

“सूचना का अधिकार अधिनियम, 2005” दीपिका

Manual
on
“Right to Information Act, 2005”

Directorate of Wheat Development-Ghaziabad

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:

1.

PROFILE

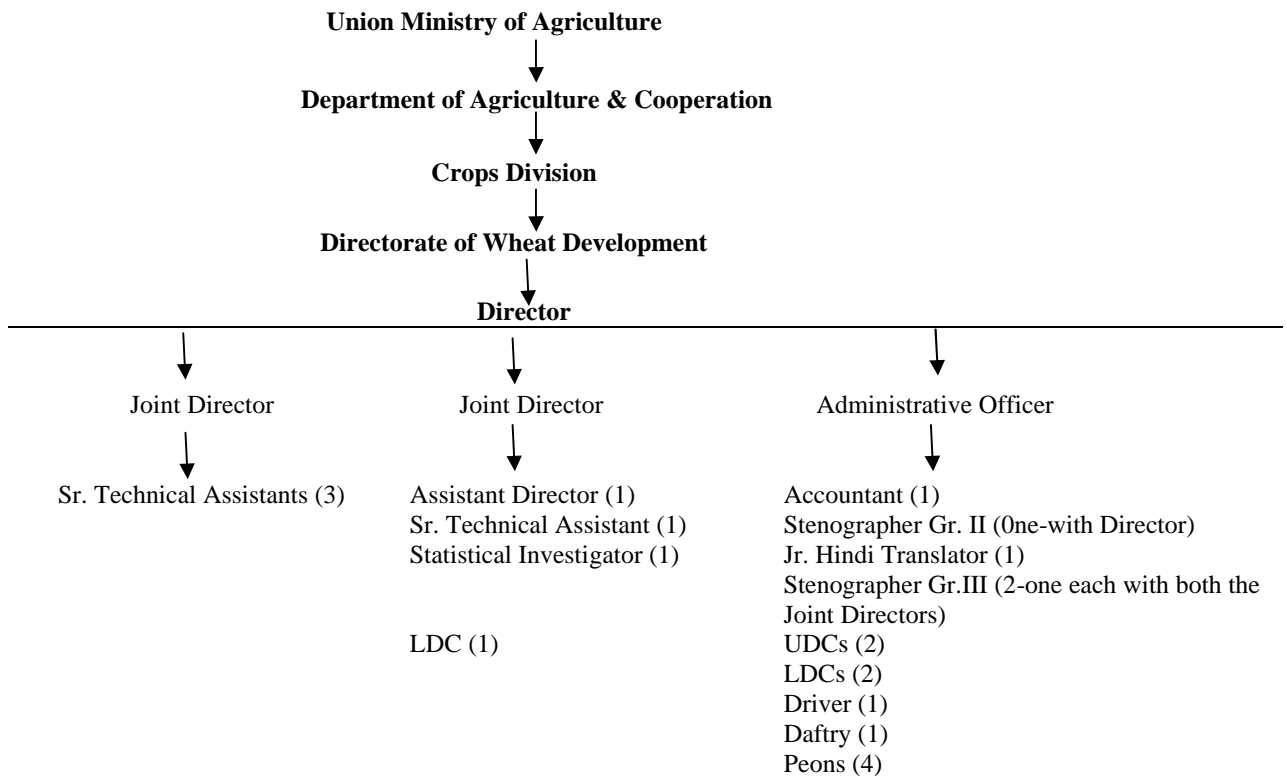
The Directorate of Wheat Development, a sub-ordinate office of the Ministry of Agriculture, Department of Agriculture & Co-Operation, Government of India has been functioning from Ghaziabad, Uttar Pradesh since 1995. This Directorate has been assigned bi-focal responsibilities i.e. nodal crops and other crops of the sister directorate in the assigned states.

