

Manual on “Right to Information Act, 2005”

Directorate of Cotton Development-Nagpur

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

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

The Directorate of Cotton Development, a subordinate office of the Ministry of Agriculture and Farmers Welfare, Department of Agriculture and Farmers Welfare, Government of India came into existence in 1966 after renaming of the Indian Central Cotton Committee (ICCC). The Indian Cotton Committee (ICC) was setup in 1917 in Bombay. This committee established Indian Central Cotton Committee (ICCC) in 1921 as technical advisory Body to the Government for promoting Agricultural & Technological Research in cotton. The ICCC became a statutory Body in 1923 and established Central Technological Research Laboratory (CTRL) in 1924 at Bombay, presently known as Central Institute for Research on Cotton Technology (CIRCOT). Since 1924 to 1966, ICCC had formulated many cotton schemes with a view to improve cotton quantitatively & qualitatively and operated various developmental schemes for overall development of four cultivated species of cotton in India. The concentrated efforts of the ICCC could cross double the production during 1966. The major activities of ICCC were Breeding- varietal improvement, Seed multiplication, Cotton agronomy, Control of insect pests & diseases and Cotton physiology. The Indian Central Cotton Committee (ICCC) renamed as Directorate of Cotton Development in 1966 which was functioning since 1921 at Indian Mercantile Chambers, 14, R.K. Marg, Ballard Estate, Mumbai 400001 up to 30.09.2014, has been shifted to Nagpur and has been functioning since 01.10.2014 at Bhoomi Sarvekshan Bhavan, Katol Road, Nagpur 440013, Maharashtra.

II) ADMINISTRATIVE SET UP

Organization structure of Directorate of Cotton Development,

GOVERNMENT OF INDIA

Ministry of Agriculture & Farmers Welfare

Crops & Post Harvest Management of Foodgrains Division

Directorate of Cotton Development

Director

**Joint Director (02)
(Nodal Crop & States)**

Assistant Director (01)

Senior Technical Assistant (03)

Administrative Officer (01)

Accountant (01)

Junior Hindi Translator (01)

Stenographer Grade III (02)

UDC (01)

LDC (02)

Driver (01)

MTS (03)

**III) Incumbency position in respect of Directorate of Cotton Development,
Nagpur as on 01.03.2024**

Sl. No.	Designation	Name of Officer	Sanctioned strength	In Position	Vacancy	Date of Posting in the Directorate	Remarks
Group-A							
1.	Director	Dr. A.L. Waghmare	01	01	00	21.03.2022	
2.	Joint Director		02	00	00		1. vacant from 21.05.2023 2. Vacant from 02.04.2021
Group-B (Gazetted)							
3.	Assistant Director	-	01	00	01	-	Vacant from 20.06.2015
4.	Administrative Officer	Shri Prawin Kumar Jha	01	01	00	22.03.2021	-
Group-B (Non Gazetted)							
5.	Accountant		01	01	00	00	-
6.	Senior Technical Assistants	Dr. (Mrs.) Divya Sahare	03	03	00	13.08.2019	-
		Shri Sabale A. Vitthalrao				13.08.2018	-
		Dr. (Mrs.) P.S. Gaikwad				13.08.2018	-
7.	Junior Hindi Translator	-	01	00	01	-	-
Group-C							
8.	Stenographer Grade III	Ms. Vaishali Kulshrestha	02	01	01	22.09.2023	-
9.	Upper Division Clerk	Shri Kundan Kumar	01	01	00	17.12.2021	-
10.	Lower Division Clerk	Shri Gautam Kumar	02	02	00	02.09.2022	-
		Shri Sanat Sharma				26.09.2022	-
11.	Staff Car Driver	Shri Surendra Rjput	01	01	00	24.10.2019	
12.	Multi Tasking Staff	Shri Mukesh Kumar	03	03	00	19.07.2021	-
		Shri Krishna Kumar				19.12.2023	-
		Shri Md. Taslim				14.12.2023	-
			18	13	05		

IV. Mandate and Functions

The Directorate had been shifted from Mumbai to Nagpur in 2014. Consequent upon reorganization of Commodity Development Directorates (CDD's), the functions of the Crop Development Directorates were rationalized by the Department of Agriculture & Farmers Welfare, Union Ministry of Agriculture and Farmers Welfare, Government of India w.e.f. 21st June 1995 combining bifocal responsibilities viz. basic responsibility of "development of Cotton at national level as Nodal Crop" and "Area Specific Functions for monitoring of schemes of DA&FW in the states of Maharashtra and Goa".

