

Manual on “Right to Information Act, 2005”

Directorate of Sugarcane Development-Lucknow

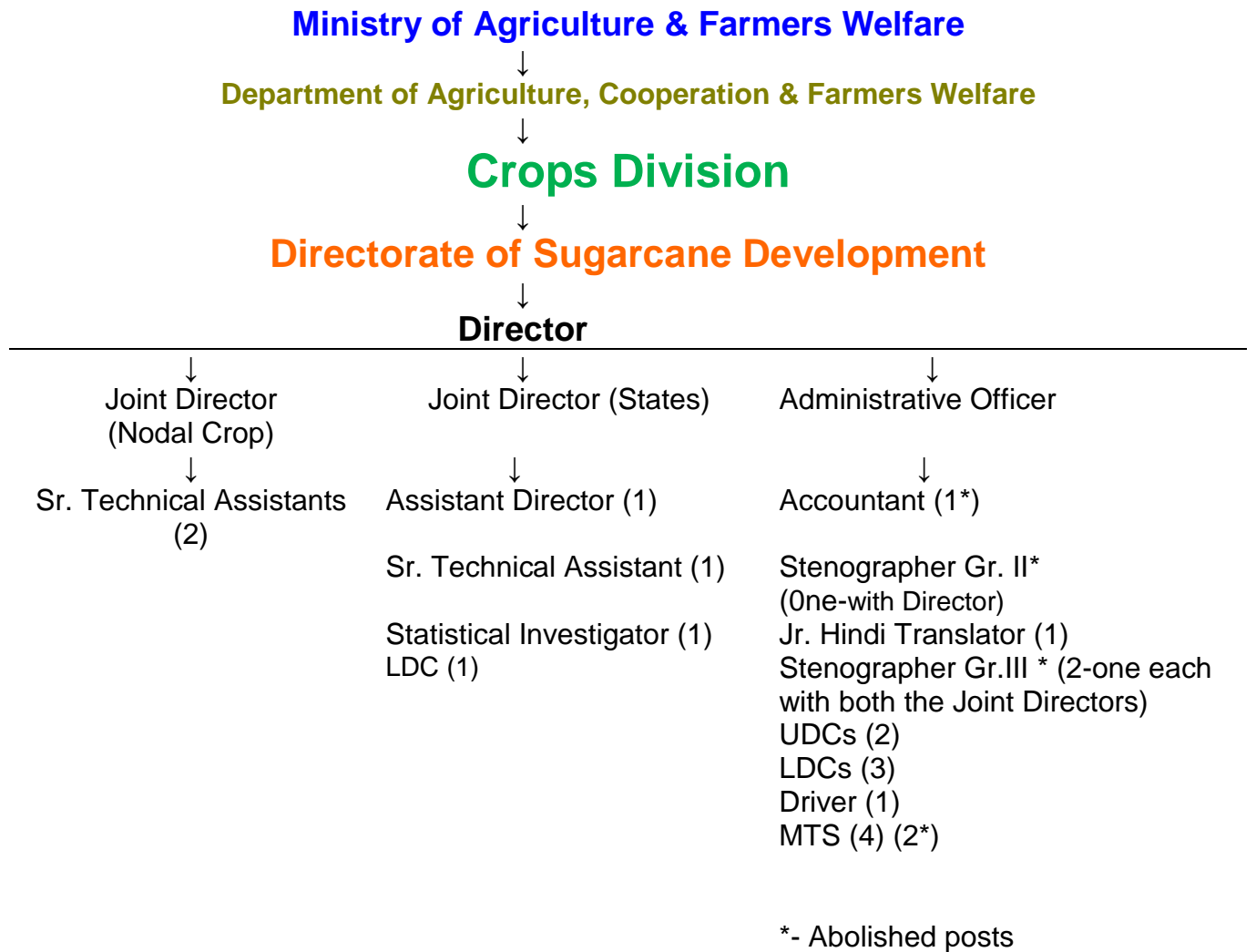
Para-wise particulars of Clause 4(b) of Chapter-II of the “Right to Information Act, 2005”

(Updated on 1st September, 2018)

(i) The particulars of its organization, functions and duties:

The Directorate of Sugarcane Development, a subordinate office of the Ministry of Agriculture, Department of Agriculture & Cooperation, Govt. of India came into existence on Dec. 1969 after re-designation of the Regional Office Sugarcane Development (ROSD), Ministry of Food, Agriculture, Community Development & Cooperation, Department of Agriculture 19-20 Rohtak Road, New Delhi-110 005. Since its inception in 1945 as Indian Central Sugarcane Committee (ICSC), Ministry of Food, Agriculture, Community Development & Cooperation, Department of Agriculture 19-20 Rohtak Road, New Delhi-110 005 is has witnessed sea changes. In **Dec 1965** it has reorganized as **Regional Office (Sugarcane)**, Ministry of Food, Agriculture, Community Development & Cooperation, Department of Agriculture (ICAR), New Delhi which further reorganized to **ROSD in April 1966** under the Ministry of Food, Agriculture, Community Development & Cooperation, Department of Agriculture at 19-20 Rohtak Road, New Delhi-110 005. This has redefined and concretized the role of umbrella Organizations under the Department of Agriculture & Cooperation including erstwhile Commodity Directorates. Accordingly, a Workshop entitles “The role of Commodity Directorate and the Directorate of Extension” was organized at National Centre for Management of Agriculture Extension (MANAGE), Hyderabad on 17-18th June 1988. Based on the decision taken in the Hyderabad Workshop, all the commodity Directorates were restructured and re-designated as Crop Development Directorates (CDDs) retaining their original names with bi-focal responsibilities keeping in view three factors in fore i.e. “Farming Systems Approach”, “Need for Regional Role” and “Support to Thrust Programmes”.

The office of the Directorate had been shifted from Delhi to Ghaziabad in 1977 and further to Lucknow in Oct 1995 and now functioning at Lucknow till date. Consequent upon reorganization of Commodity Directorates, the functions of the Crop Development Directorates were rationalized by the Department of Agriculture & Cooperation, Union Ministry of Agriculture, Govt. of India w.e.f. 21st June 1995 combining “Area Specific Functions” with the existing responsibility of “Nodal Crops”.

ORGANISATIONAL STRUCTURE OF DIRECTORATE OF SUGARCANE DEVELOPMENT:

III. Incumbency position as on 1st September, 2018.

See *Annexure-I*

IV. MANDATE:

Perceptions-Prescriptions-Effective out put are surrogate elements of the mandate of an Institution/Body. These elements are subject to change in the fulcrum. Constitutional provisions place Agriculture in the State list barring matters related to legislative/regulatory business encompassing quality control/Foreign Trade and matters arising out of Natural calamities. Yet, it is the responsibility of the Union Government to support State Governments in their endeavor of formulation of Crop Development Programmes-strategies/Policy prescriptions on Domestic/Foreign Trade/Economic Policies relating to Credit/Interest rate/Procurement/ Storage of Agricultural produce/Agriculture Census/Statistical aspects till States become self-sufficient in terms of Technology generation capability/Formulation of Technology Transfer modules/Coordination of vital input arena. The Technology generation arm of the Union Government is extended by the Indian Council of Agricultural Research (ICAR) through Coordinated Crop Improvement Programmes with State Agricultural Universities (SAUs) popularly known as ICAR-SAU System. The aspect of quick estimation of Area/Production of agricultural crops and reporting thereof is assigned to State Department of Agriculture of State Government/UTs, yet gap filling/Default function is required to be accomplished by the Union Government in managing Internal consumption/to fulfill export commitments/ferry international Trade for earning foreign Exchange. With the advent of "**Green Revolution**", "**White Revolution**", "**Yellow Revolution**", "**Blue Revolution**" and "**Golden Revolution**", most of the State Governments/UTs in the Indian Union have created parallel Line Departments to manage the emerging functions of Agriculture at State level. In the given background, the mandate of the Directorate of Sugarcane Development is constituted as under:-

- to function as "Eyes and Ears" of the Union Ministry of Agriculture for all agricultural & horticultural activities including water management in the assigned States and for Sugarcane for the entire country;
- to maintain Data Bank on "Innovative Production Technology of Sugarcane"/Area Production-Productivity/Development Programmes-Schemes of Sugarcane;
- to keep watch on market trends of Sugarcane;
- to monitor Sugarcane Development Programmes in the country and evaluate the intervention specific impact thereof on production/productivity of Sugarcane crop tracking during crop season;
- to collect/collate/communicate "Weekly Weather Watch Report" in respect of all crops in the assigned States and Sugarcane for the entire country with critical trend analysis to submit special report on Weather aberration and its impact on crop production.
- to organize "National Seminars" on contemporary themes relating to Sugarcane;
- to bring out publications on " Innovative Crop Production Technology" of Sugarcane;
- to formulate Sugarcane Development Programmes; and
- to maintain liaison with resource Institutes/Input Agencies.

