



**Citizens'/Clients' Charter for
DIRECTORATE OF COTTON DEVELOPMENT, NAGPUR
Government of India
Ministry of Agriculture & Farmers' Welfare
Department of Agriculture & Farmers' Welfare**

(2023)

**Address: Bhoomi Sarvekshan Bhavan, Katol Road,
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Citizens'/Clients' Charter

Vision

To enhance productivity and production of Cotton, to fulfill Cotton demand of the Nation and also to make Cotton farming sustainable and profitable for the farming community.

Mission

Enhancing Cotton production and improving income level of all farmers by successful implementation of various new initiatives and Centrally Sponsored Crop Development Schemes, such as, Food and Nutrition Security [(erstwhile National Food Security Mission (NFSM)], Rashtriya Krishi Vikas Yojna (RKVY) etc in various implementing states and effective coordination & monitoring of such schemes.

Objectives

The main objective is to assist the Department of Agriculture & Farmers' Welfare, Govt. of India to plan, coordinate and monitor nodal crop development programme at the National level and Centrally Sponsored Crop development programmes in Assigned States (Maharashtra & Goa) and recommend measures to improve them.

Functions of the Directorate:

1. To plan, Coordinate and monitor nodal commodity (crops) development programmes i.e. Food and Nutrition Security (FNS)- Commercial Crops (Cotton) at the National level and coordinating the efforts to formulate and implement Crop Development programmes for other states/UTs and recommend measure to improve them;
2. To monitor Centrally Sponsored Schemes (CSS) viz. Food & Nutrition Security (FNS (Krishionnati Yojana)–Rice, Pulses, Wheat, Nutri Cereals, Coarse Cereals, Commercial Crops- Cotton & Sugarcane in assigned states of Maharashtra and Food & Nutrition Security FNS (Krishionnati Yojana)– Pulses in Goa.
3. To monitor CSS NMEO- Oilseeds and Tree Borne Oilseeds (TBOs) in Maharashtra and NMEO-Oilseeds in Goa state.
4. 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 & Farmers Welfare and 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;
5. To have closer interaction/coordination with the Project Directorates / Institutes / SAUs / KVKs and other Research Centres of the ICAR and represent;
6. Built data base and maintain the flow of information and ideas between research and development;

7. To provide technical support to the Extension agencies with respect to the nodal crop as and when required. To participate in the State Level Crop Training Programmes; Developing leaflets/ Literatures on training manuals;
8. To provide crop specific advisories technical inputs to extension agencies and to Extension Division of the Ministry of Agriculture for skill development, national policies and for the Plan year.
9. To represent the Varietal Identification Committee (VIC) on Cotton and evaluate the performance of the newly evolved/ released cotton varieties;
10. To study and analyze trends in weather, crop area, production and productivity of Cotton.
11. Preparing weekly weather and crop prospect reports in respect of cotton in all states and all crops in nodal states for review at the national level i.e. to Department of Agriculture and Farmers' Welfare.
12. Build up state wise & district wise area, production & productivity data on Cotton;
13. To assist Department of Agriculture and Farmers' Welfare in fixing targets of production and suggest measures to achieve them;
14. To help states in formulation of specific contingent plan;
15. To represent Central team in the event of natural disaster;
16. To organize and coordinate Seminar/Workshop/Conference /Review Meetings at state and national level.
17. To function as "Area Officers" to the Assigned States.

Citizens'/ Clients' Charter for Directorate of Cotton Development, Department of Agriculture, Cooperation & Farmers Welfare

Sl. No.	Services/ Transactions	Weight %	Responsible Person (Designation)	E-mail	Mobile/ Ph. Number)	Process	Document Required	Fee		
								Category	Mode	Amount
1.	Monitoring of implementation of Food & Nutrition Security (erstwhile NFSM)	20	Dr. A.L. Waghmare Director	director-dcd@gov.in director_docd@reiffmail.com	8004504425	<p>i) Monitoring the implementation of FNS-CC (Cotton) in implementing states.</p> <p>ii) Monitoring the implementation of FNS (Pulses, Rice, Wheat, Nutri-cereals, Coarse Cereal , NMEO-Oilseeds and Commercial crops), CFLDs, Seed hubs in Nodal states i.e. MH & Goa through field visits and report submission.</p> <p>iii) Collection & Compilation and Submission of analytical progress report of FNS-CC (Cotton) implementing states.</p> <p>iv) Collection & Compilation and Submission of analytical progress report of FNS (Pulses, Rice, Wheat, Nutri-cereals, Coarse Cereal, NMEO-Oilseeds and Commercial crops), in Nodal states i.e. MH & Goa .</p> <p>v) Submission of Monthly Report on Scheme implementation of Nodal crop and assigned states crops.</p>	Report from implementing agencies	Nil	Nil	Nil

