFSM) and Ms. Sapna, Steno (NFSM)

- All matters relating to pulses.
- All matters relating to NFSM-Pulses like scrutiny of State-wise Action Plan, analysis of the physical and financial progress and intimating the same to States, arranging and recording of proceedings in Seminars/meeting/ workshops etc.
- Coordination with concerned Crop Development Directorates of DAC&FW.
- Parliamentary matters, VIP issues and other matters related to Pulses/ seed minikit distribution.
- Bills of seed distribution and production of seeds received from NSC/SSC etc.

**5. Dr. M.K. Sharma, Assistant Director (Coarse Cereals):** R.No. 433, Krishi Bhawan  
**Supporting Staff:** Bhupender Singh, TA (NFSM), Ms. Sapna, Steno (NFSM)

- All matters relating to Coarse Cereals.
- All matters relating to NFSM- Coarse Cereals like scrutiny of State-wise Action Plan, analysis of the physical and financial progress and intimating the same to States, arranging and recording of proceedings in Seminars/meeting/ workshops etc.
- Parliamentary matters/ VIP references and general issues related to Coarse Cereals.
- Coordination with concerned crop directorate.
- Coordination between NFSM Cell and other Units/ Divisions.
- Parliament questions. Parliamentary Standing Committee/ Estimate Committee, VIP references and general matters concerning foodgrains crops in general.
- Compilation of district-wise area, production and yield of wheat, rice, pulses and coarse cereals covered under NFSM and Non-NFSM districts.
- Compilation of observations/ suggestions as contained in the NLMT reports and submission for perusal of senior officers.

**6. Ms. Sandhya Rani Gorthi, Assistant Director (NFSM): R.No. 433, Krishi Bhawan  
Supporting Staff: Shri Bhooshan Kewte, TA (NFSM)**

- All research projects of SAUs, ICAR and CGIAR institutes.
- Implementation and monitoring of FLDs for rice, wheat, pulses and coarse cereals.
- Coordination with crop directorates on these issues.
- Projects related to seed hubs, Breeder seed production programme, Biofertilizer& Bio-control agents production units.
- Projects related to Cluster Front Line Demonstrations through KVKs.

**7. Ms. Anjali Thakur, STA (Crops)/ TA (NFSM): R.No. 433, Krishi  
Bhawan**

- All matters relating to wheat.
- All matters relating to NFSM-wheat like scrutiny of State-wise Action Plan, analysis of the physical and financial progress and intimating the same to States, arranging and recording of proceedings in Seminars/meeting/ workshops etc.
- Parliamentary matters, VIP issues and general issues related to wheat.
- Coordination with concerned Crop Directorates.

**8. Shri Vijaykumar, STA (Crops)/ TA (NFSM): R.No. 433, Krishi Bhawan**

- All matters relating to Rice.
- All matters relating to NFSM-wheat like scrutiny of State-wise Action Plan, analysis of the physical and financial progress and intimating the same to States, arranging and recording of proceedings in Seminars/meeting/ workshops etc.
- Development projects related to rice of National and International Organizations.
- Matters relating to RFD of NFSM Cell.
- Parliamentary matters, VIP references and other matters related to NFSM-Rice.
- Coordination with concerned Crop Development Directorate.

**9. Shri Shyoram, STA (Crops)/ TA (NFSM): R.No. 433, Krishi Bhawan**

- All matters relating to BGREI like scrutiny of State-wise Action Plan, analysis of the physical and financial progress and intimating the same to States, arranging and recording of proceedings in Seminars/meeting/ workshops, evaluation studies of BGREI etc.
- Parliamentary matters, VIP references and other matters related to BGREI.
- Coordination with CRRI and Directorate of Rice/Wheat Development.
- Compilation of observations/ suggestions as contained in the NLMT reports on BGREI and submission for perusal of senior officers.
- Maintenance of progress report of BGREI.

**10. Shri Ghanshyam Pandey, TA (NFSM), Krishi Bhawan**

- To assist State in planning, formulation of NFSM action plans, whenever required
- To supervise the implementation of various interventions proposed under the Mission of NFSM, NMOOP, BGREI & CDP etc. for improving production & productivity of rice, wheat, pulses, Coarse Cereals, oilseeds & commercial crops.
- To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.
- To coordinate the work of State Project Management Team and District Management Team.
- To visit the States periodically to provide technical guidance and impart knowledge about best practices.
- To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.

- To render overall help to the technical staff working in the cell.
- To perform other tasks specified by Mission Director.