V. Functions & Duties of the Directorate:

(DAC letter No.18-2/2001-CAIII dated December, 2004):

A. Nodal Crops (Sugarcane):

1. to assist Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare to plan, coordinate and monitor crop development programmes at the National level and recommend measures to improve them;
2. to assist the States/Union Territories to plan, formulate and implement the Crop programmes to increase production and productivity; to inter-act with National and State Institutions in planning the production of seeds;
3. to liaise with State Agricultural Universities and Central Government Institutes for organizing training courses in improved production technology;
4. to have closer inter-action/coordination with the Project Directorates/ Institutes and other Research Centres of the ICAR and represent Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare on their Management Committees and ICAR's Regional Committees, with a view to benefit from research and improved production technology and assist the Ministry of Agriculture to formulate farmer friendly schemes with unified approach for the over-all development of agriculture sector as a whole;
5. to keep in touch with research developments by Agricultural Universities, National and International Organizations and maintain the flow of information and ideas between research and development;
6. to have a close liaison with National Institute of Management for Agricultural Extension (MANAGE) in identifying the areas where MANAGE can provide support and bridge the gap in increasing productivity of the nodal crop;
7. to provide technical support to the Extension agencies with respect to the nodal crop as and when required. In this context the Directors of Crop Development Directorates may attend the State Level Crop Training Programmes, provide literature on training manuals; and also periodically visit some such projects relating to their respective nodal crops and provide feed back to Extension Division;
8. to participate in meetings of Zonal Research and Extension Advisory Committee (ZREAC) and have closer interaction/ coordination through this forum in relevant functions and responsibilities;
9. to watch the performance of the newly evolved released varieties of crops;
10. to study and analyze trends in weather, crop area, production and productivity as well as transport, marketing and prices;
11. to report regularly to Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare on weather and crop prospects as well as market and price trends;
12. to assist Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare in fixing targets of production and suggest measures to achieve them;
13. to build up relevant records and data for the nodal crop; and

14. to serve as a Secretariat for the respective Crop Development Council.

B. Area Specific functions for Nodal crops of Sister Directorates in the assigned states (Uttar Pradesh & Uttarakhand):

1. to function as eyes and ears of Department of Agriculture, Cooperation & Farmers Welfare, also for all major crops produced in the assigned States/ Union Territories and to function as 'Area Officers' for these States/Union Territories;
2. to maintain liaison with State Governments/ Departments and other development agencies on crop development programmes;
3. to monitor the crop programmes and report to Crops Division/States about gap between planning and performance;
4. to monitor the availability of inputs and extension services;
5. to regularly report to the Department of Agriculture, Cooperation & Farmers Welfare on weather, crop prospects, storage, processing, movement and prices of crops harvested;
6. to report to the other crop Directorates on matters relating to the respective nodal crop, Weather, crop prospects, and other important developments.
7. to represent Department of Agriculture & Cooperation on Central Study Teams etc;
8. to participate in *Kharif /Rabi* Conference, Zonal Seed meeting etc;.
9. Water management - timely opening and closing of canals and water use efficiency;
10. Assessment of inputs requirements-fertilizers, pesticides, seeds etc. for crops for obtaining optimal yields;
11. Tracking progress and promotion of new crop varieties;
12. monitoring/tracking progress of horticulture crops and programmes thereof in the assigned States; and
13. being more visible and interactive with States for promotion and development of crops/varieties.
14. Act as a coordinator in National Level Monitoring Team (NLMT) under NFSM (Rice, Wheat, Pulses, Coarse cereals and Commercial crops) in Uttar Pradesh and Uttarakhand and BGREI in Uttar Pradesh.

C. Ministry's vide letter No. 18-33/2016-CA III, dated 27.10.2016 assigned following duties:

1. Providing weekly crop coverage data to the Crops Division in the prescribed template.
2. Providing weekly weather watch report to the Crops Division.
3. Quarterly progress report of schemes executed by Crops Division and Oilseeds Division (Centrally Sponsored Schemes).
4. As a representative of Government of India, Ministry of Agriculture, in the Inter Ministerial Central teams to assess the damage due to floods, droughts and other natural calamities.
5. Report on Pulses Seed Hubs, Breeder Seed Production and the Cluster Demonstrations.
6. Field visits to assess overall crop situation.

7. Carrying out the field visits to assess the performances of Centrally Sponsored Schemes like NFSM, NMOOP, BGREI, RKVY and CDP.

(ii) The powers and duties of its officers and employees:

(A) Powers:

- (1) **Plan:** All the powers are vested with the Union Ministry of Agriculture & Farmers Welfare.

(2) **Non-plan:**

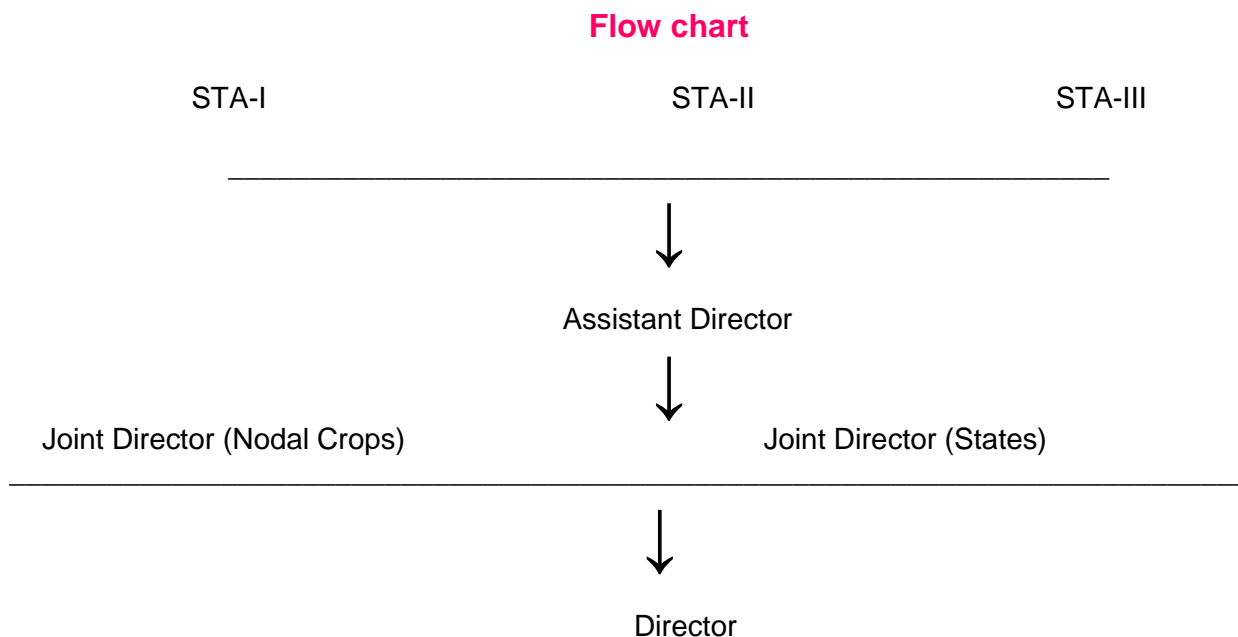
- (a) The Administrative & Financial powers delegated to the Head of the Departments of sub-ordinate offices are exercised by the Director of the Directorate in accordance With Fundamental Rules and Supplementary Rules (FRSR), 1922 amended from time to time and Delegation of Financial Powers Rules (DFPR), 1978 amended from time to time respectively.
- (b) The Administrative & Financial powers delegated to the Head of the Office under said Rules are exercised by the Administrative Officer of the Directorate.