ORGANISATIONAL STRUCTURE OF DIRECTORATE OF WHEAT DEVELOPMENT:

ORGANISATION STRUCTURE

Organisation		
Group A		3
	- Director	1
	- Joint Director	2
Group B	Gazetted	2
	- Assistance Director	1
	- Administrative Officer	1
Group B	Non-Gazetted	6
	- Accountant	1
	- Sr. Technical Assistant	4
	- S.I.	1
Group C		10
Group D		5
	Total	26

ORGANISATIONAL STRUCTURE OF DIRECTORATE OF WHEAT DEVELOPMENT:



III. Incumbency position as on 31st October, 2006.

Sl. No.	Designation	Number of sanctioned posts	Number of vacant posts	Date of vacancy	Reasons for vacancy
1	Director	1	1	02.09.2003	Recruitment pending with the ministry
2	Joint Director	2	1	22.07.2004	Recruitment pending with the ministry
3	Assistant Director	1	0	-	-
4	Administrative Officer	1	0	-	-
5	Accountant	1	0	-	-
6	Statistical Investigator	1	0	-	-
7	Sr. Technical Assistants	4	2	(1) 12.08.2004	Incumbent selected to Birsa Agril. Univ. , Ranchi
				(2) 21.10.2005	On deputation to NSRTC, Varanasi
8	Jr. Hindi Translator	1	1	1996	Recruitment / Posting pending with the Ministry
9	Stenographer Gr. II	1	1	1996	Recruitment / Posting pending with the Ministry
10	Stenographer Gr.III	2	1	1996	Recruitment / Posting pending with the Ministry
11	UDCs	2	0	-	-
12	LDCs	3	1	13.02.2001	Recruitment / Posting pending with the Ministry
13	Driver	1	0	-	-
14	Daftry	1	0	-	-
15	Peons	4	3	05.06.2001	Retirement
				1.11.2002	Retirement
				01.01.2003	Retirement
Total		26	11	-	-

OBJECTIVES/ FUNCTIONS OF THE DIRECTORATE OF WHEAT DEVELOPMENT

A. Nodal Crops (Wheat & Barley)

- To assist the Department of Agriculture and Cooperation (DAC), to plan , formulate, coordinate and monitor nodal crop development programmes at National Level and recommend measures to improve them.
- To assist the States/ Union Territories to plan, formulate and implement crops programme to increase production and productivity.
- To interact with National and State Institutions in planning the production of seeds.
- To liaise with State Agriculture Universities and Central Government Institutes for organising training course in improved production technology.
- To have closer interaction/ coordination with the Project Directorates/ Institutes and other Research Centres of ICAR and represent Department of Agriculture and Cooperation in 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 farmers friendly schemes with a unified approach for the overall development of agriculture sector as a whole.
- To keep in touch with Research Development by Agriculture Universities, National and International Organisations and maintain the flow of information and ideas between research and development.
- To have a close liaison with National Institute for Management for Agricultural Extension (MANAGE) in identifying the areas where MANAGE can provide support and bridge the gap in increasing productivity of nodal crop.
- To provide the technical support to the extension agencies with respect to the nodal crop as and when required. In this context the Directors of Commodity Development Directorate may attend the State Level Crop Training Programmes ; provide literature on training manuals; and also periodically visit some such projects relating to their respective nodal crops and provide feed back to Extension Division.
- 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.
- To watch the performance of the newly evolved released varieties of seeds.
- To study and analyses trends in weather, crop area, production and productivity as well as transport, marketing and prices.
- To report regularly to Department of Agriculture and Cooperation on weather and crop prospects as well as market and price trends.
- To assist Department of Agriculture and Cooperation in fixing targets of production and suggest measures to achieve them.
- To build the relevant data and records in respect of nodal crop

- To serve as a Secretariat for the respective Crop Development Council.

B. Area specific objectives for nodal crops of sister Directorates in the assigned state/ UTs (Punjab, Jammu & Kashmir, Himachal Pradesh Chandigarh and Delhi.)

- To function as eyes and ears of Department of Agriculture and Cooperation also for all major crops produced in assigned States/ Union Territories and to function as area officer for these states.
- To maintain liaison with state Government/ Departments and other Development Agencies on Crop development programme.
- To monitor the crop programme and report to Crops Division/ States about the gap between planning and performance.
- To monitor the availability of Inputs and extension services.
- To report regularly to Department of Agriculture & Cooperation on weather, crop prospects, storage, processing, movement and prices of crops harvested.
- To report to the other Crops Directorates on matters relating to the respective nodal crops, weather, crop prospects and other important developments.
- To represent Department of Agriculture & Cooperation on Central Study Teams etc.
- To participate in Kharif Conference, Rabi Conference, Zonal Seed Meetings etc.

