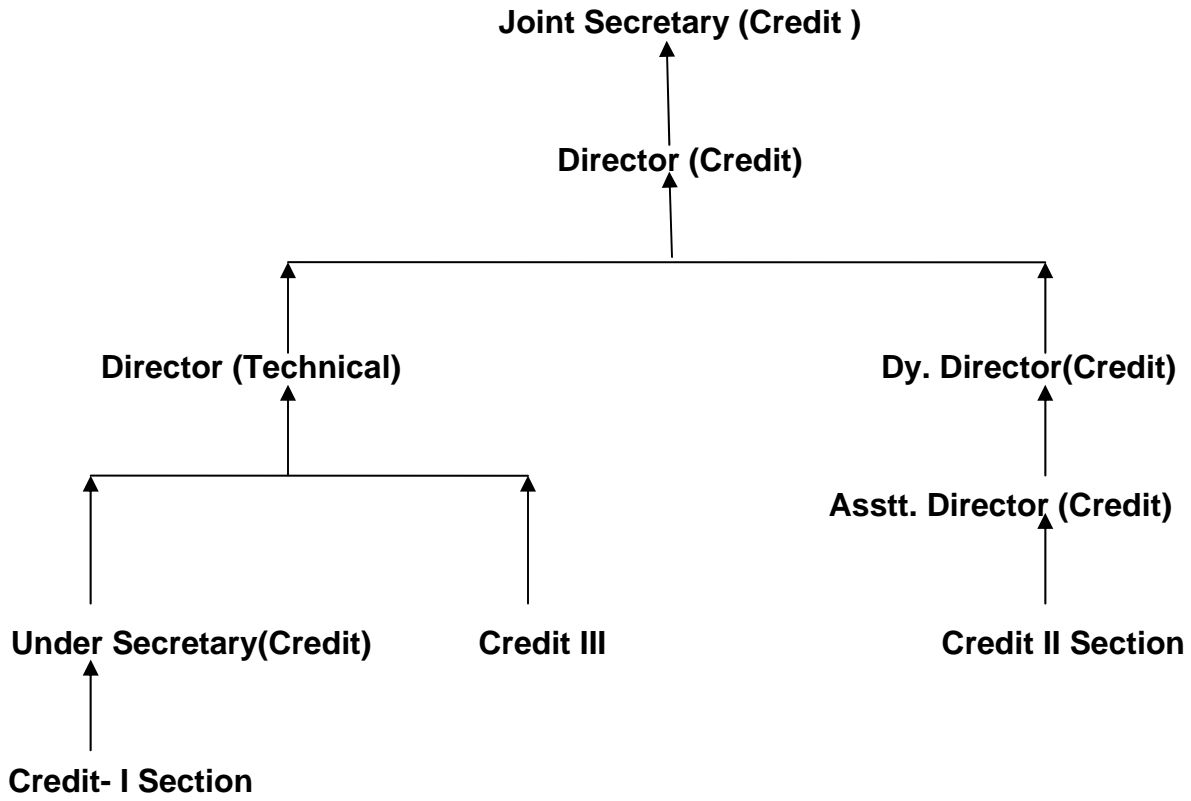


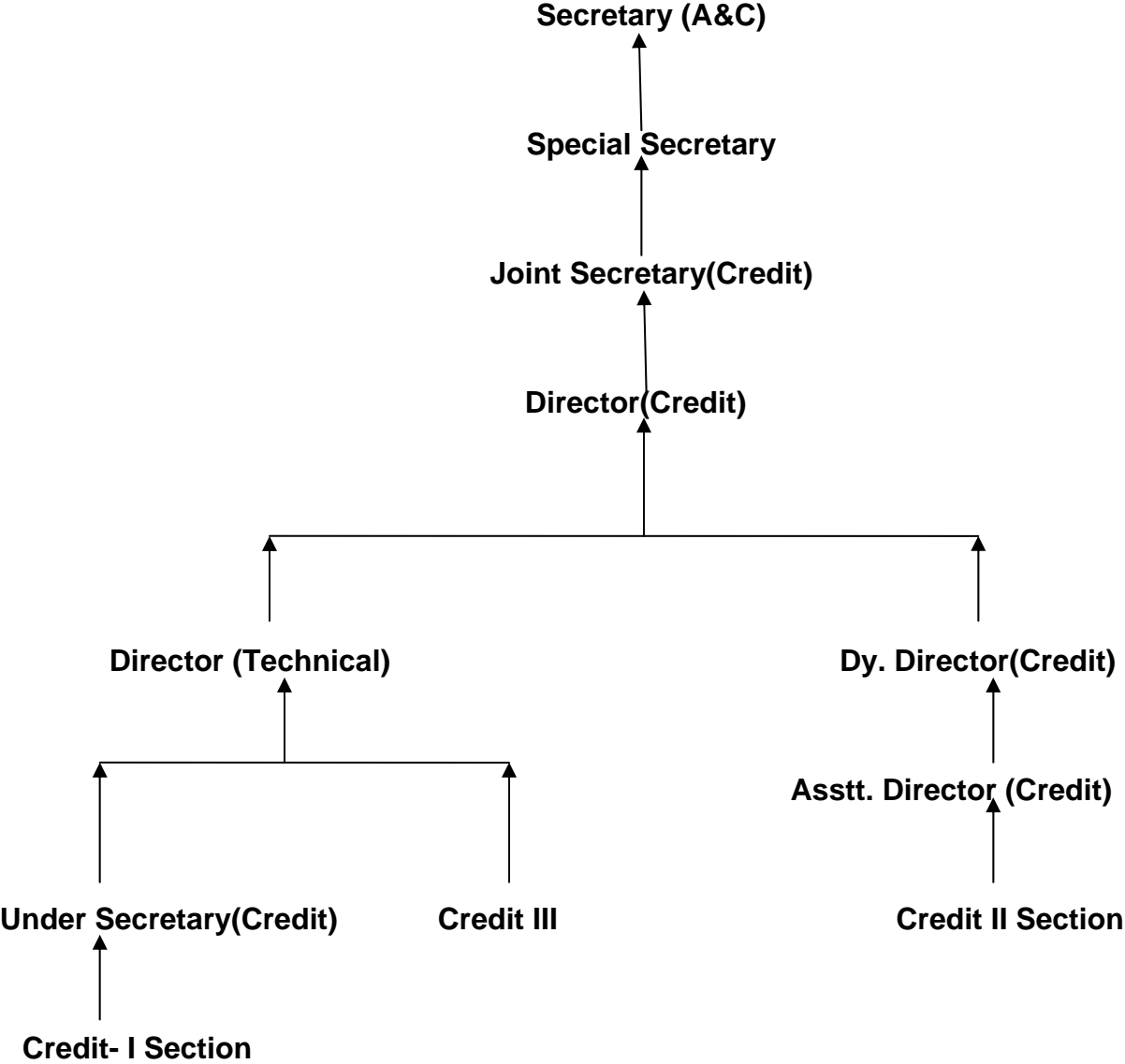
The particulars of its organization, functions & duties

Annexure-6



The procedure followed in the decision making process, including channels of supervision & accountability.

Annexure-6



The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging functions.

7. CREDIT DIVISION

1. Operational Modalities/Guidelines relating to :
 - a) Investment in Debentures of State Land Development Banks.
 - b) National Agriculture Insurance Scheme.
 - c) National Crop Insurance Programme (NCIP)- its component schemes of
 - (i) Modified National Agricultural Insurance Scheme (MNAIS),
 - (ii) Weather Based Crop Insurance Scheme (WBCIS) and
 - (iii) Coconut Palm Insurance (CPIS).

8. RAINFED FARMING SYSTEM DIVISION

1. The guidelines for National Watershed Development Project for Rainfed Areas (NWDPR) – “Warasa Jan Sohbhagita”.
2. The guidelines of Watershed Development Funds (WDF) operated by NABARD.
3. The Technical Manual on Watershed Development for NWDPR Scheme.
4. Success stories on Watershed Programme – “Watershed at Work”.
5. Work Plans of the States/UTs for the Macro Management Scheme.

9. DROUGHT MANAGEMENT DIVISION

List of items and norms of expenditure for assistance from Calamity Relief Fund (CRF) and National Calamity Contingency Fund (NCCF).

10. POLICY AND PLAN DIVISION

1. National Agriculture Policy.
2. Guidelines of the Macro Management Scheme.

11. AGRICULTURAL MARKETING DIVISION

1. The Agricultural Produce (Grading and Marking) Act, 1937.
2. Operational Guidelines on Central Sector Schemes of Marketing.

12. ADMINISTRATION DIVISION

1. Handbook of Work Allocation in the Department of Agriculture & Cooperation.
2. Instructions on Channels of Submission and Final Disposal of Cases.