(B) Duties:

See Annexure-II

(iii) the procedure followed in the decision-making process including channels of supervision and accountability:

The procedures set out are followed as per below mentioned flow chart:-



iv) the norms set for discharge of functions:

1. Joint Directors are required to monitor/review the Crop Development Programmes during crop season in the districts of assigned States.
2. The Assistant Director is required to undertake Crop Tracking/monitoring of Crop Development Programmes during crop season in the districts of assigned States.
3. Each Senior Technical Assistant is required to undertake Crop Tracking/monitoring of Crop Development Programmes during crop season in assigned States.
4. Drawing & Disbursing Officer (DDO) is required to reconcile the accounts with Pay & Accounts Office on monthly basis.
5. Submission of below mentioned prescribed returns/reports by specified dates as under:-

(1) Technical Reports

Sl. No.	Title of the Report	Frequency	Due date
1	Weekly Weather Watch Report	Weekly	Every Thursday.
2	Monthly activity/events Report	Monthly	10 th of every month
3	Quarterly Progress Report of implementation of NFSM-CC-Sugarcane	Quarterly	5 th July, 5 th October, 5 th December & 5 th April.
4	Quarterly Analytical Report of NFSM, BGREI, CDP of Assigned states	Quarterly	5 th September, 5 th December, 5 th March & 5 th April.
5	Tour Reports (Field visit)	Per Tour	Within one week from the date of completion of Tour.
6	NLMT Report-NFSM in UP & UK	Once in crop season	15 days from the date of completion of visit
7	NLMT Report-BGREI in UP	Once in crop season	15 days from the date of completion of visit
8	Crop Assessment report in natural calamity (Flood, Drought, Hail storm etc)		As per requirement

(2) Administrative Returns

Sl. No.	Title of the Report	Frequency	Due date
1	Recruitment of SC/ST/OBCs under Central Government		As per requirement
2	Recruitment of Physically Handicapped Persons in the Central Government Services	Monthly	5 th of every month
3	Reservation of vacancies for Ex-servicemen in Group 'A', 'B', 'C' & 'D'.	Half Yearly	5 th January & 5 th July.
4	Incumbency position of the Directorate of Sugarcane	Monthly	5 th of every month

	Development		
5	Strengthening of administration-review cases of Government servants on attaining the age of 50-55 years or completion of 30 years service.		As per requirement
6	Central Government cases pending in different High courts/Supreme Courts.	Half Yearly	5 th January & 5 th July

(3) *Rajbhasa* Hindi Returns

Sl. No.	Title of the Report	Frequency	Due date
1	Quarterly Progress Reports of the progressive use of <i>Rajbhasa</i> Hindi.	Quarterly	10 th July & 10 th October 10 th January & 10 th April,
2	Half-yearly Progress Reports of the progressive use of <i>Rajbhasa</i> Hindi.	Half-yearly	10 th October & 10 th April
3	Annual Progress Reports of the progressive use of <i>Rajbhasa</i> Hindi.	Yearly	10 th April.

(4) Accounts Returns

Sl. No.	Title of the Report	Frequency	Due date
1	Statement showing the expenditure under different Heads.	Monthly	5 th of every month
2	Report on pay & various types of allowances and other expenditure under Non-plan.	Quarterly	5 th January, 5 th April, 5 th October & 5 th July.
3	Annual CGEGIS report	Yearly	5 th January

(5) Vigilance Returns

Sl. No.	Title of the Report	Frequency	Due date
1	Position of disciplinary cases in Ministry/Departments	Monthly	5 th of every month.
2	Disciplinary cases pending for more than one year.	Monthly	5 th of every month.
3	Composite Quarterly Report on preventive Vigilance surveillance & detection, deterrent punitive action and status of award of punishment under Annual Action Plan.	Quarterly	5 th January, 5 th April, 5 th July & 5 th October

(6) Right to Information Act

Sl. No.	Title of the Report	Frequency	Due date
1	Quarterly return under Section-25 of the RTI, 2005 on line	Quarterly	5 th January, 5 th April, 5 th July & 5 th October

(v) The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions:

The following publications are available in the Office library/Sections for discharging their functions by the Officers & Employees of this Directorate:-

- (1) Delegation of Financial Powers Rules, 1978- 23rd Edition (Swamy Publishers Pvt. Ltd.)
- (2) FRSR Part-I: General Rules – 18th Edition (Swamy Publishers Pvt. Ltd.)
- (3) FRSR Part-II: Travelling Allowance – 18th Edition (Swamy Publishers Pvt. Ltd.)
- (4) FRSR Part-III: Leave Rules – 36th Edition (Swamy Publishers Pvt. Ltd.)
- (5) General Financial Rules, 2005 – 22nd Edition (Swamy Publishers Pvt. Ltd.)
- (6) Pension Compilation incorporating CCS Pension Rules, 1972- 17th Edition (Swamy Publishers Pvt. Ltd.)
- (7) CCS (Conduct) Rules, 1964 – 36th Edition (Swamy Publishers Pvt. Ltd.)
- (8) CCS (Classification, Control & Appeal) Rules, 1965 – 24th Edition (Swamy Publishers Pvt. Ltd.)
- (9) General Provident Fund (Central Services) Rules, 1960 – 28th Edition ((Swamy Publishers Pvt. Ltd.)
- (10) Central Services (Medical Attendant) Rules, 1944 – 28th Edition (Swamy Publishers Pvt. Ltd.)
- (11) List of Medicines – 20th Edition (Swamy Publishers Pvt. Ltd.)
- (12) Leave Travel Concession Rules – 36th Edition (Swamy Publishers Pvt. Ltd.)
- (13) Staff Car Rules – 14th Edition (Swamy Publishers Pvt. Ltd.)
- (14) Overtime Allowance to Central Government Employees –19th Edition (Swamy Publishers Pvt. Ltd.)

- (15) Uniforms for Group 'C' & 'D' Employee of Central Government – 10th Edition (Swamy Publishers Pvt. Ltd.)
- (16) Swamy's Manual on Office Procedure –8th Edition (Swamy Publishers Pvt. Ltd.)
- (17) Swamy's Complete Manual on Establishment & Administration- 10th Edition (Swamy Publishers Pvt. Ltd.)
- (18) Swamy's Master Guide to FR &SR, Service rules & Financial Rules- 32nd Edition (Swamy Publishers Pvt. Ltd.)
- (19) Swamy's Compilation of Central Government Account, Receipts & Payment Rules-11th Edition (Swamy Publishers Pvt. Ltd.)
- (20) Children's Educational Assistance-22nd Edition (Swamy Publishers Pvt. Ltd.)
- (21) Swamy's Compilation on Group Insurance Schemes for Central Government Employees & Union Territory Governments Employees-16th Edition (Swamy Publishers Pvt. Ltd.)
- (22) Swamy's Compilation of House Building Advance Rules-22nd Edition (Swamy Publishers Pvt. Ltd.)
- (23) Swamy's Manual on Office Procedure
- (24) Swamy's Compilation of Delegation of Financial Power Rules
- (25) Swamy's Master Manual for DDO's and Heads of Offices Part I- Finance And Accounts
- (26) Swamy's Compilation of General Financial Rules, 2017

(vi) a statement of the categories of documents that are held by it or under its control:

The following categories of documents are held by this Directorate:-

1. Relevant files & registers on subjects dealt with the Directorate.
2. Service documents of its officials.

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

AND

- (viii) a statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The DSD website <http://sugarcane.dac.gov.in> acts as an information tool for the general public, which facilitates in the implementation of its policies and programmes.

- (ix) a directory of its Officers and employees:

Location of the Office: Directorate of Sugarcane Development
8th Floor, Hall No.-3, Kendriya Bhavan,
Sector-“H”, Aliganj., Lucknow-226 024
Phone (O): 0522-2323913, 2324480
e-mail: dsd@nic.in
Fax- 0522-2323913

Name & Designation of the Officers and Employees	Phone number
Dr. Man Singh, Director	0522-2323913
Dr. A.L.Waghmare, Joint Director	0522-2324480
Dr. Mahesh Kumar, AD	-do-
Smt. Gorathi Sandhya Rani, AD	-do-
Sh. Ankit Kumar Verma, STA	-do-
Miss Kanchan Singh Chouhan, JT	-do-
Shri J.P. Maurya, UDC	-do-
Shri Bhola Prasad, LDC	-do-
Shri Eklavya Srivastav, LDC	-do-
Shri Umesh Rai, MTS	-do-
Shri Manoj Kumar, MTS	-do-

- (x) the monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in its regulations.