Functions & duties of the Directorate:

A. Nodal Crops (Cotton):

1. to assist Ministry of Agriculture and Farmers Welfare, Department of Agriculture 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 cotton programmes to increase production and productivity; to inter-act with National and State Institutions in planning the production of seeds;
3. to liaise with Indian Council of Agricultural Research, 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 representative of Ministry of Agriculture and Farmers Welfare, Department of Agriculture 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), ICAR Institutes and State level extension agencies in identifying the areas where these Institutes 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 Crop Development Directorates organize/participate in the State Level Crop Training Programmes, Kisan Melas, Cotton Workshops/conferences, providing literature on training manuals; and also periodically visit some such projects relating to their respective nodal crops and provide feedback 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 new technologies evolved and performance of the newly released varieties of cotton for assisting to Ministry in bringing under government subsidy programme;
10. to study and analyze trends in weather, crop area, production and productivity as well as transport, marketing and to assist in fixing the Price ;
11. to study and analyze trends in import, export and world's cotton productivity to assist in preparation of policy and plan of cotton development in India ;
12. to report regularly to Ministry of Agriculture and Farmers Welfare, Department of Agriculture and Farmers Welfare on weather and crop prospects as well as market and price trends;
13. to assist Ministry of Agriculture and Farmers Welfare, Department of Agriculture and Farmers Welfare in fixing targets of production and suggest measures to achieve them;
14. to build up relevant records and data for the nodal crop; and
15. to serve as a Secretariat for the respective Crop Development Council.

B. Area Specific functions in the assigned states – Maharashtra & Goa:

1. to function as eyes and ears of Department of Agriculture & Farmers Welfare for all major crops produced in the assigned States and to function as 'Area Office' for these States;
2. Monitoring and implementation of all central sponsored schemes of DA&FW in assigned states, submission of annual/ quarterly progress report and arranging utilization certificate of implementing schemes executed by DA&FW;
3. to maintain liaison with ICAR Institutes, State Governments/ Departments and other line departments on crop development programmes;
4. to monitor the crop programmes and report to Crops Division/States about gap between planning and performance;
5. to monitor the availability of inputs and extension services;
6. to regularly report to the Department of Agriculture & Farmers Welfare on weather, crop prospects, storage , processing, movement and prices of crops harvested;
7. As a representative of Government of India, Ministry of Agriculture and Farmers Welfare, in the Inter Ministerial Central teams to assess the damage due to floods, droughts and other natural calamities.
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. Carrying out the field visits to assess the performances of Centrally Sponsored Schemes like FNS, NMEO, RKVY etc.
12. Tracking progress and promotion of new crop varieties;
13. Act as a coordinator in National Level Monitoring Team (NLMT) under FNS (Rice, Wheat, Pulses, Coarse cereals, Nutri-cereals and Commercial crops) in Maharashtra and Goa.
14. To prepare a Status note of Agriculture situations of the assigned states.

15. To document and share the success stories of Centrally Sponsored Schemes.

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

(A) Powers:

