

## Charter of Duties

Sl. No.	Task	Time required for disposal (approximately)
<b>A.</b>	<b>TECHNICAL</b>	
1.	Scrutiny of Annual Action Plans received from implementing agencies under NFSM: CC: Cotton.	02-05 days
2.	Preparation of consolidate Monthly / Quarterly Progress Report of NFSM: CC: Cotton	05-07 days
3.	Preparation of draft National Production Target of Cotton.	02-03 days
4.	Preparation of draft Estimates of Area, Production & Yield of Cotton.	04-05 days
5.	Preparation of comments on Annual Action Plans received from assigned state of Maharashtra under Flagship Schemes for submission to the Ministry.	03-05 days
6.	Preparation of comments on Annual Action Plans received from assigned state of Goa under Flagship Schemes for submission to the Ministry.	03-05 days
7.	To obtain the Monthly / Quarterly progress reports in respect of Flagship Schemes from assigned states of Maharashtra and Goa and submit them to Ministry along with analysis report.	10-15 days
8.	To obtain the Monthly / Quarterly progress report on Cluster Front Line Demonstrations under NFSM: Pulses & Oilseeds from ATARI, Pune and submit them along with comments to the Ministry.	02-05 days
9.	To obtain the Monthly / Quarterly progress report on Front Line Demonstrations under NFSM from ICAR Institutes and submit them alongwith comments to the Ministry.	02-05 days
10.	Preparation of consolidate Weekly Crop Weather Prospects Report in respect of Cotton for submission to the Ministry.	02 days
11.	Preparation of Weekly Crop Weather Prospects Report in respect of Crops of Assigned States of Maharashtra & Goa for submission to the Ministry.	02 days
12.	Preparation of report of National Monitoring Team under NFSM for submission to the Ministry.	07 days
13.	Submission of reports on General visits in Assigned States.	02-05 days
14.	Preparation of report on Agriculture and Horticulture sectors after visit of IMCT for submission to Team Leader.	05-07 days
15.	Follow up actions on recommendations of workshop / Meeting / Tour Report etc.	05-10 days
16.	Preparation of Technical Information for uploading in Website of DCD, GOI, Nagpur	As per requirement
17.	Preparation of Comments / Information on Various Technical Matters received from Ministry of Agriculture / Other Ministries.	05-08 days
18.	Compilation of Technical Data on Cotton and Crops of assigned States.	As per requirement

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19.	Preparation of Draft Reply to Rajya Sabha / Lok Sabha Questions / PMO / VIP references including recommendations of Parliamentary Standing Committee of Agriculture.	01-05 days.
20.	Organisation of Workshop / Seminar / Meeting / Training for Farmers / Extension Personnel under NFSM.	Within stipulated time
<b>B.</b>	<b>ADMINISTRATION &amp; ACCOUNTS</b>	
1.	Maintenance of Service Books & Personal files of Staff.	As per requirement
2.	Pay Fixation / Promotion / Pension & MACP etc.	As per requirement
3.	Preparation of proposals for filling up vacant posts.	15-30 days
4.	Preparation of Information for formulation of Recruitment Rules.	07-15 days
5.	Reply to RTI Matters.	As per RTI guidelines
6.	Preparation of Administration & Accounts Returns for submission to Ministry.	03-05 days
7.	Maintenance of Store Records.	As per requirement
8.	Preparation of Draft Reply to Parliament Questions for submission to Ministry.	Priority basis
9.	Follow up action on recommendations of Review Meeting of Commodity Development Directorates etc.	05-10 days
10.	Preparation of reply to Internal / External Audit Paras.	Within stipulated time
11.	Organisation of Workshop / Meeting of Official Language.	As per schedule
12.	Preparation of Proceedings of Workshop / Meeting of Official Language for submission to all concerned.	05-07 days
13.	Preparation of Quarterly Progress Report of Official Language for submission to all concerned.	03 days
14.	Preparation of proposal on R.E. & B.E. for submission to the Ministry.	05-10 days
15.	Preparation of bills for arranging payment to staff / agencies concerned.	02-03 days
16.	Entry of bills in Public Financial Management System (PFMS) except Salary, GPF & Pension bills.	01-02 days
17.	Other Work assigned by Senior Officers of Ministry of Agriculture & Farmers Welfare.	Priority Basis