Sl. No.	Name and Designation	Pay (Rs.)	Pay Level
1	Dr. Man Singh, Director	78800-209200	12
2	Dr. A.L.Waghmare, Joint Director	67700-208700	11
3	Dr. Mahesh Kumar, AD	47600-151100	8
4	Smt. Gorathi Sandhya Rani, AD	44900-142400	7
5	Sh. Ankit Kumar Verma, STA	35400-11200	6

6	Miss Kanchan Singh Chouhan, JT	44900-142400	7
7	Shri J.P. Maurya, UDC	25500-81100	4
8	Shri Bhola Prasad, LDC	19900-63200	2
9	Shri Eklavya Srivastav, LDC	19900-63200	2
10	Shri Umesh Rai, MTS	21700-69100	3
11	Shri Manoj Kumar, MTS	19900-63200	2

(xi) the Budget allocated to each of its agency indicting the particulars of all plans, proposed expenditure and reports on disbursements made.

There is no sub-office/field units under this Directorate and budgetary control of Plan Schemes is vested with the Union Ministry of Agriculture & & Farmers Welfare. The Non-Plan Budget of the current year along with the actual expenditure of the previous year of the Directorate is given as under:-

Accounts Head	Budget Estimates 2018-19 (Rs. In Lakh)	Actual Expenditure 2017-18 (Rs.)
Salaries	71.41	78.17
Wages	1.95	1.98
Overtime Allowance	0.15	0.00
Medical Treatment	2.63	1.70
Domestic Travel Expenses	9.38	4.40
Office Expenses	6.29	9.01
Rate, Rent and Taxes	12.00	15.97
Publication	0.15	0.00
Total	103.96	111.23

(xii) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

The accounting & release of the funds for Plan-Schemes (Crop Development Programmes) is done at the level of the Union Ministry of Agriculture & Farmers Welfare. The Plan Schemes (Crop Development Programmes) are implemented through State Governments/ICAR. Therefore, the relevant information is available at the level of Union Ministry of Agriculture & Farmers Welfare, State Department of Agriculture of the concerned State and ICAR.

(xiii) the particulars of recipients of concessions, permits or authorizations granted by it.

None.

(xiv) the details in respect of the information available to or held by it, reduced in an electronic form.

The following information is available on the Website URL <http://sugarcane.dac.gov.in>

1. About us -Profile/Functions/Staffing/Budget/Coordination
2. Schemes- Uttar Pradesh/ Uttarakhand/ Nodal Crop
3. Sugarcane-Description/Variety/Climate/Region/Statistics.
4. Administrative Setup
5. Ready Reckoner
6. Useful links
7. Right to Information Act, 2005.
8. News/ Events.
9. Publications (Status Paper)
10. Circulars
11. Feedback &
12. Contact details

(xv) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

The Public information & facilitation is accessible in Directorate between 11 AM to 12 AM and 15 PM to 16 PM on all working days.

(xiv) The names, designations and other particulars of Public Information Officers:

Sl. No.	Name, Designation & Office address of the Public Information Officers appointed under the Right of Information Act, 2005 in the Directorate of Sugarcane Development, Lucknow	
1	Dr. A.L. Waghmare, Joint Director Directorate of Sugarcane Development 8 th Floor, Hall No.-3, Kendriya Bhavan, Sector-“H”, Aliganj., Lucknow-226 024 Phone & FAX (O): 0522-2324480 e-mail: dsd@nic.in	CPIO
2	Dr. Mahesh Kumar, Assistant Director Directorate of Sugarcane Development 8 th Floor, Hall No.-3, Kendriya Bhavan, Sector-“H”, Aliganj., Lucknow-226 024 Phone(O): 0522-2324480 e-mail: dsd@nic.in	ACPIO

Particulars of the Appellate Authority in respect of Clause 19 (f) of Chapter-V of the Act.

Dr. Man Singh

Director

Directorate of Sugarcane Development

8th Floor, Hall No.-3, Kendriya Bhavan,

Sector-“H”, Aliganj, Lucknow-226 024

Phone(O): 0522-2323913

e-mail: dsd@nic.in

Annexure-I**INCUMBENCY POSITION as on 01.09.2018**

Name of the Directorate: Directorate of Sugarcane Development, Kendriya Bhavan Aliganj, Lucknow.

S. N.	Name of the post/Pay band & Grade Pay	No. of Posts Sanctioned	No. of posts Filled.	No. of posts vacant	Name of person holding the post/Educational Qualification whether Gen/SC/ST/OBC/ Date of birth	Source recruitment whether promotion/Deputation/DR	Date of posting in the present grade.	Date of posting in the Directorate	Remarks/ indicating date of occurrence of vacancies with reasons / status of recruitment process
1	2	3	4	5	6	7	8	9	10
1.	Director Rs.78800-209200 Pay Matrix Level 12	1	1	1	Dr. Man Singh, Director, MSc (Agri). Ph.D (Gen) 02.07.1973	Promotion	26.02.2018	26.02.2018	-
2.	Jt. Director Rs.78800-209200 Pay Matrix Level 11	2	1	1	Dr. A.L.Waghmare, Joint Director, MSc(Agri) Ph.D (OBC) 30.6.1971	DR	06.11.2015	06.11.2015	One Post vacant since dated. 09.06.2018
3.	Asstt. Director Rs. 47600-151100 Pay Matrix Level 08	1	2*	NIL	Dr. Mahesh Kumar, MSc(Agri) Ph.D (SC) 30.12.1966 Smt. Gorathi Sandhya Rani, MSc (Agri) (Gen) 09.01.1971	Promotion Promotion	20.10.2011 19.10.2011	03.10.2017 01.08.2018	* One AD post is adjusted against vacant post of AO
5.	Admn.Officer Rs. 44900-14200 Pay Matrix Level 07	1	NIL	1	-	-	-	-	post vacant due to superannuation of incumbent on dated 31.12.12
6.	Sr.Tech.Asstt. Rs. 35400-112400 Pay Matrix Level 06	3	1	2	Shri Ankit Kumar Verma M.Sc. (Agri) OBC, 21.07.1983	DR	11.09.2013	11.09.2013	Recruitment of two posts under process

6.	Statistical Investigator Rs. 35400-112400 Pay Matrix Level 06	1	NIL	1	-	-	-	-	Post vacant since 01.07.2003 (Dying cadre)
7.	Accountant Rs. 35400-112400 Pay Matrix Level 06	-	-	-	-	-	-	-	*
8.	Jr. Hindi Translator Rs. 35400-112400 Pay Matrix Level 06	1	1	-	Km. Kanchan Singh Chouhan M.A (GEN) 24.12.1976	DR	03.12.2001	07.01.2003	-
9.	Steno grapher Gr.II Rs. 35400-112400 Pay Matrix Level 06	-	-	-	-	-	-	-	*
10.	Stenographers Gr.III Rs. 25500-81100 Pay Matrix Level 06	-	-	-	-	-	-	-	*
11.	U.D.C. Rs. 25500-81100 Pay Matrix Level 04	2	1	1	.Sh. J.P. Maurya BSc (OBC) (12.07.1973)	Promotion	26.06.2014	24.03.2017	One Post vacant since dated. 01.06.2016
12.	L.D.C Rs. 19900-63200 Pay Matrix Level 02	4	2	2	Shri Bhola Prasad B.Sc (OBC) 24.12.1985	DR	11.04.2016	11.04.2016	02 Posts vacant since 26.06.2014 & 10.12.2014
					Shri Eklavya Srivastava B.Tech (Gen) 25.11.1987	DR	30.05.2016	01.08.2017	
13.	Driver Rs. 19900-63200 Pay Matrix Level 02	1	0	1					Recruitment of post under process
14.	M.T.S Rs. 18000-56900 Pay Matrix Level 01	2	2	0	Shri Umesh Rai VIII. (OBC) 15.04.1968	DR	01.11.2009	01.11.1989	2 nd MACP
					Sh.Manoj Kumar B.A (SC) 1.1.1972	DR	16.12.2009	16.12.1999	1 st MACP
TOTAL		19	11	09					

*- Abolished vide Ministry's letter No. 18-22/2017-CA III, dated 15.01.2018.

