

Updated on 15.12.2014

**Govt. of India,
Ministry of Agriculture,
(Deptt. of Agri. & Coopn.)
DIRECTORATE OF PULSES DEVELOPMENT
6TH Floor, Vindhayachal Bhawan, Bhopal-462004**

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 & 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.	The following documents are held by this Directorate which are available in Directorate (i) Document: Pulses in India-Retrospect and Prospects (ii) Status Paper on Pulses	N.A.

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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 (Technical) : Vipin Kumar

Designation of the Public Information Officer : Assistant Director

(i) Central Public Information Officer (Administration) : Rajesh Pawar

Designation of the Public Information Officer : Administrative Officer

Central Assistant Public Information Officer : Dr. A. L. Waghmare

Designation of the Assistant Public Information Officer : Senior Technical Assistant

Contact information :
Directorate of Pulses Development,
6TH Floor, Vindhayachal Bhawan,
Bhopal-462004
Phone No. 0755-2572313
Fax No. 0755-2571678
E-mail :- dpd.mp@nic.in

C. Department Appellate Authority of the Public Authority : Dr. A.K.Tiwari
Director I/c

Contact information : Directorate of Pulses Development,
6TH Floor, Vindhayachal Bhawan,
Bhopal-462004
Phone No. 0755-2550353
Fax No. 0755-2571678
E-mail :- dpd.mp@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, 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, 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/ MOS or Union Agriculture Minister in the Department Of Agriculture and Cooperation.

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.K. Tiwari, Joint Director & Director Incharge,
- (2) Shri Vipin Kumar, Assistant Director & DDO,
- (3) Shri Rajesh Pawar, Administrative Officer,
- (4) Dr. A.L. Waghmare, S.T.A.,
- (5) Shri Sarju Pallearwar, SI
- (6) Shri Harendra Chaudhary , U.D.C.
- (7) Shri Amol Singh, Staff Car Driver
- (8) Shri Sanjay Kumar Pandey, 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, 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

<p>Please provide the information as per the following format</p> <ul style="list-style-type: none">Name of Programme/SchemeDuration of the Programme/SchemeObjective of the programmePhysical and financial targets of the programme (for the last year)Eligibility of BeneficiaryPre-requisites for the benefitProcedure to avail the benefits of the programmeCriteria for deciding eligibilityDetail of the benefits given in the programme <p>(also mention the amount of subsidy or other help given)</p> <p>Procedure for the distribution of the subsidy</p> <p>Where to apply or whom to contact in the office for applying</p> <p>Application fee (where applicable)</p> <p>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).</p> <p>List of attachments (certificates/documents)</p> <p>Format of Attachments</p> <p>Where to contact in case of process related complains</p> <p>Details of the available fund (At various levels like District level, Block level etc.)</p>	<p>Execution of subsidy programme rest with the DAC, Govt. of India and the state Governments. The DPD is not Directly involved. The audit of the scheme also rests with the DAC 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/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 respects.
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 schem run by DAC on crop sector may be accessed at DACs 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

visit www.nfsm.gov.in

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: 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 DPD level</p>
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Sl. No.	Components	
1.	<p>With relation to training imparted to public by Public Authority. 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)</p>	<p>No training programme is being organized by this Directorate.</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>	
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Suo motu disclosure under Section 4 of the RTI Act of Directorate of Pulses Development, Bhopal

1.0 Suo motu disclosure of more items under Section 4

Detailed information may please see at our Website:-[http:// dpd.dacnet.nic.in](http://dpd.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 Pulses Development, Bhopal

