

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

- Overall in charge of Crops Division and Mission Director, NFSM.
- 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), 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.
- Updatation of material input related to NFSM-Pulses on e-Samiksha portal, Group of Secretaries, DAC&FW website & NFSM website.
- Submission of Bio-metric attendance of NFSM staff during weekly meetings.
- Power-Point Presentation with respect to NFSM-Pulses
- Monitoring of allocation and distribution of Pulses Seed Minikits
- Coordination with NSC and other Seed Certification agencies regarding seed minikit distribution.

**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 Coordination of NFSM.
- Implementation of NFSM in Arunachal Pradesh, Nagaland and Meghalaya and Action Plan of respective states and other issues.
- Parliamentary matters/ VIP and PMO references and general issues related to NFSM.
- Coordination with concerned Crop Directorates.
- RTI and Public Grievances matter related to NFSM.
- Coordination between NFSM Cell and other Units/ Divisions and Ministries.
- 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-cum-nutri cereals covered under NFSM and Non-NFSM districts after the receiving of data from incharge rice, wheat, pulses and coarse cereals-cum-nutri cereals in NFSM.
- Compilation of observations/ suggestions as contained in the NLMT reports and submission for perusal of senior officers.
- Preparation of reports for Hon'ble AM/MOS and other Senior Officers for their visit.
- All administrative matters like salary bills of PMT staff, leave, weeding out of files, e-files report and other maintenance work in NFSM Cell.

**6. Ms. Sandhya Rani Gorthi, Assistant Director (Project): R.No. 433, Krishi Bhawan
Supporting Staff: Dr. S.K. Yadav, STA (Crops), Shri Siddharth Prakash Tripathi, TA (NFSM)**

- All Matters related to Nutri-Cereals.
- 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. Dr. S.K. Yadav, STA (Crops): R.No. 433, Krishi Bhawan
Supporting Staff: Shri Siddharth Prakash Tripathi, 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.
- Matter related to NFSM-Wheat.

8. Ms. Anjali Thakur, STA (Pulses/Wheat)/ 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.
- Updatation of material input related to NFSM-Wheat on e-Samiksha portal, Group of Secretaries, DAC&FW website & NFSM website and other concerned websites.

9. 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.
- Updatation of material input related to NFSM-Rice on e-Samiksha portal, Group of Secretaries, DAC&FW website & NFSM website and other concerned websites.

10. 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.
- Updatation of material input related to BGREI on e-Samiksha portal, Group of Secretaries, DAC&FW website & NFSM website and other concerned websites.
- Preparation of Power-Point Presentation related to BGREI

11. 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.
- Maintenance of Progress Reports of NFSM-Rice/Wheat/Pulses/Coarse Cereals received from States.
- Ensure updation of progress report on NFSM website.
- Other work given by ADC (Crops)/DC (Crops) from time to time.

12. Shri Bhupender Singh, Technical Assistant (NFSM): Room No. 439, 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.
- Preparation of Brief to Hon'ble Minister of Agriculture & Farmers Welfare and Senior Officials of DAC&FW

13. Shri Siddharth Prakash Tripathi, TA (NFSM): R.No. 433, Krishi Bhawan

- 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.
- Updation of material input related to NFSM-Projects on e-Samiksha portal, Group of Secretaries, DAC&FW website & NFSM website and other concerned websites.
- Opening of e-file account (<https://dac.eoffice.gov.in>) and forwarding of e-files with respect to NFSM-projects.
- Coordination with NFSM Cell with respect to e-files and other activities as directed by Senior Officers
- Submission of weekly statements and biometric attendance to NFSM Cell for perusal of Senior Officials of Crops Division.

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), Smt. Sandhya Rani, AD (Crops) and Other Officials 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) and Other Officials of NFSM Cell 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.
- Scanning of FRs, Dispatch of letters, sending scanned copy to concerned state government officials.

16. Shri Shamsher Singh Consultant (FM): Cabin number 1, F wing, Second Floor, Shastri Bhawan, New Delhi 110001

- Crops: Pulses and Sugarcane
- States: Assam, Jharkhand, Meghalaya, 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 States in planning, formulation and preparation of NFSM State Action Plans for NFSM Programmes.
- To supervise and monitor the implementation of various interventions proposed under NFSM crops in the states allocated.
- To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC & FW; 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, Rice

States: West Bengal, Bihar & 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 (Nutri-Cereals & Millets): Basement- 2, Near NAFED Store, Krishi Bhawan