3. Citizens' Charter of the Department of Agriculture & Cooperation.

13. TMOP

1. Guidelines for implementation of Integrated Scheme of Oilseeds, Pulses, Oil Palm & Maize (ISOPOM); and
2. Guidelines for implementing the Scheme of "Integrated Development of Tree Borne Oilseeds".

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 advice 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.

iii) Executive Committee on the National Horticulture Mission. This has been set up to promote holistic growth of the horticulture sector through area based regional differentiated strategies and to oversee the activities of the Mission as well as to approve the action plans/ projects of the State Governments and other agencies for implementation of the Mission as per the prescribed guidelines.

iv) Board of Directors of National Horticulture Board : The Board, inter-alia, considers and decides the programmes of activities of the Board; introduction of new schemes for implementation; appointment of auditors for the Board; and supervises the functions of the Managing Committee.

v) Managing Committee of the National Horticulture Board : The Committee exercises general superintendence, direction and control of the affairs of the Board.

vi) Coco Development Board : The Board has been set up for the development and promotion of coconut and coconut industry in India

6. CROPS DIVISION

- i) A Standing Committee on Mini Mission-II of Technology Mission on Cotton under the Chairmanship of Secretary, Department of Agriculture & Cooperation; and Empowered Committee under the Chairmanship of Cabinet Secretary have been set up under Mini Mission-II of Technology Mission on Cotton.
- ii) Under the Scheme of On Farm Water Management for Increasing Crop Production in Eastern India, provision exists for setting up of Central Level Coordination Committee under the Chairmanship of Secretary, Department of Agriculture & Cooperation and the representatives of the line departments as members. This Committee is not open to the public.

7. CREDIT DIVISION

- i) Technical Advisory Committee on National Agricultural Insurance Scheme: This Committee has been constituted in pursuance of provisions of the National Agricultural Insurance Scheme (NAIS) and National Crop

Insurance Programme (NCIP) to decide about the sample size of Crop Cutting Experiments (CCEs) and all other technical matters pertaining to NAIS. Joint Secretary (Credit), Department of Agriculture & Cooperation is the Chairman of this Committee. The other members have been drawn from National Sample Survey Organisation, General Insurance Corporation of India, Indian Agricultural Statistics Research Institute and Department of Agriculture & Cooperation.

- ii) A Committee under the chairmanship of Joint Secretary (Credit) has been constituted to deal with aspects of pilots to be undertaken during XII Plan to explore possibilities to use modern technology like Remote Sensing Technology/ Satellite Imageries etc to supplement the yield assessment through CCEs under NCIP and suggest measures/ modalities/ recommendations to supplement the yield assessment through CCEs.

- iii) A Committee under the chairmanship of Joint Secretary (Credit) has been constituted for settlement of additional claims arising due to any problems/ mistake/ error/ omissions under National Agricultural Insurance Scheme (NAIS).

Directory of Senior Officer

R. No.	Name & Designation	Telephone No.s			Residential Address
440	Amresh Kumar Jha, Under Secretary (GC)	23383627	4440	9968393983	9/3 Lal Bahadur Sadan, Gole Market, New Delhi.
14	Raj Kumar, Under Secretary	23384929	4014	9953963195	N-90 Vishnu Garden New Delhi
113 B (SB)	Kamal Arora, Under Secretary (Oil Seeds)	23387760	5016	-	B-41/6 Ramesh Nagar New delhi-15
442	Ganesh Singh, Under Secretary (Trade)	23384322	4442	-	DG-1057 Sarojini Nagar New Delhi-23
440	Ram Kumar, Under Secretary (Seeds)	23383627	4440	23213475	7/8 MRRH-II Minto Road New Delhi
29	Brajesh Godra, Under Secretary (Parl/Pers.I)	23388453	4629	9810214829	C-164 Pushpanjali Enclave Pitampura Delhi
25B	Dinesh Kumar, Under Secretary (Credit)	23070380	2010	-	B-26 Dharam Colony Nangloi, Delhi-41.

R. No.	Name & Designation	Telephone No.s			Residential Address
Cab. No.5	Anita Mahendru, Under Secretary (Mktg.I)	23389891	5505		Qtr.No. 385 Laxmibai Nagar New Delhi
113 B (SB)	Harish Kapoor, Under Secretary (NRM/RFS)	23387760	5052		17/8 Geeta Colony Delhi-31
Cab No.7 F wing	Vijay Pratap Singh Under Secretary (Mktg.II)	23062638	5507		
	S. N. Jasra Under Secretary (Hort)				
585	Kamna R. Sharma Dy. Director (coop)	23388910	4585		Block-E-21 Pragati Vihar Hostel-1 Lodhi Road New Delhi
573A	Cyriac George Dy. Director (Coop)	23381191	4477	-	Transit Flat No.SB-302/9A HUDCO Place Andrews Ganj New Delhi
113B (SB)	Vasanthy Pal Dy. Director (Coop)	23387760	1602	23340985	B2/1 Peswa Road Apartment New Delhi
Cab 3 (SB)	Karnjit Singh Naganbom Dy. Director	23382011	5503		