Sl. No.	Services/ Transactions	Weight %	Responsible Person (Designation)	E-mail	Mobile/ Ph. Number)	Process	Document Required	Fee		
								Category	Mode	Amount
2.	Crop coverage and Weather Watch Report	10	Dr.A.L. Waghmare Director	director-dcd@gov.in director_docd@rediffmail.com	8004504425	Government to Government i) Collection and compilation of cotton sowing data from all the states. ii) Collection of data regarding nodal states of Maharashtra and Goa for all crops iii) Compilation and submission of report to the Ministry	Report from states/ Rainfall data from IMD	Nil	Nil	Nil
3	Trend Analysis of area, production and productivity of Cotton state - wise and district - wise.	10	Dr.A.L. Waghmare Director	director-dcd@gov.in director_docd@rediffmail.com	8004504425	i) Collection of Area, Production and yield of Cotton from all states/ DES. ii) Trend analysis of area, production and productivity of Cotton state -wise iii) Trend analysis of area, production and productivity for all crops of nodal states i.e. Maharashtra and Goa	Report from states/DES	Nil	Nil	Nil
4.	Organization/ Participation in meetings/Workshop /Seminar/Conference and national exhibitions across the country	10	Dr.A.L. Waghmare Director	director-dcd@gov.in director_docd@rediffmail.com	8004504425	i) Organization of Workshop /Training on Cotton. ii) Participation in Workshop/ Seminar /Conference and national exhibitions	Proposal from Organizing institute	Nil	Nil	Nil
5.	Parliament Question	10	Dr.A.L. Waghmare Director	director-dcd@gov.in director_docd@rediffmail.com	8004504425	i) Draft reply of various parliament questions, preparation and submission to the Ministry	Reports/ materials from the states	Nil	Nil	Nil

Sl. No.	Services/ Transactions	Weight %	Responsible Person (Designation)	E-mail	Mobile/ Ph. Number)	Process	Document Required	Fee		
								Category	Mode	Amount
6	Application on RTI	10	Shri Prawin Jha A.O./CPIO	director-dcd@gov.in director_docd@rediffmail.com	9891989985	i) Reply as and when received from applicant and also from CPIO , Ministry of Agriculture and Farmers Welfare	Request application	Nil	Online/ DD	Rs.10
7.	Participation in the Annual Group Meet on Cotton organized by ICAR	10	Dr.A.L. Waghmare Director	director-dcd@gov.in director_docd@rediffmail.com	8004504425	i) To represent DA&FW and present development aspects. ii) Participation in Varietal Identification Committee (VIC) as a member	Invitation from organizing agency	Nil	Nil	Nil
8.	Assessment of crop damage due to Natural calamities	05	Dr.A.L. Waghmare Director	director-dcd@gov.in director_docd@rediffmail.com	8004504425	i) Compile information and send to the Ministry	Report from states	Nil	Nil	Nil
9.	Coordinator/Member of various Team/committees in the state of MH & Goa	05	Dr.A.L. Waghmare Director	director-dcd@gov.in director_docd@rediffmail.com	8004504425	i) Attend meeting as and when convened	invitation from states	Nil	Nil	Nil
10.	Administrative and Accounts matter	10	Shri Prawin Jha (A.O.)	director-dcd@gov.in director_docd@rediffmail.com	9891989985	i) Administration and Accounts matter of the Directorate. ii) ii) Service /Grievance matter of the employees iii) Preparation of pension papers on superannuation	As per requirement	Nil	Nil	Nil

Citizens'/ Clients' Charter for Directorate of Cotton Development, Department of Agriculture & Farmers Welfare (2023)

S. No.	Services/Transactions	Weight	Success indicator	Service Standards	Unit	Weight	Data Source
1.	Monitoring of implementation of Food and Nutrition Security– FNS (erstwhile NFSM)	20	Monitoring the implementation of FNS-CC (Cotton) in implementing states.	Field visits to other states as and when required		03	
			Monitoring the implementation of FNS (Pulses, Rice, Wheat, Nutri-cereals, Coarse Cereal and Commercial crops, NMEO-Oilseeds), CFLDs, Seed hubs in Nodal states i.e. MH & Goa through field visits and report submission.	NLMT-FNS - Seasonal visit 2 visit (1 Kharif & 1 Rabi) Field visits- One per month per officer Total 01 Report Submission 15 Days after completion of visit	Season Kharif & Rabi Number Days	05	
			Collection & Compilation and Submission of analytical progress report of FNS-CC (Cotton) implementing states.	Collection- 1 st week of every Quarter Compilation & Submission of Analytical Report-2 nd week of every Quarter Total 4 reports	Quarter	04	
			Collection & Compilation and Submission of analytical progress report of FNS (Pulses, Rice, Wheat, Nutri cereals, Coarse Cereal and Commercial crops,NMEO- Oilseeds), in Nodal states i.e. MH & Goa .	Collection- 1 st week of every Quarter Compilation & Submission of Analytical Report-2 nd week of every Quarter Total 4 reports per state	Quarter	04	