The powers and duties of its officers and employees:

(A) Powers:

- (1) Plan: All the powers are vested with the Union Ministry of Agriculture.
- (2) Non-plan:
 - (a) The Administrative & Financial powers delegated to the Head of the Departments of sub-ordinate 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). Duties:

Director:

1. To function as Head of the Department of the Directorate of Wheat Development to fulfill the aims and objectives specified by the Union Ministry of Agriculture.
2. To supplement the States efforts in 'Transfer of Technology' and provide feed back from field to the Researchers.
3. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required.
4. To Keep watch on the progress of implementation of Crop Development Programmes.
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 report the progress of all activities carried out by the Directorate periodically to the Crops Division in the Department of Agriculture & Cooperation (DAC), Union Ministry of Agriculture.

Joint Director (I):

1. To update production technology of Nodal crops in accordance with the recommendations finalized by All India Coordinated Crop Improvement Projects of Wheat crop and circulation of the same to the concerned States/Extension Division of DAC.
2. To formulate the Crop Development Programmes of Nodal crops along with the guidelines for monitoring these programmes.

3. Planning, co-ordination and monitoring of Crop Development Programmes of Nodal crops.
4. 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 & Cooperation.
5. To prepare material for Meetings/Workshops/V.I.P. references on the status of Nodal crops.
6. Organization of National Seminars on Wheat.
7. to update cultivars' profile of Wheat from time to time after securing the proceedings of the meetings of the Sub-Committee for release of varieties of the Central Seed Committee.
8. To monitor the seed availability/seed distribution of Wheat in the country.
9. To maintain liaison with State Agriculture Universities/ICAR Institutes/National Institute of Management for Agriculture Extension "MANAGE" for scientific planning/ implementation of Agricultural Development Programmes.
10. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required.
11. To undertake field visits for monitoring of Crop Development Programmes/Crop Tracking/Institutes & Industries engaged in value addition of Wheat /markets to appraise the status of procurement of Wheat at Minimum Support Price (MSP) and suggest the measures for improvement.
12. To deliver talk on Production Technology of Wheat on All India Radio/*Doordarshan*/State sponsored TV Programmes
13. To provide necessary feedback to Kisan Call Centres.
14. Preparation of the material for publication of Crop Production Technology bulletins.
15. To maintain database relating to area, production & productivity of Wheat.
16. To maintain database of physical and financial targets and achievements of Crop Development Programmes of Nodal crops.
17. Any other duties assigned from time to time in public interest.

Joint Director (II)

1. To function as an Area Officer for monitoring of Crop Development Programmes of all Agricultural & Horticultural crops including Water Management in the assigned States of Punjab, Himachal Pradesh, Jammu & Kashmir, and UTs Delhi and Chandigarh..
2. To keep watch on physical and financial progress of the Crop Development Programmes of the Nodal crops of sister Crop Development Directorates (CDDs) in the assigned States 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 & Cooperation.
3. To get uploaded Weekly Weather Watch Report (WWWR) on the website of the Directorate after securing/collation/compilation of the requisite information from the concerned State Department of Agriculture and IMD in relating to area coverage, input supply position, irrigation, electricity supply, insect-pest/disease status, market prices in major markets, natural calamities (drought, floods, earthquake, storms) for all Agricultural & Horticultural crops in the assigned States and in respect of 'Nodal crops' from all the States.
4. To undertake Crop Tracking in the assigned States and submission of report therefor.
5. To participate in *Kharif/Rabi* National Conferences, Zonal Seed Meetings and State Level Seed Committee Meetings.
6. To finalize the advance estimates of Area, Production & Yield of all the Agricultural & Horticultural crops in respect of assigned States and for Nodal Crops in respect of all the States/UTs by 1st week of November for *Kharif* season, last week of April for *Rabi* season and last week of June for summer season/for the whole year every year and communication thereof to the Crops Division, Department of Agriculture & Cooperation periodically.
7. To reconcile and update the revised estimates of Area, Production & Yield 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 Wheat Development (DWD).
8. To prepare and update State Agriculture & Horticulture profile of the assigned States.
9. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required.
10. Any other duties assigned from time to time in public interest.