**11. Sh. Rajendra Kr. Singh , TA (NFSM): R.No. 433, Krishi Bhawan**

- All matters relating to pulses.
- All matters relating to NFSM-Pulses like scrutiny of State-wise Action Plan, analysis of the physical and financial progress and intimating the same to States, arranging and recording of proceedings in Seminars/meeting/ workshops etc.
- Parliamentary matters, VIP issues and other matters related to Pulses/ seed minikit distribution.
- Bills of seed distribution and production of seeds received from NSC/SSC etc

**12. Shri R.N. Verma, TA (NFSM): R.No. 433, Krishi Bhawan**

- Krishi Karman Awards: To assist in submission of Notes for approval of Hon'ble AM for continuation and finalisation of criteria for selection of States for KKA;
- To assist in making final arrangements for award ceremony.
- Parliament Question relating to NFSM and BGREI.
- Maintenance of Progress Reports of NFSM-Rice/Wheat/Pulses/Coarse Cereals received from States.
- Other work given by ADC (Crops)/DC (Crops) from time to time.

**13. Shri Bhushan Kewte, TA (NFSM): R.No. 433, Krishi Bhawan**

To Assist Ms. Sandhya Rani Gorthi, Assistant Director (NFSM) in matters related to;

- All research projects.
- Implementation and monitoring of FLDs for rice, wheat, pulses and coarse cereals.
- Coordination with crop directorates on these issues.
- Projects related to seed hubs, Breeder seed production programme, Biofertilizer & Bio-control agents production units.
- Projects related to Cluster Front Line Demonstrations through KVKs.

**14. Ms. Sapna Kumari, Steno (English):** R.No. 433, Krishi Bhawan

To Assist Shri Ashok Kumar Singh, Assistant Director (Pulses) and Shri Manoj Kumar Sharma, Assistant Director (CC) in matters related to all computer work including MS-Word, Excel, Power Point, Internet, all typing work and computer work includes:

- Preparation of Action Plan of NFSM
- Agenda Notes of various meetings/conferences
- Annual Report
- Performance Report
- Comments / observations on various communications from Divisions etc.
- All statistical work and work assigned from time to time.

**15. Sh. Sarvesh Kumar, Steno (Hindi):** R.No. 433, Krishi Bhawan

To Assist Shri Ashok Kumar Singh, Assistant Director (Pulses) and Shri Manoj Kumar Sharma, Assistant Director (CC) in matters related to all computer work including MS-Word, Excel, Power Point, Internet, all typing work and computer work includes:

- Preparation of Action Plan of NFSM
- Agenda Notes of various meetings/conferences
- Annual Report
- Performance Report
- Comments / observations on various communications from Divisions etc.
- All statistical work andwork assigned from time to time.

**16. Shri Shamsheer Singh Consultant (FM):** Consultant Room No 2, Near NAFED Store, Krishi Bhawan

- Crop: Rice
- **States: Assam, Sikkim, Tripura, Uttar Pradesh.**
- Working as i/c Programme Manager for PMT (Project Management Team) of NFSM and BGREI and therefore looking after the work related to PMT and related administrative

works such as budget for PMT, emoluments for the outsourced staff, and arrangements for the meeting along with coordination with NSC.

- To assist State in planning, formulation of NFSM action plans, whenever required
- To supervise the quality of implementation of various interventions proposed in the Mission for improving the production of rice, wheat pulses and Coarse Cereals.
- To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.
- To visit the States periodically to provide technical guidance and impart knowledge about best practices.
- To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- To render overall help to the technical staff working in the cell.
- To perform other tasks specified by Mission Director

**17. Dr P. K. Saha, National Consultant (NFSM):** Consultant Room No 2,  
Near NAFED Store, Krishi Bhawan  
Crops: Wheat, Jute

**States: West Bengal, Bihar, Meghalaya & Punjab**

- To assist State in planning, formulation of NFSM action plans, whenever required
- To supervise the implementation of various interventions proposed under the Mission of NFSM, NMOOP, BGREI & CDP etc. for improving production & productivity of rice, wheat, pulses, Coarse Cereals, oilseeds & commercial crops.
- To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.
- To coordinate the work of State Project Management Team and District Management Team.
- To visit the States periodically to provide technical guidance and impart knowledge about best practices.

- To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- To render overall help to the technical staff working in the cell.
- To perform other tasks specified by Mission Director.

**18. Dr V. S. Pahil, Consultant (Coarse Cereals and Cotton):** Basement- 2,  
Near NAFED Store, Krishi Bhawan

Crops: Coarse Cereals and Cotton

**States: Karnataka, Kerala, Odisha and Uttarakhand**

- To assist State in planning, formulation of NFSM action plans, whenever required
- To supervise the quality of implementation of various interventions proposed in the Mission for improving the production of rice, wheat pulses, Coarse Cereals and Cotton.
- To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.
- To coordinate the work of State Project Management Team and District Management Team.
- To visit the States periodically to provide technical guidance and impart knowledge about best practices.
- To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- To render overall help to the technical staff working in the cell.
- To perform other tasks specified by Mission Director