S. No.	Services/Transactions	Weight	Success indicator	Service Standards	Unit	Weight	Data Source
2	Crop coverage and Weather Watch Report	10	Collection and compilation of Cotton sowing data from all the states.	Every Wednesday	Weekly	03	
			Collection of data regarding nodal states of Maharashtra and Goa	Every Wednesday	Weekly	03	
			Compilation and submission of report to the Ministry	Every Thursday	Weekly	04	
3	Trend Analysis of area, production and productivity of Cotton state-wise and district-wise.	10	Collection of Area, Production and yield of Cotton from all states/DES	Annual	Annual	02	
			Collection of Area, Production and yield of all crops in nodal states i.e. MH and Goa	Seasonal	Seasonal	03	
			Trend analysis of area, production and productivity of Cotton & for all crops of nodal states i.e. MH and Goa	within one month after receipt of the data	Month	05	
4.	Organization/ Participation in meetings/Workshop /Seminar/Conference and national exhibitions across the country	10	Organization of Workshop /Training on Cotton.	As per target given by Ministry	Annual	07	
			Participation in Workshop/ Seminar/Conference and national exhibitions	As an when organized		03	
5.	Parliament Question	10	Draft reply of various parliament questions, preparation and submission to the Ministry	As per requirement during session		10	
6.	Application on RTI	10	Reply as and when received from applicant and also from CPIO , Ministry of Agriculture and Farmers Welfare	within 30 days after receipt of the application	days	10	

S. No.	Services/Transactions	Weight	Success indicator	Service Standards	Unit	Weight	Data Source
7.	Participation in the Annual Group Meet on Cotton organized by ICAR	10	To represent DA& FW and present development aspects.	01	Annual	05	
			Participation in Varietal Identification Committee (VIC) as member	01	Annual	05	
8.	Assessment of crop damage due to Natural calamities	05	Compile information and send to the Ministry	As per Occurrence of natural calamities		05	
9.	Coordinator/Member of various Team/committees in the state of MH and Goa	05	Attend meeting as and when convened	As per requirement		05	
10.	Administrative and Accounts matter	10.	Administration and Accounts matter of the Directorate.	As per requirement		05	
			Service /Grievance matter of the employees	As per requirement/receipt of grievance		05	
			Preparation of pension papers on superannuation	As per requirement		05	

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Grievance Redress

S.No	Name of Public Grievance Officer	Helpline Number	Email	Mobile Number
1	Shri Prawin Kumar Jha, Administrative Officer	0712-2585833	director-dcd@gov.in	9891989985

Liasion officer for SC/ST

S.No	Name of Officer	Helpline Number	Email	Mobile Number
1	Dr. P.S. Gaikwad, Senior Technical Assistant	0712- 2585833	priyankagaikwad.1286@gov.in	9096196534

Liasion officer for OBC

S.No	Name of Officer	Helpline Number	Email	Mobile Number
1	Shri Kundan Kumar Upper Division Clerk	0712-2585833	kundankumar.93@gov.in	8668671698

List of Stakeholders/ Clients

S.No.	Stakeholders/ Clients
1	State Agriculture/ Cotton Departments
2	ICAR organizations – ICAR-CICR, AICCIP –Coimbatore, Sirsa
3	Cotton Research Institute -AICRIP- Cotton centers
4	State Agriculture University
5	KVKs of MH & Goa
6	Indian Meteorological Department
7	Cotton Association of India
8	Ministry of Textile
9	Farmers
10	Citizens in General

Citizens'/ Clients' Charter for Department of Agriculture, Cooperation & Farmers Welfare

Responsibility Centres and Subordinate Organizations

S.No.	Responsibility Centres and subordinate Organization	Land Line No.	E- mail	Mobile No	Address
There is no responsibility centre & sub office of this Directorate					

Citizens'/ Clients' Charter for Department of Agriculture, Cooperation & Farmers Welfare

Indicative expectations from service recipients

S. No.	Indicative expectations from service recipients
1.	Encourage farmers to adopt progressive farming practices and higher technology in agriculture.
2.	Weekly rainfall Data (MH & Goa) during June-December from India Meteorological Department (IMD)
3.	Weekly reservoir storage status in MH & Goa important reservoirs monitored by Central Water Commission
4.	State Governments/Agencies to submit the proper utilization certificate.
5.	Progress report of CSS from state Government Should be submit in time.
6.	Awareness about soil test based application of balanced fertilizers and integrated nutrients