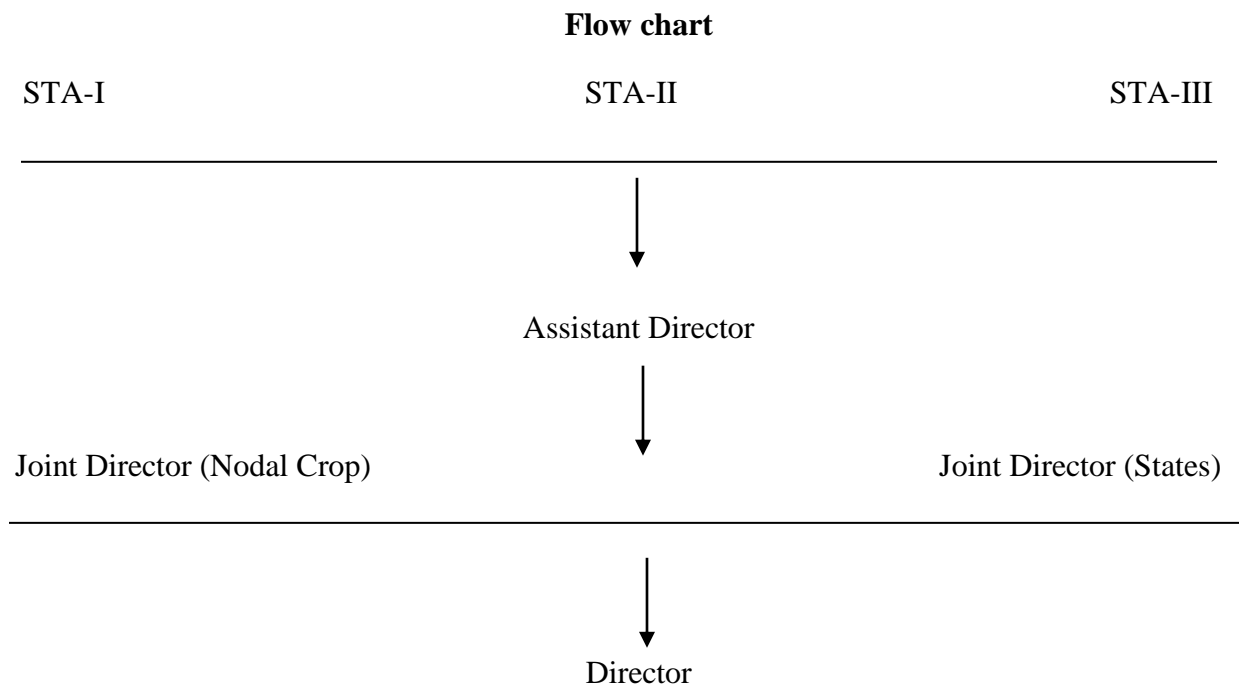
(1) Plan: All the powers are vested with the Union Ministry of Agriculture & Farmers Welfare.

(2) Non-plan:

- a) The Administrative & Financial powers delegated to the Head of the Departments of subordinate 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.

(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:-



VII) 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. 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

S.No	Title of report	Frequency	Due Date
1	Weekly Weather Watch Report	Weekly	Every Thursday
2	Monthly activity/events Report	Monthly	10th of every month
3	Quarterly Progress Report of implementation of FNS –CC:Cotton	Quarterly	5 th July, 5th October, 5 th December & 5th April
4	Quarterly Analytical Report of FNS, CDP of Assigned states	Quarterly	5 th September, 5th December, 5th March & 5th April.
5	Tour Reports (Field visit)	Per Tour	Within one week from the date of completion of Tour.
6	Crop Assessment report in natural calamity (Flood, Drought, Hail storm etc)		As per requirement

(2) Administrative Returns

S.No	Title of 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 Cotton Development	Monthly	5 th of Every Month
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) Rajbhasha Hindi Returns

S.No	Title of report	Frequency	Due Date
1	Quarterly Progress Reports of the progressive use of Rajbhasha Hindi.	Quarterly	10 th July & 10 th October 10 th January & 10 th April,
2	Half-yearly Progress Reports of the progressive use of Rajbhasha Hindi.	Half-yearly	10 th October & 10 th April
3	Annual Progress Reports of the progressive use of Rajbhasha Hindi.	Yearly	10 th April

(4) Accounts Returns

S.No	Title of 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

S.No	Title of 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

S.No	Title of 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.)
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 –8 th Edition (Swamy Publishers Pvt. Ltd.)
17. Swamy’a Complete Manual on Establishment & Administration- 10th Edition (Swamy Publishers Pvt. Ltd.)
18. Swamy’a 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.