**19. Dr. Upkar Singh Sadana, Consultant (Pulses):** Basement- 2, Near NAFED Store, Krishi Bhawan.

- Crops: Pulses
- **States: Madhya Pradesh, Telengana, Jammu & Kashmir and Jharkhand**
- To assist State in planning, formulation of NFSM action plans, whenever required
- To supervise the quality of implementation of various interventions proposed in the Mission for improving the production of rice, wheat pulses and Coarse Cereals.
- To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.
- To coordinate the work of State Project Management Team and District Management Team.
- To visit the States periodically to provide technical guidance and impart knowledge about best practices.
- To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- To render overall help to the technical staff working in the cell.
- To perform other tasks specified by Mission Director

**20. Dr. Manender Singh, Technical Assistant (NFSM):** Basement- 2, Near NAFED Store, Krishi Bhawan.

- To assist State in planning, formulation of NFSM action plans, whenever required
- To supervise the quality of implementation of various interventions proposed in the Mission for improving the production of rice, wheat pulses and Coarse Cereals.
- To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.

- To coordinate the work of State Project Management Team and District Management Team.
- To visit the States periodically to provide technical guidance and impart knowledge about best practices.
- To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- To render overall help to the technical staff working in the cell.
- To perform other tasks specified by Mission Director

**21. Shri Bhupender Singh, Technical Assistant (NFSM):Room No. 433, NFSM Cell, Krishi Bhawan.**

- To assist State in planning, formulation of NFSM action plans, whenever required
- To supervise the quality of implementation of various interventions proposed in the Mission for improving the production of rice, wheat pulses and Coarse Cereals.
- To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.
- To coordinate the work of State Project Management Team and District Management Team.
- To visit the States periodically to provide technical guidance and impart knowledge about best practices.
- To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- To render overall help to the technical staff working in the cell.

- To perform other tasks specified by Mission Director

**22. Gaurav Chaudhary, Technical Assistant (NFSM):** Basement- 2, Near NAFED Store, Krishi Bhawan.

- To assist State in planning, formulation of NFSM action plans, whenever required
- To supervise the quality of implementation of various interventions proposed in the Mission for improving the production of rice, wheat pulses, Coarse Cereals and Cotton.
- To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.
- To coordinate the work of State Project Management Team and District Management Team.
- To visit the States periodically to provide technical guidance and impart knowledge about best practices.
- To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- To render overall help to the technical staff working in the cell.
- To perform other tasks specified by Mission Director

**23. Shri Ravindra Sah, Senior Secretariat Assistant, R.No.433, Krishi Bhawan**

- Physical maintenance of records of the section
- Dispatch of letters through ordinary/speed/ registered letters to other Ministries and State Governments.
- Photocopying, sending of FAX, etc.
- Diary of FRs from other Departments/ Ministries/ State Governments.
- Recording of documents in Guard File.
- Maintenance of Guard File.
- Opening of Files in File Register.

**24. Shri Vinod Bhardwaj & Bharat Bhushan, MTS, R.No.433, Krishi Bhawan**

1. Physical maintenance of records of the section
2. Carrying of files & other papers within the building
3. Photocopying, sending of FAX, etc.
4. Delivering of dak (Outside the building)
5. Any other work assigned by the superior authority

**1. Ms. Anjali Thakur, STA (Crops), Room No. 433, Krishi Bhawan**

Sl No	Task	Check-list/Rules/ condition to accomplish the task	Level of final disposal	Time required for disposal (Approx.)
1	Examination of action plan received from states government pertaining to NFSM-Pulses & NFSM-Wheat	Scrutiny of action plan as per guideline of NFSM / SMAM guideline for farm machinery	Secretary (AC &FW)	15 days
2	Examination of physical & Financial progress report of NFSM-Pulses & NFSM-Wheat received from state governments	As per approved action plan & Guideline	ADC (Crops)	15 days
3	Preparation of replies/material for VIP references pertaining to NFSM-Pulses & NFSM-Wheat	As per guideline/ scheme	Minister of agriculture & farmers welfare	One week
4	Preparation of replies of RTI and public grievances pertaining to NFSM-Pulses & NFSM-Wheat	As per scheme	ADC (Crops)	10 days
5	Parliament questions pertaining to NFSM-Pulses & NFSM-Wheat	As per scheme / guideline	Minister of agriculture & farmers welfare	4-5 days
6	Making Arrangement of review meeting and central steering committee meeting of NFSM-Pulses & NFSM-Wheat	As per procedure	ADC (Crops)/ JS (Crops)	15 days
7	Preparation of replies for matter related NFSM-Pulses & NFSM-Wheat	As per guideline/ As per scheme	ADC (Crops)	10 days
8	Coordination with crop development directorates matter related to NFSM-Pulses & NFSM-Wheat	As per procedure	ADC (Crops)/ JS (Crops)	10 days
9	General receipts related to NFSM cell	As per NFSM/ scheme	ADC(Crops)/ JS (Crops)	4-5 days
10	Maintenance/ updating of progress report / state brief of NFSM-Pulses & NFSM-Wheat	As per progress report received from state governments		3-4 days
11	Bills of seed distribution and production of seeds received from NSC/SSC etc.	As per procedure	JS(Crops)	One week