Annexure-II**1. Director:**

1. To assist Central Government to plan, coordinate and monitor crops development programmes at the national level and recommend measures to improve them.
2. To coordinate with States/UTs to implement Sugarcane Development programmes to increase production and productivity.
3. To interact with national and state institutions in planning the production of seeds.
4. To liaise with State Agriculture Universities and Central Government institutes, International Institute for organizing workshop/ brain storming training/ courses in improved production technology.
5. As a Head of the Department execute Administrative, Financial and technical activities of the Directorate.
6. To monitor on spot assessment of the activities of the Inter-Ministerial Central Team (IMCT) as and when natural calamity such as drought, flood, hail storm, land slide, earth quake occurs in different states and feedback to the Ministry.
7. Act as nodal officer for the State Govt. to assess the performance of different schemes such as NFSM, BGREI, NMOOP, FLDs-ATARI, Research Project-ICARDA and feedback to the Ministry.
8. Analyze yield gap between potential and farmers yield and also area, production and productivity of sugarcane and suggesting measures to improve its productivity in different states.
9. Act as a member in Varietal Identification Committee (VIC).
10. Works assigned from time to time by the higher Authority.

2 Joint Director (JD)**a. JD-I**

1. To assist the Director in Plan, coordinate and monitor implementation of centrally sponsored crop development schemes on sugarcane.
2. To coordinate with states to implement the programme relating to increasing production and productivity of sugarcane.
3. To compile physical and financial progress of the Crop Development Programmes and suggest measures to overcome bottlenecks in the implementation of these programmes and reporting thereof periodically to the Crops Division in the Department of Agriculture & Cooperation.
4. In absence of Director look after daily routine activity of the Directorate.
5. Visits the fields, evaluation & prepare technical reports on sugarcane and supervise the works of sub-ordinate Staff.
6. Interact National, International and state institutes in planning of production of seed.
7. To watch the performance of the newly evolved released varieties of sugarcane crop.
8. To attend administrative work as per assignment from time to time.

b. JD-II

1. Plan, coordinate and monitor implementation of centrally sponsored crop development schemes of nodal crops of sister Directorates in the assigned states.
2. To coordinate with states to implement the programme relating to increasing production and productivity of other crops in assigned states.
3. To undertake Crop Tracking in the assigned States and submission of report there for.
4. To prepare and update State Agriculture & Horticulture profile of the assigned States.
5. In absence of Director look after daily routine activity of the Directorate.
6. Visits the fields, evaluation & prepare technical reports on other crops in the assigned states and supervise the works of sub-ordinate Staff.
7. To reconcile and update the revised estimates of APY estimates of all the Agricultural & Horticultural crops in the assigned States as well as in respect of Nodal Crops for all the States/Uts after securing requisite information from States/ESA periodically and uploading of the same on the Website of the Directorate of Sugarcane Development (DSD)
8. To attend administrative work as per assignment from time to time.
9. In absence of Director look after daily routine activity of the Directorate.

3. Assistant Director

1. To assist in preparation of Plans and Proposals for Development Schemes on Sugarcane including fixation of targets for the Five Year & Annual Plans.
2. Assessment of impact of Sugarcane Development Work.
3. Compilation of Agricultural Statistics on Sugarcane.
4. Collection and compilation of market statistics, export, imports, *etc.*, relating to Sugarcane.
5. Preparation of reports of weather crop condition and prospects of sugarcane.
6. To maintain district/State-wise database relating to Area, Production & Yield estimates of Nodal crops in respect of all States.
7. Preparation of reports of Implementation of All crops in the assigned states.
8. Supervision of day to day work of sub-ordinate staff attached.
9. Any other items of work assigned from time to time.

4. Senior Technical Assistant (STA)**a. STA-I**

1. Scrutiny of the proposals for Nodal Crops Development Schemes and follow up action regarding their implementation.
2. Correspondence, Collection & compilation of Monthly & other Progress Reports of Nodal crops.
3. Collection & compilation of agricultural statistics for Nodal crops with All India coverage.
4. Collection and compilation of information on weather, crop prospects, storage, processing and movement prices of Nodal crops.
5. Dealing relevant correspondence, maintaining the files, other relevant records/registers pertaining to Nodal crops.

6. Field visits in relation to implementation of the Schemes/crop situation etc. and assist in preparation of technical notes, briefs, reports, power point presentation, etc., for meetings, conferences.
7. Any other items of work assigned from time to time.

b. STA-II

1. Scrutiny of the proposals for all crops development schemes in assigned States and follow up action regarding their implementation.
2. Correspondence, Collection & compilation of Monthly & other Progress Reports of all Crops Development Schemes related to assigned states.
3. Collection & compilation of agricultural statistics for with all crops in assigned states.
4. Dealing relevant correspondence, maintaining the files, other relevant records/registers pertaining to all crops in assigned states.
5. Field visits in relation to implementation of the Schemes/crop situation etc. and assist in preparation of technical notes, briefs, reports, power point presentation, etc., for meetings, conferences.
6. Any other items of work assigned from time to time.

C. STA-III

1. To assist the Joint Director in formulation of the "Production Oriented Crop Development Programmes" of Sugarcane.
2. To analyze yield gaps of agricultural crops between Experimental yields (Research) and Farmers' fields' yield in the assigned States.
3. To secure, compile edit and publish the "Success Stories" of sugarcane on the basis of the results of Technology transfer modules in the Journals published by Extension Division of the Union Department of Agriculture, Cooperation & Farmer Welfare.
4. To compile/collate and interpret the performance of the various components namely; cultivars and inputs interaction on yield and efficacy of technology transfer modules of Sugarcane crop.
5. To maintain the proceedings of the Annual Group Meetings of All India Coordinated Improvement Project on sugarcane, ICAR and update production technology of the crop.
6. To assist proliferation of recently released cultivars and innovative production technologies of sugarcane through appropriate crop Development modules.
7. Field visits in relation to implementation of the Schemes/crop situation etc. and assist in the preparation of technical notes, briefs, reports, power point presentation, etc., for meetings, conferences.
8. Any other items of work assigned from time to time.

5. Statistical Investigator

1. Assist Assistant Director & Joint Director in preparation of plans & prospects for development schemes on Sugarcane with reference to statistical/data aspects.
2. To update/maintain the website of the Directorate.
3. Preparation of reports/review on weather, crop condition & prospects of sugarcane crop, implementation of Sugarcane development scheme, marketing & prices, etc.

4. Collection & compilation of agricultural statistics of Sugarcane crop, marketing, prices, export & import of Sugarcane & their products & its interpretation & maintaining relevant records.
5. To undertake visits to major markets in the assigned States to ascertain the progress of procurement, status of needed market intervention, study market prices trend, bottlenecks in procurement of agricultural produce at administered prices by designated Government/Public agencies.
6. Any other items of work assigned from time to time.

6. Administrative Officer

1. Supervision of work relating to Estt., Accounts and General Sections, Correspondence, maintenance of files, records, register, etc. of the Directorate.
2. Attending Audit related activities.
3. Assist the Director in day-to-day administration of the Directorate & Accounts work.
4. Any other item of work assigned from time to time.

7. Accountant

To assist Administrative Officer in office work related accounts work in:

1. Drawl of pay bills in respect of Officers and Staff in the Directorate.
2. Scrutiny of claims of Officers and staff for reimbursement of Medical claims, T.A. Bills, L.T.C. Bills, Advances, etc.
3. Preparation of Budget and Revised Estimates.
4. Control over expenditure and reconciliation of expenditure with P.A.O./Bank figures.
5. Replies to Audit objections/paras.
6. Any other item of work assigned from time to time.

8. Junior Translator

1. To assist the Administrative Officer in implementation of Official Language (Amendment) Act, 1967.
2. To assist the Staff in Translation of Official documents from English to Hindi and Vice-versa.
3. To assist the Administrative Officer for convening the Quarterly Meetings of Official Language implementation Committee in accordance with the stipulations contained in the Annual Official Language Programme circulated by Department of Official Language, Ministry of Home Affairs.
4. To assist the Administrative Office for holding Hindi Workshops on regular basis in accordance with the stipulations contained in the Annual Official Language Programme circulated by Department of Official Language, Ministry of Home Affairs.
5. To prepare Quarterly/Half yearly/Annual Progress Reports for progressive use of *Rajbhasha* Hindi.
6. To assist the Administrative Officer in the matters relating to "Committee of Parliament on Official Language".
7. To assist the Administrative Officer to maintain liaison with the "Town Official Language Implementation Committee".