Crops: Nutri-Cereals and Millets

States: Karnataka, Kerala, Odisha, Madhya Prades 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, Nutri-Cereals & Millets.
- 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. Gaurav Chaudhary, Technical Assistant (NFSM): Basement- 2, NearNAFED 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

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

To Assist Dr. P.K. Saha, National Consultant (NFSM) in matters related to;

- 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.
- Updation of material input related to NFSM-Rice on e-Samiksha portal, Group of Secretaries, DAC&FW website & NFSM website and other concerned websites.
- Opening of e-file account (<https://dac.eoffice.gov.in>) sending comments of National Consultants through e-file account of Technical Assistants.
- Coordination with NFSM Cell with respect to e-files and other activities as directed by Senior Officers

- Submission of weekly statements and biometric attendance to NFSM Cell for perusal of Senior Officials of Crops Division.

21. Sh. Rajendra Kr. Singh, TA (NFSM):Basement, Krishi Bhawan

- All matters relating to Nutri-Cereals other millets.
- All matters relating to Nutri-Cereals/ other millets 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 Nutri-Cereals and other millets
- Updation of material input related to Nutri-Cereals on e-Samiksha portal, Group of Secretaries, DAC&FW website & NFSM website and other concerned websites.
- Opening of e-file account (<https://dac.eoffice.gov.in>) sending comments of National Consultants through e-file account of Technical Assistants.
- Coordination with NFSM Cell with respect to e-files and other activities as directed by Senior Officers
- Submission of weekly statements and biometric attendance to NFSM Cell for perusal of Senior Officials of Crops Division.

22. Shri Vinod Bhardwaj, 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

23. Bharat Bhushan, MTS, Basement-2, Near NAFED Store, 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

SI 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

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

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"> ➤ As per operational guidelines of NFSM ➤ Letters to be written to the States ➤ Receipt of Annual Action Plan from the States ➤ Scrutiny of Action Plan ➤ Communication with the states if necessary ➤ Approval of Action Plan ➤ Issue of Action Plan to the respective States 	Secretary (AC&FW)	15 days
2	Progress Reports of States	<ul style="list-style-type: none"> ➤ Receipt of Quarterly progress report of the states ➤ Scrutiny of the progress report 	Joint Secretary (Crops)/ ADC (Crops)	3-4 days
3	Seminars/ Workshop/ meetings related to NFSM-Rice	<ul style="list-style-type: none"> ➤ Issue of D.O. letters to the concerned ➤ Place, venue, date to be informed to the concerned ➤ Telephone/Fax/E-mail/Whatsapp ➤ Preparation of the material and PPT presentations ➤ Recording proceedings in workshop/ meeting/ seminars ➤ Issue of Minutes of the meeting to the participants 	Joint Secretary (Crops)	5 days
4	Projects on NFSM-Rice (From ICAR and SAUs)	<ul style="list-style-type: none"> ➤ Scrutiny of the Project ➤ Approval of the project ➤ Ensure the issue of Administrative Approval ➤ Sending file to CA-V for release of fund 	Secretary (AC&FW)	15 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.)
		➤ Progress report of the project		
5	Projects on NFSM-Rice (From International Organizations)	<ul style="list-style-type: none"> ➤ Scrutiny of the Project ➤ Approval of the project ➤ Issue of Administrative Approval ➤ Sending file to CA-V for release of fund ➤ Progress report of the project 	Secretary (AC&FW)	15 days
6	Parliamentary Matters (Lok Sabha & Rajya Sabha)	<ul style="list-style-type: none"> ➤ Receipt of Questions (Starred & Unstarred) ➤ Circulations of the Question ➤ Preparation and submission of reply ➤ Approval the question ➤ Copy to be circulated to Hindi section and parliament section of DAC&FW (e-mail) ➤ Copy to be uploaded on NFSM website ➤ Compilation of Questions (Starred and Unstarred) in a separate file for future reference 	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"> ➤ Receipt of VIP Reference ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter 	Hon'ble AM, Honble MoS (A), Secretary (AC&FW)	7 days
8	Brief material for use of Hon'ble AM/MoS (A) and Senior Officers of DAC&FW	<ul style="list-style-type: none"> ➤ Circulation of the question within various Divisions of DAC&FW ➤ Preparation and submission for approval 	ADC (Crops)/ DC (Crops)	5 days
9	PMO References	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to scheme ➤ Submission and Approval ➤ Issue of letter 	Joint Secretary (Crops)/ ADC (Crops)/ DC (Crops)	3-4 days
11	Matters Related to Crop Development Directorates	<ul style="list-style-type: none"> ➤ Coordination with the CDDs of Rice ➤ Updating latest crop production technologies with respect to rice ➤ Communication with CDDs for field visits/tour programme 	ADC (Crops)/ DC (Crops)	7 days
12	Matters Related to other Ministries	<ul style="list-style-type: none"> ➤ Receipt of the letter ➤ Circulation of the matter to prepare reply 	Joint Secretary (Crops)/ ADC (Crops)/ DC	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.)
		<ul style="list-style-type: none"> ➤ Preparation and submission of reply ➤ Approval of D.O. letter 	(Crops)	
13	Matters Related NITI Aayog	<ul style="list-style-type: none"> ➤ Receipt of the letter ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter 	Joint Secretary (Crops)/ ADC (Crops)	5 days