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 pulses sowing data from all the states	Every week	weekly	10	Wednesday	Thursday	-	-	-
	Collection of data regarding nodal states of Madhya Pradesh and Chhattisgarh for all crops	Every Wednesday	weekly	5	Wednesday	Thursday	-	-	-
	Compilation and submission of report to the Ministry	weekly	Every Thursday	5	Thursday	Friday	-	-	-
Monitoring of implementation of National Food Security Mission – NFSM	Collection of progress report of NFSM-Pulses from 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-Pulses	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 Cereal and Commercial crops) in Nodal states i.e. M.P. & CG 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 CG 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 Pulses crops 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 pulses state-wise and district-wise	Trend analysis of area, production and productivity of pulses state-wise		Annual	5					
	Trend analysis of area, production and productivity for all crops of nodal states i.e. Madhya Pradesh and Chhattisgarh	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 MP and Chhattisgarh	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 Pigeonpea, Chickpea, MULLaRP & Arid legumes organized by ICAR	To represent DAC 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	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:- No

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 Pulses Development, Ministry of Agriculture, (Deptt. of Agriculture & Cooperation),Bhopal-462004 since 1st April, 2014 is given as under :

W.e.f. 1st April, 2014 to 30th Sept., 2014

1st Quarter ending (April,2014 to June, 2014)

Nature of Tour	Place Visited	Periods of tour	Number of people	Total cost of travel (In Rs.)
Domestic	Raipur	08.05.14 to 09.05.14	01	3000/-
Total				

2nd Quarter ending(July, 2014 to 30th September, 2014)

Nature of Tour	Place Visited	Periods of tour	Number of people	Total cost of travel (In Rs.)
Domestic	Jaipur	28.08.14 to 02.09.14	01	3887/-
Domestic	New Delhi, Kanpur	07.09.14 to 19.09.14	01	13170/-
Total				17057/-

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- Pulses 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) and Front Line Demonstration Programmes.

- iii. To monitor other CSS on Bringing Green Revolution for Eastern India (BGREI) programme under Rashtriya Krishi Vikas Yojana (RKVY) in Chhattisgarh state, and analyse progress report.
- iv. To monitor CSS on MM-I on oilseeds and MM III on Tree Borne Oilseeds (TBOs) in Madhya Pradesh and Chhattisgarh states, Mini Mission-II on Oilpalm in Chhattisgarh state under National Mission on Oilseeds and Oilpalm (NMOOP).
- v. To monitor Dry Land development activities, extension reforms (ATMA), mechanization etc. under NMSA, NMAE&T and RKVY interventions in the state of Madhya Pradesh and Chhattisgarh.
- vi. To act as Convenor/Team Leader, National Level Monitoring Team (NLMT) for Madhya Pradesh and Chhattisgarh under NFSM (Rice, Pulses, Wheat, Commercial Crops, Coarse Cereals) and Bringing Green Revolution in Eastern India (BGREI).
- vii. 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;
- viii. To have closer interaction/coordination with the Project Directorates/Institutes/SAUs/KVKs and other Research Centres of the ICAR and represent.
- ix. Built data base and maintain the flow of information and ideas between research and development.
- x. To participate in the State Level Crop Training Programmes; Developing leaflets/ Literatures on training manuals;
- xi. 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.
- xii. To represent the Varietal Identification Committee (VIC) on pulses and evaluate the performance of the newly evolved/ released pulses varieties;
- xiii. To study and analyze trends in weather, crop area, production and productivity.
- xiv. Preparing weekly weather and crop prospect reports in respect of kharif and Rabi pulses in all states and all crops in nodal states for review at the national level i.e. to Department of Agriculture and Cooperation.
- xv. Build up state wise & district wise area, production & productivity data on Pulses;
- xvi. To assist Department of Agriculture and Cooperation in fixing targets of production and suggest measures to achieve them;
- xvii. To help states in formulation of specific contingent plan;
- xviii. To represent Central team in the event of natural disaster;

xix. To co-ordinate in programmatic review of all Centrally Sponsored/ Central Sector Schemes in agriculture (RKVY, NFSM, NMOOP etc.) special package (eg. Bundelkhand Package).

xx. 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:// dpd.dacnet.nic.in](http://dpd.dacnet.nic.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.