(ix) A directory of its Officers and employees:

Location of the Office: Directorate of Cotton Development

Bhoomi Sarvekshan Bhavan, Katol Road

Nagpur 440013, Maharashtra

Telephone- 07122595505/07122585831

E-mail: director-dcd@gov.in, director_docd@rediffmail.com

Name & Designation of the Officers and Employees	Phone number
Dr. A.L. Waghmare, Director	07122585831
Shri Prawin Kumar Jha, Administrative Officer	07122585833
Dr. Divya Sahare, STA	07122585832
Shri Aashishkumar V. Sabale, STA	07122585832
Dr. Priyanka S. Gaikwad, STA	07122585832
Shri Kundan Kumar , UDC	07122585833
Ms. Vaishali Kulshrestha, Steno Gr. III	07122585833
Shri Gautam Kumar, LDC	07122585833
Shri Sanat Sharma, LDC	07122585833
Shri Surendra Rajput, SCD	07122585833
Shri Mukesh Kumar, MTS	07122585833
Shri Krishna Kumar, MTS	07122585833
Shri. Md. Taslim, MTS	07122585833

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. A.L. Waghmare, Director	78800-209200	12
2	Shri Prawin Kumar Jha, Administrative Officer	47600-109100	08
3	Dr. Divya Sahare, STA	35400-112400	06
4	Shri Aashishkumar V. Sabale, STA	35400-112400	06
5	Dr. Priyanka S. Gaikwad, STA	35400-112400	06
6	Shri Kundan Kumar , UDC	25500-81100	04
7	Ms. Vaishali Kulshrestha, Steno Gr. III	25500-81100	04
8	Shri Gautam Kumar, LDC	19900-63200	02
9	Shri Sanat Sharma, LDC	19900-63200	02
10	Shri Surendra Rajput, SCD	19900-63200	02
11	Shri Mukesh Kumar, MTS	18000-56900	01
12	Shri Krishna Kumar, MTS	18000-56900	01
13	Shri. Md. Taslim, MTS	18000-56900	01

VIII) 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 2022-23 (RE) (Rs. In Lakh)	Actual Expenditure 2022-23 (Rs.in lakh)
Salaries	83.56	83.546
Wages	-	-
Overtime Allowance	0.16	0.00
Medical Treatment	2.50	1.841
Domestic Travel Expenses	7.20	6.610
Office Expenses	11.21	11.167
Rate, Rent and Taxes	-	-
Publication	1.15	1.02
Other Contractual Services	-	-
Minor Works	5.71	3.715
Other Administrative Expences	0.30	
Swachta Action Plan	0.90	0.90
Total	117.69	113.800

Sl. No.	Code for Head	Major Head, Sub Head/Object Head as indicated in Detailed Demand of Grant	Budget Estimate (BE) 2023-24 (Rs.)	Revised Estimate (RE) 2023-24 (Rs.)
1.	01	Salaries	60,00,000	75,00,000
2.	05	Rewards	00	55,000
3.	06	Medical Treatment	2,00,000	4,50,000
4.	07	Allowances	58,20,000	39,50,000
5.	08	Leave Travel Concession	70,000	3,00,000
6.	09	Training Expenses	00	00
7.	11	Domestic Travel Expenses	4,00,000	6,00,000
8.	13	Office Expenses	7,00,000	11,00,000
9.	14	Rent, Rates and Taxes for Land and Buildings	00	00
10.	16	Printing and Publication	60,000	1,40,000
11.	18	Rent for Others	00	15,000
12.	19	Digital Equipment	1,00,000	00
13.	20	Fuels and Lubricants	50,000	1,20,000
14.	26	Advertising and Publicity	00	20,000
15.	27	Minor civil and electric Works	2,00,000	1,00,000
16.	28	Professional Services	00	50,000
17.	29	Repair and Maintenance	20,000	1,00,000
18.	49	Other Revenue Expenditure	00	40,000
19.	52	Machinery & Equipments	00	2,00,000
20.	71	Information, Computer, Telecommunications (ICT) equipment	00	5,50,000

21.	74	Furniture & Fixture	00	3,00,000
22.	77	Other Fixed assets	00	00
	369613	Swachhta Action Plan	70,000	1,00,000
Total			1,36,90,000	1,56,90,000

IX) 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.