## 2. Shri Vijayakumar, STA (Crops), Room No. 433, Krishi Bhawan

S.No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (Approx.)
1	Scrutiny of State-wise Annual Action Plan	<ul style="list-style-type: none"> <li>➤ As per operational guidelines of NFSM</li> <li>➤ Letters to be written to the States</li> <li>➤ Receipt of Annual Action Plan from the States</li> <li>➤ Scrutiny of Action Plan</li> <li>➤ Communication with the states if necessary</li> <li>➤ Approval of Action Plan</li> <li>➤ Issue of Action Plan to the respective States</li> </ul>	Secretary (AC&FW)	15 days
2	Progress Reports of States	<ul style="list-style-type: none"> <li>➤ Receipt of Quarterly progress report of the states</li> <li>➤ Scrutiny of the progress report</li> </ul>	Joint Secretary (Crops)/ ADC (Crops)	3-4 days
3	Seminars/ Workshop/ meetings related to NFSM-Rice	<ul style="list-style-type: none"> <li>➤ Issue of D.O. letters to the concerned</li> <li>➤ Place, venue, date to be informed to the concerned</li> <li>➤ Telephone/Fax/E-mail/Whatsapp</li> <li>➤ Preparation of the material and PPT presentations</li> <li>➤ Recording proceedings in workshop/ meeting/ seminars</li> <li>➤ Issue of Minutes of the meeting to the participants</li> </ul>	Joint Secretary (Crops)	5 days
4	Projects on NFSM-Rice (From ICAR and SAUs)	<ul style="list-style-type: none"> <li>➤ Scrutiny of the Project</li> <li>➤ Approval of the project</li> <li>➤ Issue of Administrative Approval (letter /e-mail/ Fax)</li> <li>➤ Sending file to CA-V for</li> </ul>	Secretary (AC&FW)	15 days

S.No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (Approx.)
		<ul style="list-style-type: none"> <li>release of fund</li> <li>➤ Progress report of the project</li> </ul>		
5	Projects on NFSM-Rice (From International Organizations)	<ul style="list-style-type: none"> <li>➤ Scrutiny of the Project</li> <li>➤ Approval of the project</li> <li>➤ Issue of Administrative Approval (letter /e-mail/ Fax)</li> <li>➤ Sending file to CA-V for release of fund</li> <li>➤ Progress report of the project</li> </ul>	Secretary (AC&FW)	15 days
6	Parliamentary Matters (Lok Sabha & Rajya Sabha)	<ul style="list-style-type: none"> <li>➤ Receipt of Questions (Starred &amp; Unstarred)</li> <li>➤ Circulations of the Question</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval the question</li> <li>➤ Copy to be circulated to Hindi section and parliament section of DAC&amp;FW (e-mail)</li> <li>➤ Copy to be uploaded on NFSM website</li> <li>➤ Compilation of Questions (Starred and Unstarred) in a separate file for future reference</li> </ul>	Secretary (AC&FW)	5 days
7	VIP Reference (From Hon'ble Members of Parliament (MP), Lok Sabha & Rajya Sabha, Union Ministers, State Ministers)	<ul style="list-style-type: none"> <li>➤ Receipt of VIP Reference</li> <li>➤ Circulation of the matter to prepare reply</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval of D.O. letter</li> <li>➤ Issue of the letter (e-mail/Fax/Post)</li> </ul>	Hon'ble AM, Honble MoS (A), Secretary (AC&FW)	7 days