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"> ➤ As per operational guidelines of BGREI ➤ Letters to be written to the States ➤ Receipt of Annual Action Plan from the States ➤ Scrutiny of Action Plan ➤ Communication with the states if necessary ➤ Approval of Action Plan ➤ Issue of Action Plan to the respective States ➤ Uploading on the website of BGREI 	Secretary (AC&FW)	15 days
2	Progress Reports of BGREI States	<ul style="list-style-type: none"> ➤ Receipt of Quarterly progress report of the states ➤ Scrutiny of the progress report ➤ Uploading on the website 	Joint Secretary (Crops)/ ADC (Crops)	3-4 days
3	Seminars/ Workshop/ meetings related to BGREI	<ul style="list-style-type: none"> ➤ Issue of D.O. letters to the concerned ➤ Place, venue, date to be informed to the concerned ➤ Telephone/Fax/E-mail/Whatsapp ➤ Preparation of the material and PPT presentations ➤ Recording proceedings in workshop/ meeting/ seminars ➤ Issue of Minutes of the meeting to the participants 	Joint Secretary (Crops)	5 days
4	Projects on BGREI programme (from ICAR/ SAUs)	<ul style="list-style-type: none"> ➤ Scrutiny of the Project ➤ Approval of the project ➤ Issue of Administrative Approval (letter /e-mail/ Fax) 	Secretary (AC&FW)	15 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.)
		<ul style="list-style-type: none"> ➤ Sending file to CA-V for release of fund ➤ Progress report of the project 		
5	Projects on BGREI programme (From International Organizations)	<ul style="list-style-type: none"> ➤ Scrutiny of the Project ➤ Approval of the project ➤ Issue of Administrative Approval (letter /e-mail/ Fax) ➤ Sending file to CA-V for release of fund ➤ Progress report of the project 	Secretary (AC&FW)	15 days
6	Parliamentary Matters (Lok Sabha & Rajya Sabha) related to BGREI	<ul style="list-style-type: none"> ➤ Receipt of Questions (Starred & Unstarred) ➤ Circulations of the Question ➤ Preparation and submission of reply ➤ Approval the question ➤ Copy to be circulated to Hindi section and parliament section of DAC&FW (e-mail) ➤ Copy to be uploaded on NFSM website ➤ Compilation of Questions (Starred and Unstarred) in a separate file for future reference 	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"> ➤ Receipt of VIP Reference ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter ➤ Issue of the letter (e-mail/Fax/Post) 	Hon'ble AM, Honble MoS (A), Secretary (AC&FW)	7 days
8	Brief material for use of Hon'ble AM/MoS (A) and Senior Officers of DAC&FW	<ul style="list-style-type: none"> ➤ Circulation of the question within various Divisions of DAC&FW ➤ Preparation and submission for approval 	ADC (Crops)/ DC (Crops)	5 days
9	PMO References	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to scheme ➤ Submission and Approval ➤ Issue of letter 	Joint Secretary (Crops)/ ADC (Crops)/ DC (Crops)	3-4 days
10	RTI and Public Grievances related to BGREI	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to scheme ➤ Submission and Approval 	ADC (Crops)/ DC (Crops)	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.)
		➤ Issue of letter		
11	Matters Related to Crop Development Directorates	<ul style="list-style-type: none"> ➤ Coordination with the CDDs of Rice ➤ Updating latest crop production technologies with respect to rice ➤ Communication with CDDs for field visits/tour programme 	ADC (Crops)/ DC (Crops)	7 days
12	Matters Related to other Ministries	<ul style="list-style-type: none"> ➤ Receipt of the letter ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter ➤ Issue of the letter (e-mail/Fax/Post) 	Joint Secretary (Crops)/ ADC (Crops)/ DC (Crops)	7 days
13	Matters Related NITI Aayog	<ul style="list-style-type: none"> ➤ Receipt of the letter ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter ➤ Issue of the letter (e-mail/Fax/Post) 	Joint Secretary (Crops)/ ADC (Crops)	5 days