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

7. CREDIT DIVISION

The National Agricultural Insurance Scheme, inter alia, provides for 10% subsidy on premium to small and marginal farmers along with claims above the premium collected in respect of food and oilseed crops, 20% administrative expenses of implementing agency, Bank Service Charges/ publicity etc for crop insurance.

Government is providing upfront subsidy on the premium upto 75% under Modified National Agricultural Insurance Scheme (MNAIS), upto 50% under Weather Based Crop Insurance Scheme (WBCIS) and upto 50% under Coconut Palm Insurance Scheme (CPIS) and equally shared by the Central and State Government.

8. AGRICULTURAL MARKETING DIVISION

Subsidy is available under the following two Schemes :

- i) Construction of Rural Godowns.
- ii) Development/ Strengthening of Agricultural Marketing Infrastructure Grading and Standardisation.

The details of subsidy programme and its beneficiaries are available on the website www.agmarknet.nic.in

9. TECHNOLOGY MISSION ON OILSEEDS, PULSES AND MAIZE

The Integrated Scheme of Oilseeds, Pulses, Oil Palm and Maize (ISOPOM) provides, inter alia, grant of subsidy on purchase of inputs. This scheme is executed through the State Governments covered under the Scheme and the selection of beneficiaries and actual disbursement of subsidy is therefore made by State Governments concerned. However, the pattern of subsidy admissible under the scheme is as follows :

A. Pattern of assistance under various components of oilseeds and pulses in “Integrated Scheme of Oilseeds, Pulses, Oilpalm and Maize” (ISOPOM)

S. No	Components	Implementing Agency	Rate of assistance	Sharing between
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				Central & State Govts
1	Seed (i) Production of Breeder seed of Oilseeds, Pulses & Maize. (ii) Purchase of Breeder seed of oilseeds, pulses	ICAR as nodal agency (i) State Depts. Of Agriculture	Rs.175 lakh/year for 124 posts Full cost as per uniform rates fixed by Seeds	100% by GOI 75:25

Details in respect of the information, available to or held by it, reduced in an electronic form.

6. HORTICULTURE DIVISION

The details of the Schemes and programmes, namely, National Horticulture Board Schemes, Coconut Development Board Schemes and Technology Mission for Integrated Development of Horticulture in North Eastern States and Sikkim.

7. CROPS DIVISION

Information relating to Technology Mission on Cotton; On Farm Water Management for increasing Crop Production in Eastern India.

8. CREDIT DIVISION

Details in respect of Crop Insurance Programme.

9. RAINFED FARMING SYSTEM DIVISION

Details relating to National Watershed Development Project for Rainfed Areas (NWDPR); Watershed Development Fund (WDF); and Watershed Development Council (WDC) as also information relating to externally aided projects, namely, Integrated Watershed Development Project (IWDP) – Hills – Phase II; Karnataka Sujala Watershed Development Project; Uttaranchal Decentralised Watershed Development Project; Assam Agricultural Competitiveness Project; German (KFW) assisted Project – Maharashtra; DANIDA assisted comprehensive Watershed Development Project – Madhya Pradesh Phase-II.

10. DROUGHT MANAGEMENT DIVISION

For drought affected States, financial assistance is extended by the Government of India in the Ministry of Home Affairs, which is the nodal Ministry for the management of disasters including droughts. Food grains, if required, are provided for the Ministry of Rural Development. Details of financial assistance provided and foodgrains allocated for droughts is available on the Department's website <http://agricoop.nic.in>.

11. AGRICULTURAL MARKETING DIVISION

Details of the schemes relating to construction of rural godowns; development of Agricultural Marketing infrastructure; grading and standardization; and Market Research Survey and Market Information Network.

12. ADMINISTRATION DIVISION

- i) Handbook of work allocation amongst various section/ divisions of the Department;
- ii) Channel of Submission & Levels of Final Disposal of cases;
- iii) The Department's Citizen's Charter & Organisations Chart;
- iv) Directory of the officers;
- v) Monthly remuneration received by each of the officers and employees; and
- vi) Names, designations and other particulars of CPIOs etc.