<b>S.No.</b>	<b>Task</b>	<b>Check-list/Rules/Conditions to accomplish the task</b>	<b>Level of Final Disposal</b>	<b>Time Required for Disposal (Approx.)</b>
8	Brief material for use of Hon'ble AM/MoS (A) and Senior Officers of DAC&FW	<ul style="list-style-type: none"> <li>➤ Circulation of the question within various Divisions of DAC&amp;FW</li> <li>➤ Preparation and submission for approval</li> </ul>	ADC (Crops)/ DC (Crops)	5 days
9	PMO References	<ul style="list-style-type: none"> <li>➤ Preparation of reply with respect to scheme</li> <li>➤ Submission and Approval</li> <li>➤ Issue of letter</li> </ul>	Joint Secretary (Crops)/ ADC (Crops)/ DC (Crops)	3-4 days
10	RTI and Public Grievances related to NFSM-Rice	<ul style="list-style-type: none"> <li>➤ Preparation of reply with respect to scheme</li> <li>➤ Submission and Approval</li> <li>➤ Issue of letter</li> </ul>	ADC (Crops)/ DC (Crops)	7 days
11	Matters Related to Crop Development Directorates	<ul style="list-style-type: none"> <li>➤ Coordination with the CDDs of Rice</li> <li>➤ Updating latest crop production technologies with respect to rice</li> <li>➤ Communication with CDDs for field visits/tour programme</li> </ul>	ADC (Crops)/ DC (Crops)	7 days
12	Matters Related to other Ministries	<ul style="list-style-type: none"> <li>➤ Receipt of the letter</li> <li>➤ Circulation of the matter to prepare reply</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval of D.O. letter</li> <li>➤ Issue of the letter (e-mail/Fax/Post)</li> </ul>	Joint Secretary (Crops)/ ADC (Crops)/ DC (Crops)	7 days
13	Matters Related NITI Aayog	<ul style="list-style-type: none"> <li>➤ Receipt of the letter</li> <li>➤ Circulation of the matter to prepare reply</li> <li>➤ Preparation and submission</li> </ul>	Joint Secretary (Crops)/ ADC (Crops)	5 days

<b>S.No.</b>	<b>Task</b>	<b>Check-list/Rules/Conditions to accomplish the task</b>	<b>Level of Final Disposal</b>	<b>Time Required for Disposal (Approx.)</b>
		of reply ➤ Approval of D.O. letter ➤ Issue of the letter (e-mail/Fax/Post)		



### 3. Shri Shyoram, STA (Crops), Room No. 433, Krishi Bhawan

S.No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (Approx.)
1	Scrutiny of State-wise Annual Action Plan of BGREI States	<ul style="list-style-type: none"> <li>➤ As per operational guidelines of BGREI</li> <li>➤ Letters to be written to the States</li> <li>➤ Receipt of Annual Action Plan from the States</li> <li>➤ Scrutiny of Action Plan</li> <li>➤ Communication with the states if necessary</li> <li>➤ Approval of Action Plan</li> <li>➤ Issue of Action Plan to the respective States</li> <li>➤ Uploading on the website of BGREI</li> </ul>	Secretary (AC&FW)	15 days
2	Progress Reports of BGREI States	<ul style="list-style-type: none"> <li>➤ Receipt of Quarterly progress report of the states</li> <li>➤ Scrutiny of the progress report</li> <li>➤ Uploading on the website</li> </ul>	Joint Secretary (Crops)/ ADC (Crops)	3-4 days
3	Seminars/ Workshop/ meetings related to BGREI	<ul style="list-style-type: none"> <li>➤ Issue of D.O. letters to the concerned</li> <li>➤ Place, venue, date to be informed to the concerned</li> <li>➤ Telephone/Fax/E-mail/Whatsapp</li> <li>➤ Preparation of the material and PPT presentations</li> <li>➤ Recording proceedings in workshop/ meeting/ seminars</li> <li>➤ Issue of Minutes of the meeting to the participants</li> </ul>	Joint Secretary (Crops)	5 days
4	Projects on BGREI programme (from ICAR/ SAUs)	<ul style="list-style-type: none"> <li>➤ Scrutiny of the Project</li> <li>➤ Approval of the project</li> <li>➤ Issue of Administrative</li> </ul>	Secretary (AC&FW)	15 days

S.No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (Approx.)
		<ul style="list-style-type: none"> <li>Approval (letter /e-mail/ Fax)</li> <li>➤ Sending file to CA-V for release of fund</li> <li>➤ Progress report of the project</li> </ul>		
5	Projects on BGREI programme (From International Organizations)	<ul style="list-style-type: none"> <li>➤ Scrutiny of the Project</li> <li>➤ Approval of the project</li> <li>➤ Issue of Administrative Approval (letter /e-mail/ Fax)</li> <li>➤ Sending file to CA-V for release of fund</li> <li>➤ Progress report of the project</li> </ul>	Secretary (AC&FW)	15 days
6	Parliamentary Matters (Lok Sabha & Rajya Sabha) related to BGREI	<ul style="list-style-type: none"> <li>➤ Receipt of Questions (Starred &amp; Unstarred)</li> <li>➤ Circulations of the Question</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval the question</li> <li>➤ Copy to be circulated to Hindi section and parliament section of DAC&amp;FW (e-mail)</li> <li>➤ Copy to be uploaded on NFSM website</li> <li>➤ Compilation of Questions (Starred and Unstarred) in a separate file for future reference</li> </ul>	Secretary (AC&FW)	5 days
7	VIP Reference (From Hon'ble Members of Parliament (MP), Lok Sabha & Rajya Sabha, Union Ministers, State Ministers)	<ul style="list-style-type: none"> <li>➤ Receipt of VIP Reference</li> <li>➤ Circulation of the matter to prepare reply</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval of D.O. letter</li> <li>➤ Issue of the letter (e-</li> </ul>	Hon'ble AM, Honble MoS (A), Secretary (AC&FW)	7 days