Assistant Director:

1. To assist the Joint Director (States) in carrying out the assigned duties.
2. To maintain district/State-wise database relating to Area, Production & Yield estimates of all the Agricultural & Horticultural crops 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. To maintain database of physical and financial targets and achievements of Crop Development Programmes of the Nodal crops of sister CDDs of the assigned States.
5. To prepare periodical progress reports relating to implementation of Crop Development Programmes of the Nodal crops of CDDs in the assigned States/Monthly Activity Report.
6. Any other duties assigned from time to time in public interest.

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/bi-cycles, Office Stores, equipments and office library.
4. To carry out purchase/disposal of office Stores' articles.
5. Any other duties assigned from time to time in public interest.

STA-I

1. To maintain the proceedings of the Annual Group Meetings of All India Coordinated Wheat Improvement Project, ICAR and All India Coordinated wheat Crop improvement Project, ICAR and update production technology of these crops.
2. To assist in proliferation of recently released cultivars and innovative production technologies of Wheat through appropriate crop Development modules.

3. To analyze “Quarterly Progress Reports”, compile physical and financial progress of the Innovative Production technologies’ modules of Wheat and suggest measures to overcome bottlenecks in the implementation of these programmes and submit these reports to the Joint Director (Nodal crops) for periodical reporting to the Union Department of Agriculture & Cooperation.
4. To compile/collate and interpret the performance of the various components namely; cultivars and inputs interaction on grain/stover yield and efficacy of technology transfer modules of *Wheat* crops.
5. To undertake field visits to monitor the performance of Technology transfer modules on farmers’ fields along with State Extension Officers of Wheat.
6. To analyze yield gaps of wheat crops between Experimental yields (Research) and Farmers’ fields’ yield.
7. To secure, compile, edit and publish the “Success Stories” of Wheat on the basis of the results of Technology transfer modules in the Journals published by Extension Division of the Union Department of Agriculture & Cooperation.
8. To undertake Crop Tracking of nodal crops.
9. To review/Index/record/weeding of files held by him with due approval of Assistant Director.
10. Any other duties assigned from time to time in public interest.

STA-II

1. To maintain the proceedings of the Annual Group Meetings of All India Coordinated Wheat Improvement Project, ICAR and update production technology of these crops.
2. To assist proliferation of recently released cultivars and innovative production technologies of Wheat through appropriate crop Development modules.
3. To analyze “Quarterly Progress Reports”, compile physical and financial progress of the of the Innovative Production technologies’ modules of Wheat and suggest measures to overcome bottlenecks in the implementation of these programmes and submit these reports to the Assistant Director for periodical reporting to the Union Department of Agriculture & Cooperation.

4. To compile/collate and interpret the performance of the various components namely; cultivars and inputs interaction on grain/stover yield and efficacy of technology transfer modules of Wheat.
5. To undertake field visits to monitor the performance of Technology transfer modules on farmers' fields along with State Extension Officers of Wheat.
6. To analyze yield gaps of Wheat, between Experimental yields (Research) and Farmers' fields' yield.
7. To secure, compile edit and publish the "Success Stories" of Wheat on the basis of the results of Technology transfer modules in the Journals published by Extension Division of the Union Department of Agriculture & Cooperation.
8. To undertake Crop Tracking of nodal crops.
9. To review/Index/record/weeding of files held by him with due approval of Assistant Director .
10. Any other duties assigned from time to time in public interest.

Statistical Investigator:

1. To assist the Assist Director in carrying out the assigned duties.
2. To update/maintain the website of the Directorate.
3. To secure, monitor and maintain hard copies of the district/State-wise database relating to Area, Production & Yield estimates of all the Agricultural & Horticultural crops, Market arrivals, Farm Harvest Prices, season/year-wise documentation of Markets in which the prices of Agricultural commodities have ruled below MSP in the assigned States.
4. To coordinate, compile, collate and analyze the entire statistical work handled by the Directorate.
5. To undertake visits to major markets in the assigned States to ascertain the progress of procurement, status of needed market intervention, study market prices trend, bottlenecks in procurement of agricultural produce at administered prices by designated Government/Public agencies.
5. To review/record/weeding of files held in the Section with due approval of Assistant Director/Joint Director (State).
6. Any other duties assigned from time to time in public interest.