8. To assist the Administrative Officer for carrying out the inspection on the "Check Points" devised for Official Language.
9. To attend the translation of Departmental procedural literature namely; Manuals, Forms, Codes, Statuary documents, General Orders, Administrative and Technical Reports.
10. Any other duties assigned from time to time in public interest.

9. Stenographer-II

Attached to Director and functions are enumerated below:

1. Taking dictation and its transcription in the best possible manner.
2. Fixing up of appointments, keeping a list of engagements, meetings, etc. and reminding the Officer sufficiently in advance for keeping them up.
3. Keeping a note of movement of files, passed by his /her Officer, if necessary.
4. Maintenance of C.Rs/Confidential papers/files, etc of the employees in the Directorate.
5. Any other work assigned by the Head of office from time to time.

10. Stenographer-III

Attached to Joint Director and functions are enumerated below:

1. Taking dictation and its transcription in the best possible manner.
2. Keeping a note of movement of files, passed by his /her Officer, if necessary.
3. Keeping a list of engagements, meetings, etc. and reminding the Officer sufficiently in advance for keeping them up
4. Any other work assigned by the Head of office from time to time.

11. Upper Division Clerk (UDC)

a. UDC-I:

1. To attend to Cashier duties.
2. To prepare Establishment bills/GPF Bills/Contingencies Bills/scrutiny of TA. Bills.
- 3 To prepare Monthly/Quarterly/Half Yearly/Yearly Returns of Accounts.
4. Preparation of Budget.
5. To maintain audit reports and submission of timely compliance.
6. To maintain the Accounts records as per specified retention schedule.
7. Any other duties assigned from time to time.

b. UDC-II:

1. Maintenance of Service Books.
2. Preparation of Leave Sanction Orders/maintenance of Leave record.
3. To attend to recruitment cases/probation clearance/confirmation/ retirement/ Pension cases.
4. Maintenance of Office Vehicle/Bi-cycles, Office Stores, equipments, Computers and office library.
5. Purchase of Office stores.
6. Any other items of work assigned from time to time.

12. Lower Division Clerks (LDCs):**a. LDC-I:**

1. To attend to Dak Diary of the Directorate.
2. To attend to typing work of Administration section.
3. To maintain Library of the Directorate.
4. Any other duties assigned from time to time in public interest.

b. LDC-II:

1. To attend Dak Despatch of the Directorate.
2. To maintain Postage Stamp Accounts Register.
3. To attend typing work of Accounts Section.
4. Any other duties assigned from time to time in public interest.

c. LDC-III:

1. To attend typing work of Technical Section.
2. To maintain Record room.
3. Any other duties assigned from time to time in public interest.

13. Staff Car Driver:

1. To drive Office Vehicle.
2. To maintain allotted office vehicle.
3. Any other duties assigned from time to time in public interest.

14. Multi Tasking Staff

1. Physical maintenance of records of section.
2. General cleanliness & upkeep of the Section/Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Sections/Unit.
6. Assisting in routine office work like diary, dispatch etc. including on computer.
7. Delivering of Dak (inside & outside the building)
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixture etc.
13. Work related to his ITI qualification, if it exists
14. Driving of vehicles, if in possession of valid driving license
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by superior authority.
17. Attends to cyclostyling work and stitching work.
18. Any other items of work assigned from time to time.

Right to Information Act, 2005

INDEX

S. No.	Particulars
1.	Directive of Central Information Commission issued under section 19 (8) (a) of the RTI Act, 2005-Time bound implementation of section 4 of the Act.
2.	Suo motu disclosure under Section 4 of R.T.I. Act, 2005 –Implementation of instructions issued by D.O.P.&T vide O.M. No. 1-6/2011-IR dated 15.04.2013.

**Govt. of India,
Ministry of Agriculture & Farmers Welfare,
(Deptt. of Agri. , Coopn. & FW)
DIRECTORATE OF SUGARCANE DEVELOPMENT
8TH Floor, Kendriya Bhawan, Sector H, Aliganj, Lucknow-226024**

Directive of Central Information Commission issued under section 19 (8) (a) of the RTI Act, 2005-Time bound implementation of section 4 of the act.

<i>Name/Title of document</i>	FR
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)	Rules
	No separate Rules, Regulations, Instructions, manual, Records, framed by this Directorate, the GCS rules of GOI applicable.
Brief Write-up on the document	Circular/Govt. Instructions on Fundamental Rules and others are received.
From where one can get a copy of rules. Regulations, instructions, manual and records	Address sites
	Open Market/DOPT
	Telephone No.
	Fax:
	E-Mail
	Others
	Not applicable
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	N.A.

IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is , please provide details of such policy in following format.

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation

The set procedure for policy formulation remains with the Planning Commission and Department of Agri & Cooperation, Govt. of India.

V. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

Secretariat level	Directorate level	Others
N.A.	<p>The following documents are held by this Directorate which are available in Directorate</p> <p>(i) State Profile- Uttar Pradesh (ii) Status Paper on Sugarcane</p>	N.A.

VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Name and address of the affiliated Body:

Type of affiliated Body (Board, Council, Committees, Other Bodies):

Brief introduction of the affiliated Body (Establishment Year, Objective / Main Activities): **N.A.**

Role of the Affiliated Body (Advisory/Managing/Executive/Others):

Structure and Member Composition: .

Head of the Body: .

Address and main office and its Branches:

Frequency of Meetings:

Can public participate in the meeting?:

Are minutes of the meetings prepared?:

VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Department Appellate authority of the Public authority.

A. Contact information about the Public Information Officers

B. Central Public Information Officer : **Dr. A.L.Waghmare**
Designation of the Public Information Officer : **Joint Director**

Central Assistant Public Information Officer : **Dr. Mahesh Kumar**
Designation of the Assistant Public Information Officer : **Assistant Director**
Contact information : **Directorate of Sugarcane Development,**
8TH Floor, Kendriya Bhawan,
Lucknow-226 024
Phone No. 0522-2323913
Fax No. 0522-2323913
E-mail :- dsd@nic.in

C. Department Appellate Authority of the Public Authority : **Dr. Man Singh**
Contact information : **Director**
: **Directorate of Sugarcane Development,**
8TH Floor, Kendriya Bhawan, Aliganj
Lucknow-226 024
Tele Fax No. 0522-2323913
E-mail :- dsd@nic.in

IX. What is the procedure followed to take a decision for various matters?

The GCS Rules and DOPT guidelines of Govt. of India. Decision making dispensation is followed as per DFPR and other administered the issue.

X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?

Decision process moves as per Delegation of Financial Powers and General Financial Rules at Directorate level as Head of the Department and Director.

XI. What are the arrangements to communicate the decision to the public?

Not Applicable

XII. Who are the offices at various levels whose opinions are sought for the process of decision making ?

Joint Secretary (Crops), Department of Agriculture, Cooperation & Farmers Welfare, Govt. of India, Head of the Division at Ministry level.

XIII. Who are the offices at various levels whose opinions are sought for the process of decision making ?

Joint Secretary (Crops), Department of Agriculture, Cooperation & Farmers Welfare, Govt. of India, as Head of the Division at Ministry level.

XIV. Who is the final authority that vets the decision?

Based on the issues and case, the Joint Secretary/ Secretary (A&C), DAC&FW/ MOS or Union Agriculture & Farmers Welfare Minister in the Department Of Agriculture, Cooperation & Farmers Welfare.

XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. NO.	1
Subject on which the decision is to be taken	Publication/Printing, binding, Xeroxing; photocopying of Books/reports/documents
Guidelines/Directions, if any	As per the prevailing practices under GFR
Process of Execution	As per delegated powers and committee etc. Obtaining manuscripts, vetting (if necessary), editing, typesetting, proof-reading, cover and

XVI. Directory of Officers and Employees

- (1) Dr. Man Singh, Director
- (2) Dr. A.L.Waghmare, Joint Director & HOO
- (3) Dr. Mahesh Kumar, Assistant Director
- (4) Smt Gorthi Sandhya Rani, Asstt. Director
- (5) Shri A.K.Verma, S.T.A.,
- (6) Km. Kanchan Singh Chouhan, Junior Translator
- (7) Shri J.P.Mourya, U.D.C.
- (8) Shri Bholu Prasad, L.D.C.
- (9) Shri Eklavya Srivatava, L.D.C.
- (10) Shri Umesh Rai, M.T.S
- (11) Shri Manoj Kumar, M.T.S

XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:

Plan scheme is directly handled at the level of Deptt. of Agri, Coop & FW, Ministry of Agriculture & Farmers Welfare, Krishi Bhavan, New Delhi. The monitoring & coordination mechanism rests with the Directorate office on plan Budget is annexed.