*Ready Reckoner (NFSM Cell, Crops Division), DAC&FW*

S.No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (Approx.)
		mail/Fax/Post)		
8	Brief material for use of Hon'ble AM/MoS (A) and Senior Officers of DAC&FW	<ul style="list-style-type: none"> <li>➤ Circulation of the question within various Divisions of DAC&amp;FW</li> <li>➤ Preparation and submission for approval</li> </ul>	ADC (Crops)/ DC (Crops)	5 days
9	PMO References	<ul style="list-style-type: none"> <li>➤ Preparation of reply with respect to scheme</li> <li>➤ Submission and Approval</li> <li>➤ Issue of letter</li> </ul>	Joint Secretary (Crops)/ ADC (Crops)/ DC (Crops)	3-4 days
10	RTI and Public Grievances related to BGREI	<ul style="list-style-type: none"> <li>➤ Preparation of reply with respect to scheme</li> <li>➤ Submission and Approval</li> <li>➤ Issue of letter</li> </ul>	ADC (Crops)/ DC (Crops)	7 days
11	Matters Related to Crop Development Directorates	<ul style="list-style-type: none"> <li>➤ Coordination with the CDDs of Rice</li> <li>➤ Updating latest crop production technologies with respect to rice</li> <li>➤ Communication with CDDs for field visits/tour programme</li> </ul>	ADC (Crops)/ DC (Crops)	7 days
12	Matters Related to other Ministries	<ul style="list-style-type: none"> <li>➤ Receipt of the letter</li> <li>➤ Circulation of the matter to prepare reply</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval of D.O. letter</li> <li>➤ Issue of the letter (e-mail/Fax/Post)</li> <li>➤</li> </ul>	Joint Secretary (Crops)/ ADC (Crops)/ DC (Crops)	7 days
13	Matters Related NITI Aayog	<ul style="list-style-type: none"> <li>➤ Receipt of the letter</li> <li>➤ Circulation of the matter to</li> </ul>	Joint Secretary (Crops)/ ADC	5 days

<b>S.No.</b>	<b>Task</b>	<b>Check-list/Rules/Conditions to accomplish the task</b>	<b>Level of Final Disposal</b>	<b>Time Required for Disposal (Approx.)</b>
		<p>prepare reply</p> <ul style="list-style-type: none"><li>➤ Preparation and submission of reply</li><li>➤ Approval of D.O. letter</li><li>➤ Issue of the letter (e-mail/Fax/Post)</li></ul>	(Crops)	

**4. Sh. Bhupender Singh, TA (NFSM), Room No. 433, Krishi Bhawan**

S.No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (Approx.)
1	Coordination work	<ul style="list-style-type: none"> <li>➤ Preparation of the information as per operational guidelines of NFSM</li> <li>➤ Providing information CU-II Section and other Sections</li> <li>➤ Communication with CA-V Section for financial information</li> <li>➤ Letters to be issued to CU-II Section and other Sections</li> </ul>	ADC/DC/AD(Crops)	7 days
2	Preparation of Information for PMO references	<ul style="list-style-type: none"> <li>➤ Receipt of PMO references</li> <li>➤ Preparation of information State-wise with physical progress of various interventions</li> <li>➤ Preparation of reply with respect to scheme</li> <li>➤ Submission and Approval</li> </ul>	Joint Secretary (Crops)/ ADC (Crops)/ DC/AD, Crops	3 days
6	Parliamentary Matters (Lok Sabha & Rajya Sabha)	<ul style="list-style-type: none"> <li>➤ Receipt of Questions (Starred &amp; Unstarred)</li> <li>➤ Circulations of the Question</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval of the question</li> <li>➤ Copy to be circulated to</li> </ul>	ADC/DC/AD(Crops)	5 days

S.No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (Approx.)
		Hindi section and parliament section of DAC&FW (e-mail)		
7	VIP Reference (From Hon'ble Members of Parliament (MP), Lok Sabha & Rajya Sabha, Union Ministers, State Ministers)	<ul style="list-style-type: none"> <li>➤ Receipt of VIP Reference</li> <li>➤ Circulation of the matter to prepare reply</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval of D.O. letter</li> <li>➤ Issue of the letter (e-mail/Fax/Post)</li> </ul>	ADC/DC/AD(Crops)	7 days
8	Monitoring regarding NFSM States	<ul style="list-style-type: none"> <li>➤ Compiling the data of physical progress of Rice, Wheat, Pulses and Coarse cereals in respect of Physical target and achievement of the interventions viz., Seeds Distribution, Integrated Nutrient Management, Integrated Pest Management, Farm Machineries, Training etc. in respect of state and year</li> <li>➤ Submission for approval</li> </ul>	Joint Secretary (Crops)/ ADC (Crops)/ DC/AD, Crops	5 days
10	RTI and Public Grievances related to NFSM-Coarse cereals	<ul style="list-style-type: none"> <li>➤ Preparation of reply with respect to scheme</li> <li>➤ Submission and Approval</li> <li>➤ Issue of letter</li> </ul>	ADC/DC/AD(Crops)	7 days