X) The particulars of recipients of concessions/authorizations granted by it.

None.

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

None

XII) 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 PM and 15 PM to 16 PM on all working days.

XIII) 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 Cotton Development, Nagpur	
1	Shri. Prawin Jha, Administrative Officer Directorate of Cotton Development Bhoomi Sarvekshan Bhavan, Katol Road Nagpur 440013, Maharashtra Telephone-07122585833 E-mail: director-dcd@gov.in , director_docd@rediffmail.com	CPIO

2	Dr. P.S. Gaikwad, Senior Technical Assistant Directorate of Cotton Development Bhoomi Sarvekshan Bhavan, Katol Road Nagpur 440013, Maharashtra Telephone-07122585832 E-mail: director-dcd@gov.in , director_docd@rediffmail.com	CAPIO
3.	Shri A.V. Sabale, Senior Technical Assistant Directorate of Cotton Development Bhoomi Sarvekshan Bhavan, Katol Road Nagpur 440013, Maharashtra Telephone-07122585832 E-mail: director-dcd@gov.in , director_docd@rediffmail.com	Transparency Officer

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

Dr. A.L. Waghmare
Director

Directorate of Cotton Development
 Bhoomi Sarvekshan Bhavan, Katol Road Nagpur
 440013, Maharashtra
 Telephone-07122585831

E-mail: director-dcd@gov.in, director_docd@rediffmail.com

WORK PROFILE OF STAFF OF DCD, GOI, NAGPUR

i) DIRECTOR

1. To function as Head of Office & Head the Department of the Directorate of Cotton Development.
2. To assist Central Government to plan, coordinate and monitor crops development programmes at the national level and recommend measures to improve them.
3. To coordinate with States/UTs to implement Cotton Development programmes to increase production and productivity.
4. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required. Work as Coordinator of National Level Monitoring Team (NLMT) for monitoring of FNS implementation in assigned states.
5. To keep watch on the trends of area, production & productivity trends of Nodal crops and suggest ways & means for enhancing the productivity thereof through appropriate Crop Development Programmes.
6. To liaise with State Agriculture Universities and Central Government institutes, International Institute for organizing workshop/ brain storming training/ courses in improved production technology.
7. To report the progress of all activities carried out by the Directorate periodically to the Crops Division in the Department of Agriculture & Farmers Welfare (DA&FW), Union Ministry of Agriculture & Farmers Welfare.
8. Act as nodal officer for the State Govt. to assess the performance of different schemes such as FNS, NMEO, CFLDs-ATARI, FLDs-ICAR and feedback to the Ministry.
9. 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.
10. Act as a member in Varietal Identification Committee (VIC).
11. Works assigned from time to time by the higher Authority.

ii) Joint Directors

a. Joint Director (I)

1. To assist the Director in Plan, coordinate and monitor implementation of centrally sponsored crop development schemes on Cotton.
2. To coordinate with states to implement the programme relating to increasing production and productivity of Cotton.
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 & Farmers Welfare.
4. In absence of Director look after daily routine activity of the Directorate.
5. Visits the fields, evaluation & prepare technical reports on Cotton 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 Cotton crop.
8. To attend administrative work as per assignment from time to time.

b. Joint Director (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 Cotton Development (DCD)

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.

iii) Assistant Director

1. To assist the Joint Director in carrying out the assigned duties.
2. To maintain district/State-wise database relating to Area, Production & Yield estimates of all the Agricultural crop of the assigned States.
3. To maintain district/State-wise database relating to Area, Production & Yield estimates of Nodal crops in respect of all States.
4. Compilation of Agricultural Statistics on Cotton.
5. Collection and compilation of market statistics, export, imports, etc., relating to Cotton.
6. Preparation of reports of weather crop condition and prospects of Cotton.
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.