XVIII. The manner of execution of subsidy Programmes

<p>Please provide the information as per the following format</p> <ul style="list-style-type: none"> Name of Programme/Scheme Duration of the Programme/Scheme Objective of the programme Physical and financial targets of the programme (for the last year) Eligibility of Beneficiary Pre-requisites for the benefit Procedure to avail the benefits of the programme Criteria for deciding eligibility Detail of the benefits given in the programme <p>(also mention the amount of subsidy or other help given)</p> <ul style="list-style-type: none"> Procedure for the distribution of the subsidy Where to apply or whom to contact in the office for applying Application fee (where applicable) Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application). List of attachments (certificates/documents) Format of Attachments Where to contact in case of process related complains Details of the available fund (At various levels like District level, Block level etc.) 	<p>Execution of subsidy programme rest with the DAC & FW, Govt. of India and the state Governments. The DSD is not Directly involved. The audit of the scheme also rests with the DAC & FW who handles the administration, sanction and releases.</p>
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XIX. Particulars of Recipients of concessions, permits or authorization granted by. Please provide the information as per the following format

Name of the programme Type (Concession/Permits/Authorization) Objective Targets set (for the last year) Eligibility Criteria for the eligibility Pre-requisites Procedure to avail the benefits Time limit for the concession / permits/Authorizations Application Fee (Where applicable) Application format (where applicable) List of attachments (certificates/documents) Format of attachments	NA
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XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.

Sl. No.	Item of work	Prescribed Norms
1.	Receipt of manuscript from author for publication	N.A.
2.	Planning/processing of the proposal of book	
3.	Composing of book and designing of cover	
4.	Checking of proofs/rechecking of final proofs	
5.	Final Printings	
6.	Payment of Bills	
7.	Mailing of books	
8.	Subscribers of Journals/Employment News	
9.	Complaints & suggestions from readers	
10.	Grievance redressal	

XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.

The scheme run by DAC & FW on crop sector may be accessed at DAC & FWs website www.nfsm.gov.in

XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Not Applicable

XXIII. Frequency Asked Questions and their Answers.

Not Applicable

XXIV. Related to seeking Information

Not Applicable

visit <http://www.nfsm.gov.in>

XXV. With relation to training imparted to public by Public Authority.

<p>Name of training programme with brief description Time period for Training Programme/Scheme Objective of training: Physical and financial targets (Last year) Eligibility for training Pre requisite for training (If any) Description of help (Mention the amount of financial help, if any) Procedure of giving help Contact Information for applying. Application fee (In case the application is made on plain paper please mention the details which the applicant has to provide) List of enclosures/documents Procedures of application Process followed in the Public Authority after the receipt of application Normal time taken for issuance of certificate Validity period of certificate (If applicable) Process of renewal (If any) Selection Procedure Time table of training programme (In case available) Process to inform the trainee about the training schedule Arrangement made by the Public Authority for creating public awareness about the training programme. List of Beneficiary of the training programme at various levels like district level, block level etc.</p>	<p>No direct trainings are being conducted at the DSD level</p>
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Suo motu disclosure under Section 4 of the RTI Act 2005 – Implementation of instructions issued by DOP &T vide O.M. No. 1-6/2011-IR dated 15.04.2013**1.0 Suo motu disclosure of more items under Section 4**

Detailed information may please see at our Website:- <http://sugarcane.dac.gov.in>

1.1 Information related to Procurement :- NIL

1.1.1 Name of the supplier of the goods/services being procured or works contracts entered.

Rate and total amount at which such procurements or works contract is to be done – NIL

1.2 Public Private Partnership – Nil

1.2.1 Nil

1.2.2 Nil

1.2.3 Nil

1.3 Transfer Policy and Transfer Orders:- This does not relate to this Directorate.

1.4 RTI Applications

RTI Applications and Appeals received and their response – Nil

1.5 CAG & PAC paras :- Nil

1.6 Citizens Charter :-

Citizen Charter pertains to Ministry of Agriculture & FW. The Result Frame Work documents are given as under :-

1.6.1 Result Framework Document of Directorate of Sugarcane Development, Lucknow

Inter se priorities among key objectives, success indicators and targets.

Objective	Actions	Success indicator	Unit	Weight %	Target/ Criteria Value				
					Excellent	Very good	Good	Fair	Poor
					100%	90%	80%	70%	60%
Crop coverage and Weather Watch Report	Collection and compilation of sugarcane sowing data from all the states	Every week	weekly	10	Tuesday	Wednesday	-	-	-
	Collection of data regarding nodal states of UP and UK for all crops	Every Wednesday	weekly	5	Tuesday	Wednesday	-	-	-
	Compilation and submission of report to the Ministry	weekly	Every Wednesday	5	Thursday	Friday	-	-	-
Monitoring of implementation of National Food Security Mission – NFSM	Collection of progress report of NFSM-CC (Sugarcane) implementing states	1 st week of every Quarter	Quarterly	5	1 st week	2 nd week	3 rd week	4 th week	
	Compilation & Submission of All India Progress Report of NFSM-CC (Sugarcane)	3 rd week of every Quarter	Day of week	10	1 st day	2 nd day	3 rd day	4 th day	5 th day
	Monitoring the implementation of NFSM (Pulses, Rice, Wheat, Coarse Cereals, Nutri cverals, Commercial crops, Oilseeds) in Nodal states i.e. UP & UK by NLMT Teams	Seasonal visit 4 visit (2 Kharif & 2 Rabi	Number	10	4	3	2	1	-
	Submission of Team Report to Ministry		Days after the visit	5	15	20	25	30	35

	Monitoring the implementation of BGREI in UP by NLMT Team	Seasonal visit 2 visit (1 Kharif & 1 Rabi)	Number	5	2	1	-	-	-
	Submission of Team Report to Ministry		Days after the visit	3	15	20	25	30	35
	Field visit to review the progress of NFSM	Field visits	Number	5	10	8	7	5	2
Building up relevant records	Collection of Area, Production and yield of Sugarcane from all states/DES	Compilation of APY	Annual	5					
	Collection and compilation of varietal details from Research institutes	Compilation & updation	After notification	5					
Trend Analysis of area, production and productivity of Sugarcane state-wise and district-wise	Trend analysis of area, production and productivity of Sugarcane state-wise		Annual	5					
	Trend analysis of area, production and productivity for all crops of nodal states i.e. UP and Uttarakhand	Receipt of Information from nodal states for all crops.	Annual	3					
Assessment of crop damage due to flood or drought	Compile information and send to the Ministry	Receipt of information from states.	Occurrence of natural calamities	2					
Accompany with central team as per the direction of the Ministry	Damage caused by natural calamities	Assessment report	After the visit	2	100				
Participation in meetings/Workshop /Seminar/Conference and national	To represent the Deptt. and make presentations (As and when organized)	Report submission to the Ministry	After the visit	2	100				

exhibitions across the country									
National Conference on kharif and Rabi campaign	As and when organized	Ensure participation/ Representing groups Report submission to the Ministry	After the meeting	2	100				
Member of various committees in the state of UP & UK	Attend meeting as and when convened	Providing advise/appraisal notes		1	100				
Participation in various meetings at DAC	As and when convened	Ensure participation and compliance	After the visit	2	100				
Participation in the Annual Group Meet on Sugarcane organized by ICAR	To represent DAC and present development aspects	Important recommendations of the meeting are reported to the Ministry	Annual	2	100				
Parliament Question	Draft reply of various parliament questions, preparation and submission to the Ministry	Lok sabha and Rajya sabha received from the Ministry	In / During session	3	100				
Application on RTI	Reply as and when received from applicant and also from CPIO, Ministry of Agriculture	Timely reply	After receipt of application	3	100				
Administrative and Accounts matter	Act as H.O.D/D.D.O.	For disposal of admin. and financial matter	Whole year	3	100				
	Preparation of draft & Minutes for DPC	MACP Scheme	Within six month	1	100				
	Preparation of pension papers on superannuation	Pension	Before six month	1	100				
		TOTAL		100					

- 1.7 Discretionary and Non-discretionary grants:- Nil
 1.8 Foreign Tours of Prime Minister & Minister:- NA
 1.8.1 Not applicable

1.8.2 & 1.8.3 on Official Tours of Director/Head of the Department of this Directorate.