<b>S.No.</b>	<b>Task</b>	<b>Check-list/Rules/Conditions to accomplish the task</b>	<b>Level of Final Disposal</b>	<b>Time Required for Disposal (Approx.)</b>
11	Matters Related to Crop Development Directorates	<ul style="list-style-type: none"> <li>➤ Coordination with the CDDs of Coarse cereals</li> <li>➤ Updating latest crop production technologies with respect to Coarse cereals</li> </ul>	ADC/DC/AD(Crops)	7 days
12	Matters Related to other Ministries	<ul style="list-style-type: none"> <li>➤ Receipt of the letter</li> <li>➤ Circulation of the matter to prepare reply</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval of D.O. letter</li> <li>➤ Issue of the letter (e-mail/Fax/Post)</li> </ul>	ADC/DC/AD(Crops)	7 days
13	Matters Related NITI Aayog	<ul style="list-style-type: none"> <li>➤ Receipt of the letter</li> <li>➤ Circulation of the matter to prepare reply</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval of D.O. letter</li> <li>➤ Issue of the letter (e-mail/Fax/Post)</li> </ul>	ADC/DC/AD(Crops)	5 days
14	Uploading AYP of Rice, Wheat, Pulses and Coarse cereals in NFSM website	<ul style="list-style-type: none"> <li>➤ Uploading state-wise and year-wise Area, Production and Yield of Rice, Wheat, Pulses and Coarse cereals in NFSM website</li> </ul>		Within stipulated time

**5. Shri R. N. Verma, TA (NFSM), Room No. 433, Krishi Bhawan**

Sl. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (upper limit.)
1	Krishi Karman Awards	<ul style="list-style-type: none"> <li>➤ To assist in submission of Notes for approval of Hon'ble AM for continuation and finalisation of criteria for selection of States for KKA;</li> <li>➤ To assist in correspondence with various stakeholders like ESA, Deptt. of Food &amp; PD, CA.V, ADC (Oilseeds) and RKVY seeking information for various exercises to be made;</li> <li>➤ To assist in preparation of various Tables for short listing of States for Krishi Karman Awards;</li> <li>➤ Submission of notes for approval of short listed States for calling them to make presentation before Screening Committee;</li> <li>➤ To assist in preparation of letters to be written to the short listed States for making presentation before Screening Committee;</li> <li>➤ To assist in arranging meetings of Screening Committee for final selection of States.</li> <li>➤ Approval of AM for finally selected States for KKA by Screening Committee;</li> <li>➤ Submission of Notes for approval of AM for deciding the dignitary for awarding the States along with date, venue etc.</li> <li>➤ Preparation of letter to decided dignitary for his willingness;</li> <li>➤ To assist in preparation of letters from</li> </ul>	Hon'ble Union Minister of Agriculture & Farmers Welfare	As per scheduled programme



Sl. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (upper limit.)
		<p>AM to CM/Agriculture Ministers of selected States informing them about selection of their States for KKA;</p> <ul style="list-style-type: none"> <li>➤ To assist in preparation of invitation letters and selection of two progressive farmers from JS (Crops) to Principal Secretary of selected States.</li> <li>➤ To assist in Preparation of Brochures of KKA and Agriculture Ministers Krishi Karman Awards for Progressive Farmers.</li> <li>➤ To assist in Arrangements for Printing of Brochures.</li> <li>➤ To assist in preparation of letters from AM to CM/AM of selected States inviting them to collect Awards;</li> <li>➤ To assistance in preparation of Trophies/Citations/material etc to be given to venors for final preparation;</li> <li>➤ To assist in Finalisation of List of Participants for the Award ceremony.</li> <li>➤ To assist in making final arrangements for award ceremony.</li> </ul>		
2	Coordination of NFSM activities	<ul style="list-style-type: none"> <li>➤ Preparation of material related to NFSM and BGREI.</li> </ul>	Joint Secretary (Crops)	5 days
3	Parliament Question relating to NFSM and BGREI	<ul style="list-style-type: none"> <li>➤ Receipt of Questions (Starred &amp; Unstarred)</li> <li>➤ Circulations of the Question</li> <li>➤ Preparation and submission of reply</li> <li>➤ Approval the question</li> <li>➤ Copy to be circulated to Hindi section and parliament section of DAC&amp;FW (e-mail)</li> </ul>	Secretary (AC&FW)	5 days