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"> ➤ Preparation of the information as per operational guidelines of NFSM ➤ Providing information CU-II Section and other Sections ➤ Communication with CA-V Section for financial information ➤ Preparation of report for Hon'ble AM/MOS/Senior Officers 	ADC/DC/AD(Crops)	7 days
2	Parliamentary Matters (Lok Sabha & Rajya Sabha)	<ul style="list-style-type: none"> ➤ Receipt of Questions (Starred & Unstarred) ➤ Circulations of the Question ➤ Preparation and submission of reply ➤ Approval of the question 	ADC/DC/AD(Crops)	5 days
3	Monitoring regarding NFSM States	<ul style="list-style-type: none"> ➤ 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 ➤ Submission for approval 	Joint Secretary (Crops)/ ADC (Crops)/ DC/AD, Crops	5 days
4	RTI and Public Grievances related to NFSM-Coarse cereals	<ul style="list-style-type: none"> ➤ Preparation of reply with respect to scheme ➤ Submission and Approval ➤ Issue of letter 	ADC/DC/AD(Crops)	7 days
5	Matters Related to other Ministries	<ul style="list-style-type: none"> ➤ Receipt of the letter ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter ➤ Issue of the letter (e-mail/Fax/Post) 	ADC/DC/AD(Crops)	7 days
6	Matters Related NITI Aayog	<ul style="list-style-type: none"> ➤ Receipt of the letter ➤ Circulation of the matter to prepare reply ➤ Preparation and submission of reply ➤ Approval of D.O. letter ➤ Issue of the letter (e-mail/Fax/Post) 	ADC/DC/AD(Crops)	5 days

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"> ➤ 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 correspondence with various stakeholders like ESA, Deptt. of Food & PD, CA.V, ADC (Oilseeds) and RKVY seeking information for various exercises to be made; ➤ To assist in preparation of various Tables for short listing of States for Krishi Karman Awards; ➤ Submission of notes for approval of short listed States for calling them to make presentation before Screening Committee; ➤ To assist in preparation of letters to be written to the short listed States for making presentation before Screening Committee; ➤ To assist in arranging meetings of Screening Committee for final selection of States. ➤ Approval of AM for finally selected States for KKA by Screening Committee; ➤ Submission of Notes for approval of AM for deciding the dignitary for awarding the States along with date, venue etc. ➤ Preparation of letter to decided dignitary for his willingness; ➤ To assist in preparation of letters from AM to CM/Agriculture Ministers of selected States informing them about selection of their States for KKA; ➤ To assist in preparation of invitation letters and selection of two progressive farmers from JS (Crops) to Principal Secretary of selected States. ➤ To assist in Preparation of Brochures of KKA and Agriculture Ministers Krishi Karman Awards for Progressive Farmers. ➤ To assist in Arrangements for Printing of Brochures. ➤ To assist in preparation of letters from AM to CM/AM of selected States inviting them to collect Awards; ➤ To assistance in preparation of Trophies/Citations/material etc to be given to venors for final preparation; ➤ To assist in Finalisation of List of Participants for the Award ceremony. ➤ To assist in making final arrangements for award ceremony. 	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.)
2	Maintenance of Progress Reports of NFSM- Rice/Wheat/Pulses/Coarse Cereals received from States.	<ul style="list-style-type: none"> ➤ Receipt of Progress from States. ➤ Compilation of Progress reports ➤ Compilation of Summary of the reports received and compiled. 	ADC (Crops)/ DC (Crops)	5 days
3	Other work given by ADC (Crops)/DC (Crops) from time to time.	<ul style="list-style-type: none"> ➤ Preparation of Notes/ Letters etc. 	ADC (Crops)/DC (Crops)	2 Days

6. 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	Pulses & Sugarcane	<ul style="list-style-type: none"> ➤ 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 	JS (Crops) / Addl. Commissioner (Crops)	

7. 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	Rice & Wheat	<ul style="list-style-type: none"> ➤ 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. 	JS (Crops) / Adl. Commissioner (Crops)	

8. 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	Nutri-Cereals & Coarse Cereals	<ul style="list-style-type: none"> ➤ 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 	JS (Crops) / Addl. Commissioner (Crops)	

***Charter of Duties of All the Technical Assistants posted under NFSM will be as that of Officials under whom they have been posted. In the absence of concerned officials, TAs (NFSM) will perform the duties as per work allocation.**