iv) Administrative Officer

1. To function as D.D.O. in the Directorate to carry out specified duties attached to the D.D.O.
2. Submission of Monthly/Quarterly/Half-yearly/Yearly returns relating to Administration/Accounts/*Rajbhasha*.
3. To supervise the maintenance of office vehicles, Office Stores, equipments etc.
4. To carry out purchase/disposal of office Stores' articles.
5. To convene Quarterly meetings of "Official Language Implementation Committee".
6. To hold Quarterly "*Rajbhasha* Hindi Workshops".
7. Supervision of work relating to Estt., Accounts and General Sections, Correspondence, maintenance of files, records, register, etc. of the Directorate.
8. Assist the Director in day-to-day administration of the Directorate & Accounts work.
9. Any other item of work assigned from time to time.

v) Senior Technical Assistants (STAs)

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. To secure, compile, edit and publish the "Success Stories" of Cotton crop.
8. 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. To secure, compile, edit and publish the “Success Stories” of nodal crops of Sister Directorates
7. 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 Cotton.
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 Cotton on the basis of the results of Technology transfer modules in the Journals published by Extension Division of the Union Department of Agriculture & 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 Cotton crop.
5. To maintain the proceedings of the Annual Group Meetings of All India Coordinated Improvement Project on Cotton, ICAR and update production technology of the crop.
6. To assist proliferation of recently released cultivars and innovative production technologies of Cotton 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, seminar etc.
8. Any other items of work assigned from time to time.

vi) Accountant

1. To check Cash Book and keep watch on Receipt and Payments and their entry in the Cash Book.
2. To review/Index/record/weeding of files held in the section with due approval of the Administrative Officer.
3. Any other duties assigned from time to time in public interest.
4. To assist Administrative Officer in office work related accounts work in.
5. Drawl of pay bills in respect of Officers and Staff in the Directorate.
6. Scrutiny of claims of Officers and staff for reimbursement of Medical claims, T.A. Bills, L.T.C. Bills, Advances, etc.
7. Preparation of Budget and Revised Estimates.
8. Control over expenditure and reconciliation of expenditure with P.A.O./Bank figures.
9. Replies to Audit objections/paras.

vii) 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, Statutory documents, General Orders, Administrative and Technical Reports.
10. Any other duties assigned from time to time in public interest.

viii) Stenographer Gr.III

a. Stenographer-I

1. To extend stenographic help to the Director.
2. To maintain Call Register of Office Telephone of the Directors.
3. To receive Dak/files meant for the Directors and maintain movement of files/ records.
4. Fixing up of appointments, keeping a list of engagements, meetings, etc. and reminding the Officer sufficiently in advance for keeping them up.
5. Keeping a note of movement of files, passed by his /her Officer, if necessary.
6. Any other duties assigned from time to time in public interest.

b. Stenographer-II

1. To extend stenographic help to the Joint Director.
2. To maintain Call Register of Office Telephone of the Joint Directors.
3. To receive Dak/files meant for the Joint Directors and maintain movement of files/ records.
4. Fixing up of appointments, keeping a list of engagements, meetings, etc. and reminding the Officer sufficiently in advance for keeping them up.
5. Keeping a note of movement of files, passed by his /her Officer, if necessary.
6. Any other duties assigned from time to time in public interest.

ix) Upper Division Clerks (UDCs)

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.
Preparation of Budget.
4. To maintain audit reports and submission of timely compliance.
5. To maintain the Accounts records as per specified retention schedule.
6. Maintenance of Service Books.
7. Preparation of Leave Sanction Orders/maintenance of Leave record.
8. To attend to recruitment cases/probation clearance/confirmation/ retirement/ Pension cases.

9. Maintenance of Office Vehicle/Bi-cycles, Office Stores, equipments, and office library.
10. Purchase of Office stores.
11. Preparation of Monthly/Quarterly/Half Yearly/Yearly Administrative Returns and submission thereof to the Accountant.
12. Any other duties assigned from time to time in public interest.

x) Lower Division Clerks (LDCs)

a. LDC (I)

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

b. LDC (II)

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

xi) 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.

xii) MTS

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

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 and Farmers Welfare,
(Deptt. of Agri. & Farmers Welfare)
DIRECTORATE OF COTTON DEVELOPMENT
Bhoomi Sarvekshan Bhawan, Katol Road, Nagpur-440013**