Sl. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (upper limit.)
		➤ Copy to be uploaded on NFSM website by programmer.		
4	Maintenance of Progress Reports of NFSM- Rice/Wheat/Pulse s/Coarse Cereals received from States.	<ul style="list-style-type: none"> <li>➤ Receipt of Progress from States.</li> <li>➤ Compilation of Progress reports</li> <li>➤ Compilation of Summary of the reports received and compiled.</li> </ul>	ADC (Crops)/ DC (Crops)	5 days
5	Maintenance of Progress Reports of BGREI received from States.	<ul style="list-style-type: none"> <li>➤ Receipt of Progress from States.</li> <li>➤ Compilation of Progress reports</li> <li>➤ Compilation of Summary of the reports received and compiled.</li> </ul>	ADC (Crops)/ DC (Crops)	5 days
6	Other work given by ADC (Crops)/DC (Crops) from time to time.	➤ Preparation of Notes/ Letters etc.	ADC (Crops)/DC (Crops)	2 Days.

## 6. Dr. Upkar Singh Sadana, Consultant (NFSM)

Sl. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (upper limit.)
1	Pulses	<ul style="list-style-type: none"> <li>➤ To assist State in planning, formulation of NFSM action plans, whenever required</li> <li>➤ To supervise the quality of implementation of various interventions proposed in the Mission for improving the production of rice, wheat pulses and Coarse Cereals.</li> <li>➤ To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.</li> <li>➤ To coordinate the work of State Project Management Team and District Management Team.</li> <li>➤ To visit the States periodically to provide technical guidance and impart knowledge about best practices.</li> <li>➤ To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.</li> <li>➤ Documentation and dissemination of contribution of various interventions of cluste demonstration and success stories.</li> <li>➤ Documentation and dissemination of contribution of various interventions of clusterdemonstration and success stories.</li> <li>➤ To render overall help to the technical staff working in the cell</li> <li>➤ To perform other tasks specified by Mission Director</li> </ul>	JS (Crops) / Addl. Commissioner (Crops)	

## 7. Shri Shamsheer Singh, Consultant (NFSM)

Sl. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (upper limit.)
1	Rice	<ul style="list-style-type: none"> <li>➤ To assist State in planning, formulation of NFSM action plans, whenever required</li> <li>➤ To supervise the quality of implementation of various interventions proposed in the Mission for improving the production of rice, wheat pulses and Coarse Cereals.</li> <li>➤ To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.</li> <li>➤ To coordinate the work of State Project Management Team and District Management Team.</li> <li>➤ To visit the States periodically to provide technical guidance and impart knowledge about best practices.</li> <li>➤ To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.</li> <li>➤ Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.</li> <li>➤ Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.</li> <li>➤ To render overall help to the technical staff working in the cell.</li> <li>➤ To perform other tasks specified by Mission Director</li> </ul>	JS (Crops) / Addl. Commissioner (Crops)	

### 8. Dr. P.K. Saha, Consultant (NFSM)

Sl. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (upper limit.)
1	Wheat & Jute	<ul style="list-style-type: none"> <li>➤ To assist State in planning, formulation of NFSM action plans, whenever required</li> <li>➤ To supervise the implementation of various interventions proposed under the Mission of NFSM, NMOOP, BGREI &amp; CDP etc. for improving production &amp; productivity of rice, wheat, pulses, Coarse Cereals, oilseeds &amp; commercial crops.</li> <li>➤ To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.</li> <li>➤ To coordinate the work of State Project Management Team and District Management Team.</li> <li>➤ To visit the States periodically to provide technical guidance and impart knowledge about best practices.</li> <li>➤ To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.</li> <li>➤ Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.</li> <li>➤ Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.</li> <li>➤ To render overall help to the technical staff working in the cell.</li> <li>➤ To perform other tasks specified by Mission Director.</li> </ul>	JS (Crops) / Addl. Commissioner (Crops)	

**9. Dr. V.S. Pahil, Consultant (NFSM)**

Sl. No.	Task	Check-list/Rules/Conditions to accomplish the task	Level of Final Disposal	Time Required for Disposal (upper limit.)
1	Coarse Cereals and Cotton	<ul style="list-style-type: none"> <li>➤ To assist State in planning, formulation of NFSM action plans, whenever required</li> <li>➤ To supervise the quality of implementation of various interventions proposed in the Mission for improving the production of rice, wheat pulses, Coarse Cereals and Cotton.</li> <li>➤ To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.</li> <li>➤ To coordinate the work of State Project Management Team and District Management Team.</li> <li>➤ To visit the States periodically to provide technical guidance and impart knowledge about best practices.</li> <li>➤ To analyze the data received from various States and to come up with suggestions wherever improvements are required in the execution of the activities.</li> <li>➤ Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.</li> <li>➤ Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.</li> <li>➤ To render overall help to the technical staff working in the cell.</li> <li>➤ To perform other tasks specified by Mission Director</li> </ul>	JS (Crops) / Addl. Commissioner (Crops)	