The details are given as under:-

The official tour details quarter wise of Director/Head of the Department, Government of India, Directorate of Sugarcane Development, Ministry of Agriculture & Farmers Welfare, (Deptt. of Agriculture, Cooperation & Farmers Welfare), Lucknow - 226 024 since 1st April, 2016 to 31st March 2018 are given as under :

W.e.f. 1st April, 2016 to 31st March, 2018

1st Quarter ending (April, 2016 to June, 2016)

Nature of Tour	Place Visited	Periods of tour	Number of people	Total cost of travel (Rs.)
Domestic	Faizabad and Akbarpur	18 th to 20 th April 2016	1	1350/-
	New Delhi	10 th to 13 th April 2016	1	25989/-
	New Delhi	28 th to 30 th May 2016	1	25393/-
	New Delhi	9 th to 10 th June 2016	1	26696/-
	U.S. Nagar	14 th to 16 th June 2016	1	1950/-
Total				81378/-

3rd Quarter ending (October, 2016 to December, 2016)

Nature of Tour	Place Visited	Periods of tour	Number of people	Total cost of travel (Rs.)
Domestic	Dehradun	6 th to 10 th October		18891/-
	New Delhi	25 th to 26 th October 2016	1	13886/-
	Pune	15 th to 18 th November 2016		26395/-
	New Delhi	20 th to 22 nd December 2016	1	23327/-
Total				82499/-

4th Quarter ending(January, 2017 to March, 2017)

Nature of Tour	Place Visited	Periods of tour	Number of people	Total cost of travel (Rs.)
Domestic	New Delhi	23 rd to 25 th March 2017	1	14602/-
Total				14602/-

1st Quarter ending (April, 2017 to June, 2017)

Nature of Tour	Place Visited	Periods of tour	Number of people	Total cost of travel (Rs.)
Domestic	New Delhi	24 th to 27 th April 2017	1	18691/-
	Deharadun	12 th to 14 th May 2017	1	49865/-
	New Delhi	28 th to 30 th May 2017	1	16188/-
Total				84744/-

2nd Quarter ending (July, 2017 to September, 2017)

Nature of Tour	Place Visited	Periods of tour	Number of people	Total cost of travel (Rs.)
Domestic	Gorakhpur & Kushinagar	11 th to 14 th July 2017	1	900/-
	Guwahati (Assam)	24 th to 29 th July 2017	1	49248/-
	Ambedkarnagar, Basti & Faizabad	05 th to 08 th Sept.2017	1	900/-
	Coimbatore	20 th to 25 th Sept. 2017	1	33605/-
Total				84653/-

3rd Quarter ending (Oct., 2017 to December, 2017)

Nature of Tour	Place Visited	Periods of tour	Number of people	Total cost of travel (Rs.)
Domestic	New Delhi	02 nd to 4 th Oct. 2017	1	18887/-
	Rampur, Moradabad and Badaun	24 th to 27 th Oct. 2017	1	1575/-
	US Nagar, Almoda, Nainital	10 th to 14 th Oct.2017	1	2475/-
	New Delhi	23 rd to 25 th Nov. 2017	1	21746/-
	Pune	14 th to 17 th Dec. 2017	1	22040/-
Total				66723/-

4th Quarter ending (Jan., 2018 to March, 2018)

Nature of Tour	Place Visited	Periods of tour	Number of people	Total cost of travel (Rs.)
Domestic	Deharadun	16 th – 18 th Jan., 2018	1	10452/-
	Coimbatore	28 th Jan. –1 st Feb., 2018	1	27779/-
	Guwahati (Assam)	05 th – 11 th Feb., 2018	1	34246/-
	Ballia	24 th –26 th Feb., 2018	1	1260/-
Total				73737/-

2.0 Guidelines for digital publication of proactive disclosure under Section 4 :- Nil

2.1 No.

2.2 No.

3.0 Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective

3.1 Functions and responsibilities of a public authority of this Directorate :

- i. To plan, Coordinate and monitor nodal commodity (crops) development programmes i.e. NFSM- Commercial Crops (Sugarcane) at the National level and coordinating the efforts to formulate and implement Crop Development programme for other states/UTs and recommend measure to improve them;
- ii. To monitor CSS viz. National Food Security Mission (NFSM–Rice, Pulses, Wheat, Commercial Crops, Coarse Cereals, Nutri Cereals, Oilseeds).
- iii. To monitor other CSS on Bringing Green Revolution for Eastern India (BGREI) programme under Rashtriya Krishi Vikas Yojana (RKVY) in Uttar Pradesh and analyse progress report.
- iv. To monitor extension reforms (ATMA), mechanization etc. under NMSA, NMAE&T and RKVY interventions in the state of Uttar Pradesh and Uttarkhand.
- v. To act as Convenor/Team Leader, National Level Monitoring Team (NLMT) for Uttar Pradesh and Uttarkhand under NFSM (Rice, Pulses, Wheat, Commercial Crops, Coarse Cereals, Nutri Cereals and Oilseeds) and Bringing Green Revolution in Eastern India (BGREI) in Uttar Pradesh.
- vi. To liaise with the other Central Ministries ICAR institutes, SAUs, International Research Organizations, NGOs and other stake holders in the field of Agri. and allied sectors for better Research-Development interface. Also represent Department of Agriculture and Cooperation on their Committee/ events with a view to have direct interface for onward benefits to formulate farmer friendly schemes at national level with a unified approach for the overall development of agriculture sector as a whole;
- vii. To have closer interaction/coordination with the Project Directorates/Institutes/SAUs/KVKs and other Research Centres of the ICAR and represent.
- viii. Built data base and maintain the flow of information and ideas between research and development.
- ix. To participate in the State Level Crop Training Programmes; Developing leaflets/ Literatures on training manuals;
- x. To provide crop specific advisories technical inputs to extension agencies and to Extension Division of the Ministry of Agriculture & Farmers Welfare for skill development, national policies and for the Plan year.
- xi. To represent the Varietal Identification Committee (VIC) on Sugarcane and evaluate the performance of the newly evolved/ released sugarcane varieties;
- xii. To study and analyze trends in weather, crop area, production and productivity.

- xiii. Preparing weekly weather and crop prospect reports in respect of sugarcane in all states and all crops in nodal states for review at the national level i.e. to Department of Agriculture and Cooperation.
- xiv. Build up state wise & district wise area, production & productivity data on sugarcane;
- xv. To assist Department of Agriculture, Cooperation & Farmers Welfare in fixing targets of production and suggest measures to achieve them;
- xvi. To help states in formulation of specific contingent plan;
- xvii. To represent Central team in the event of natural disaster;
- xviii. To co-ordinate in programmatic review of all Centrally Sponsored/ Central Sector Schemes in agriculture (RKVY, NFSM, BGREI, CDP etc.) special package scheme.
- xix. To organise and coordinate Seminar/Workshop/Conference /Review Meetings at state and national level.

3.2 Nil

3.3 Guidelines for section 4 (1) (b) (iii)- “The procedure followed in the decision-making processes including channels of supervision and accountability”.

3.3.1 Nil

3.4 Guidelines for section 4(1) (b) (iv)- “The norms set by it for the discharge of its functions”.

3.4.1 & 3.4.2 - Pertains to the Ministry.

3.4.3 – As per Rules & Regulations framed by the Govt. of India.

3.5 Guidelines for section 4 (1) (b) (xi) – “The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”.

3.5.1. Pertains to the Ministry.

3.6 Guidelines for section 4 (1) (b) (xiv) – details in respect of information, available to or held by it, reduced in an electronic form.

3.6.1 & 3.6.2 Not applicable.

4.0 Compliance with provisions of Suo moto (proactive) disclosure under the RTI Act.

4.1 The information has been uploaded on our website.<http://sugarcane.dac.gov.in>

5.0 Nodal Officer

5.1 Pertains to the Ministry.

6.0 Annual Reports to Parliament/Legislatures

6.1 This does not relate to this Directorate.