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 Open Market/DOPT sites
	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&FW, 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.	The following documents are held by this Directorate which are available in Directorate (i) Status Paper on Cotton	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 : Shri Prawin Jha

Designation of the Public Information Officer: Administrative Officer

Central Assistant Public Information Officer :Dr. (Mrs.) Priyanka Gaikwad

Designation of the Assistant Public Information Officer: Senior Technical Assistant

**Contact information :Directorate of Cotton Development,
:Bhoomi Sarvekshan Bhavan,Katol Road , Nagpur-440013
:Phone No. 0712-2585833 E-mail :-director-dcd@gov.in**

C. Department Appellate Authority of the: Dr.A.L.Waghmare, Director

**D. Contact information : Directorate of Cotton Development,
Bhoomi Sarvekshan, Katol Road, Nagpur-440013
Phone No. 0712-2595505, E-mail:- director-dcd@gov.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 & 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 & 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&FW), DA&FW/ MOS or Union Agriculture Minister in the Department Of Agriculture and 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. A.L.Waghmare, Director
- (2) Shri Pravin Kumar Jha, Administrative Officer & DDO
- (3) Dr.(Smt.) Divya Sahare, S.T.A.,
- (4) Dr. (Smt.) Priyanka Gaikwad, S.T.A.,
- (5) Shri A.V.Sable, S.T.A.,
- (6) Ms. Vaishali Kulshrestha, Steno Gr. III
- (7) Shri Kundan Kumar, U.D.C.
- (8) Shri Gautam Kumar, L.D.C.
- (9) Shri Sanat Sharma, L.D.C.
- (10) Shri Surendra Rajput, M.T.S
- (11) Shri Mukesh Kumar, M.T.S
- (12) Shri Krishna Kumar, MTS
- (13) Shri. Md. Taslim, MTS

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 & FW, Ministry of Agriculture, 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

Please provide the information as per the following format 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 (also mention the amount of subsidy or other help given)	
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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.)	Execution of subsidy programme rest with the DA& FW, Govt. of India and the state Governments. The DCD is not Directly involved. The audit of the scheme also rests with the DA& FW who handles the administration, sanction and releases.
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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/Authorisation) 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	One month for consideration and approval
2.	Planning/processing of the proposal of book	Two weeks after approval of the manuscript
3.	Composing of book and designing of cover	6 to 8 weeks
4.	Checking of proofs/rechecking of final proofs	6 to 8 weeks
5.	Final Printings	Time limits after receipt of final approved proofs 6 to 8 weeks
6.	Payment of Bills	Within 60 days of receipts of bills subject to availability of funds
7.	Mailing of books	Within 15 days of receipt of order from the client and completion of other formalities.
8.	Subscribers of Journals/Employment News	Within 4 weeks form the receipt of subscriptions complete in all respect
9.	Complaints & suggestions from readers	15 days
10.	Grievance redressal	Within 30 days of receipts of complaints.

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

The scheme run by DA&FW on crop sector may be accessed at DA & 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.

visit www.nfsm.gov.in

Not Applicable

XXIII. Frequency Asked Questions and their Answers.

Not Applicable

XXIV. Related to seeking Information

Not Applicable

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:</p> <p>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 DCD level</p>
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Sl. No.	Components	
1.	<p>With relation to training imparted to public by Public Authority.</p> <p>Name of training programme with brief description</p> <p>Time period for Training Programme/Scheme</p> <p>Objective of training</p> <p>Physical and financial targets (Last year)</p> <p>Eligibility for training</p> <p>Pre requisite for training (If any)</p> <p>Description of help (Mention the amount of financial help, if any)</p> <p>Procedure of giving help</p> <p>Contact Information for applying.</p> <p>Application fee (In case the application is made on plain paper please mention the details which the applicant has to provide)</p> <p>List of enclosures/documents</p> <p>Procedures of application</p> <p>Process followed in the Public Authority after the receipt of application</p> <p>Normal time taken for issuance of certificate</p> <p>Validity period of certificate (If applicable)</p> <p>Process of renewal (If any)</p> <p>Selection Procedure</p> <p>Time table of training programme (In case available)</p> <p>Process to inform the trainee about the training schedule</p> <p>Arrangement made by the Public Authority for creating public awareness about the training programme .</p> <p>List of Beneficiary of the training programme at various levels like district level, block level etc.</p>	<p>No training programme is being organized by this Directorate.</p>