Accountant:

1. Scrutiny of all bills of establishment/suppliers/services etc.
2. Scrutiny of Log book, preparation of monthly Summary in Logbook and POL register.
3. Scrutiny of GPF Account of Group 'D' Staff.
4. Scrutiny of Budget proposals.
5. To attend audit of accounts and reply to audit paragraphs.
6. To check Cash Book and keep watch on Receipt and Payments and their entry in the Cash Book.
7. To review/Index/record/weeding of files held in the section with due approval of the Administrative Officer.
8. Any other duties assigned from time to time in public interest.

Stenographer Gr.I:

1. To extend stenographic help to the Director.
2. To maintain Trunk Call Register of Office Telephone of the Director.
3. To receive Dak/files meant for the Director and maintain movement of files/records.
4. Any other duties assigned from time to time in public interest.

Upper Division Clerks (UDCs):

UDC-I

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.
4. Preparation of Budget.
5. To maintain audit reports and submission of timely compliance.
6. To maintain the Accounts records as per specified retention schedule.

7. Any other duties assigned from time to time in public interest.

UDC-II

- 1 Maintenance of Service Books.
2. Preparation of Leave Sanction Orders/maintenance of Leave record.
3. To attend to recruitment cases/probation clearance/confirmation/retirement/Pension cases.
4. Maintenance of Office Vehicle/Bi-cycles, Office Stores, equipments, Computers and office library.
5. Purchase of Office stores.
6. Preparation of Monthly/Quarterly/Half Yearly/Yearly Administrative Returns and submission there of to the Accountant.
7. Any other duties assigned from time to time in public interest.

Lower Division Clerks (LDCs):

LDC-I

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

LDC-II

1. To attend Dak Despatch of the Directorate.
2. To maintain Postage Stamp Accounts Register.
3. To attend typing work of Accounts Section.
4. Any other duties assigned from time to time in public interest.

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.

Daftry:

1. To stitch recorded files.
2. To help in upkeep of library books.
3. To help in upkeep of office records.
4. Any other duties assigned from time to time in public interest.

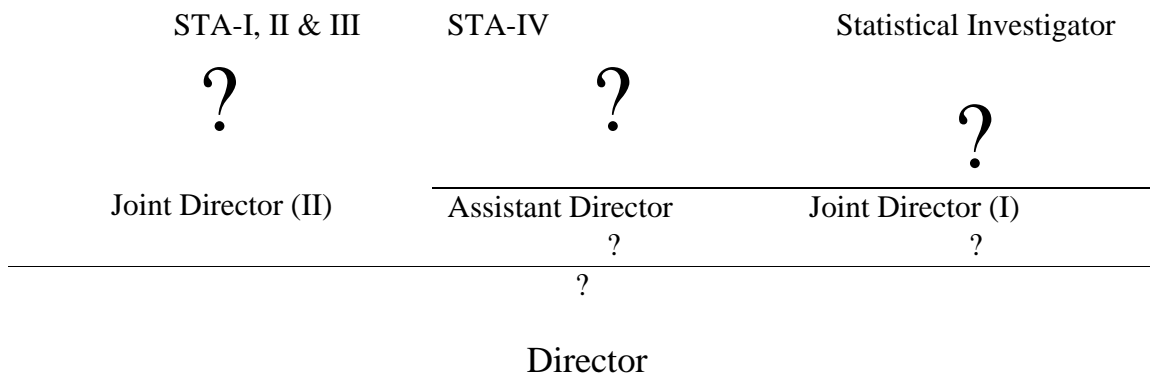
Peons:

1. To open & close the Office as per specified time schedule.
2. To deliver local Dak.
3. To act as messenger between desks to deliver files/records.
4. To clean equipments, tables and filling of water jugs.
5. To bring Dak from the Post Office/Office letter box.
6. To drop ordinary Dak in the letter box.
7. To attend Post Office for sending Dak by Registered post/Speed post.
8. Any other duties assigned from time to time in public interest.