Suomtu disclosure under Section 4 of the RTI Act of Directorate of Cotton Development, Nagpur

1.0 Suomtu disclosure of more items under Section 4

Detailed information may please see at our Website:-<http://dsd.dacnet.nic.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. The Result Frame Work documents are given as under:-

1.6.1 Result Framework Document of Directorate of Cotton Development, Nagpur

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 Cotton sowing data from all the states	Every week	weekly	10	Tuesday	Wednesday	-	-	-
	Collection of data regarding nodal states of Maharashtra and Goa for all crops	Every Wednesday	weekly	5	Tuesday	Wednesday	-	-	-
	Compilation and submission of report to the Ministry	weekly	Every Thursday	5	Thursday	Friday	-	-	-
Monitoring of implementation of Food and Nutrition Security – FNS (Erstwhile NFSM)	Collection of progress report of FNS-CC (Cotton)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 FNS-CC (Cotton)	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 FNS (Pulses, Rice, Wheat, Coarse Cereal and Commercial crops) in Nodal states i.e. MS & Goa 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
	Field visit to review the progress of FNS	Field visits	Number	10	10	8	7	5	2
Building up relevant records	Collection of Area, Production and yield of Cotton 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 Cotton state-wise and district-wise	Trend analysis of area, production and productivity of Cotton state-wise		Annual	5					
	Trend analysis of area, production and productivity for all crops of nodal states i.e. Maharashtra and Goa	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	5					
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 exhibitions across the country	To represent the Deptt. and make presentations (As and when organized)	Report submission to the Ministry	After the visit	2	100				
National Conference on kharif and Rabi	As and when organized	Ensure participation Representing	After the meeting	2	100				

campaign		groups Report submission to the Ministry							
Member of various committees in the state of MS and Goa	Attend meeting as and when convened	Providing advise/appraisal notes		1	100				
Participation in various meetings at DA& FW	As and when convened	Ensure participation and compliance	After the visit	2	100				
Participation in the Annual Group Meet on Cotton organized by ICAR	To represent DA&FW and present development aspects	Update information 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	Loksabha and Rajyasabha 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 and Officials, Government of India, Directorate of Cotton Development, Ministry of Agriculture and Farmers Welfare, (Deptt. of Agriculture & Farmers Welfare), Nagpur-440013 since 1st April, 2019 to 31st March, 2022 are given as under :

W.e.f. 1st April, 2019 to 31st March, 2022

Sr.No.	Year	Expenditure (Rs.) DTE
1.	2019-20	463161
2.	2020-21	258394
3.	2021-22	532936
4.	2022-23	661038

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. FNS- Commercial Crops (Cotton) 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. Food and Nutrition Security FNS Erstwhile NFSM (Rice, Pulses, Wheat, Coarse Cereals, Nutri-cereals, Commercial Crops).
- iii. To monitor CSS on NMEO -oilseeds and Tree Borne Oilseeds (TBOs) in Maharashtra and NMEO-oilseeds in Goa state.

- iv. To monitor Dry Land development activities, extension reforms (ATMA), mechanization etc. under NMSA, NMAE&T and RKVY interventions in the state of Maharashtra and Goa.
- v. To act as Convenor/Team Leader, National Level Monitoring Team (NLMT) for Maharashtra and Goa under FNS (Rice, Pulses, Coarse Cereals, nutri-cereals, Wheat, Commercial Crops).
- 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 Farmers Welfare 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 for skill development, national policies and for the Plan year.
- xi. To represent the Varietal Identification Committee (VIC) on Cotton and evaluate the performance of the newly evolved/ released Cotton 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 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.
- xiv. Build up state wise & district wise area, production & productivity data on Cotton;
- xv. To assist Department of Agriculture and 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, FNS, NMEO etc.).
- xix. To organize 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://cotton.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.