The procedure followed in the decision-making process including channels of supervision and accountability:

- (1) **Plan Schemes:** The procedures set out in the GOI Administrative approval & Financial sanctions in respect of Plan Schemes are followed as per below mentioned flow chart:-

Flow chart



(2) **Non-plan:** The procedures in this behalf in the Directorate are in accordance with the flow chart indicated below Column-4 of para (i) as above.

(iv) **the norms set for discharge of functions:**

1. Director (I/C) required to monitor/review the Crop Development Programmes once during crop season in a minimum of 3 districts in each major wheat growing States/assigned States.
2. The Assistant Director is required to undertake Crop Tracking/monitoring of Crop Development Programmes for a minimum of 3 days in a month during crop season in 3 districts of Wheat growing assigned States.
3. Each Senior Technical Assistant is required to undertake Crop Tracking/monitoring of Crop Development Programmes for a minimum of 6 days in a month during crop season in at least 2 districts of major Wheat growing States/assigned States.
4. Statistical Investigator is required to visit a minimum of 5 Agricultural Produce Market Committees (APMCs) during procurement seasons in the assigned States.
5. Drawing & Disbursing Officer (DDO) is required to reconcile the accounts with Pay & Accounts Office on monthly basis.
6. Submission of below mentioned prescribed returns/reports by specified dates as under:-

(1) Technical Reports

Sl. No.	Title of the Report	Frequency	Due date
1	Weekly Weather Watch Report	Weekly	Every Thursday.
2	Monthly activity/events Report	Monthly	5 th of every month
3	Quarterly Progress Report of implementation of ICDP(CC) subsumed under Macro Management Mode (MMM).	Quarterly	5 th April, 5 th July, 5 th October, & 5 th December.
4	Quarterly Progress Report/RTI Act.	Quarterly	June, September, December and March
5	Tour Reports	Per Tour	Within one week from the date of completion of Tour.

(2) Administrative Returns

Sl. No.	Title of the Report	Frequency	Due date
1	Recruitment of SC/ST/OBCs under Central Government.	Monthly	5 th of every month
2	-do-	Yearly	5 th January of every year
3	Recruitment of Physically Handicapped Persons in the Central Government Services	Half Yearly	5 th April & 5 th October
4	Adhoc appointment of Group 'A' & 'B'- Need for effective control.	Half Yearly	5 th January & 5 th July.
5	Printing Job executed through Private/State Government Presses.	Half Yearly	5 th April & 5 th October

6	Engagement of Consultants in Ministries/Departments.	Half Yearly	5 th January & 5 th July.
7	Incumbency position of the Directorate of Wheat Development	Monthly	5 th of every month
8	Strengthening of administration- review cases of Government servants on attaining the age of 50-55 years or completion of 30 years service.	Quarterly	5 th January, 5 th April, 5 th July & 5 th October.
9	Central Government cases pending in different High courts/Supreme Courts.	Quarterly	5 th January, 5 th April, 5 th July & 5 th October.
10	Quarterly Return on Special Voluntary Retirement Scheme.	Quarterly	5 th January, 5 th April, 5 th July & 5 th October.

(3) Rajbhasa Hindi Returns

Sl. No.	Title of the Report	Frequency	Due date
1	Quarterly Progress Reports of the progressive use of Rajbhasa Hindi.	Quarterly	10 th July & 10 th October 10 th January & 10 th April,
2	Half-yearly Progress Reports of the progressive use of Rajbhasa Hindi.	Half-yearly	10 th October & 10 th April
3	Annual Progress Reports of the progressive use of Rajbhasa Hindi.	Yearly	10 th April.

(4)Accounts Returns

Sl. No.	Title of the 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.

(5) Vigilance Returns

Sl. No.	Title of the Report	Frequency	Due date
1	Pending disciplinary proceedings during the month.	Monthly	5 th of every month.
2	Disciplinary cases pending for more than one year.	Monthly	5 th of every month.
3	Anti-corruption & vigilance Cases.	Monthly	5 th of every month.
4	Statistical Return on Vigilance Control Measures.	Quarterly	5 th January, 5 th April, 5 th July & 5 th October
5	Report on Civil/Electrical/Horticultural works for the Quarter.	Quarterly	5 th January, 5 th April, 5 th July & 5 th October

(6) Public Grievance Returns

Sl. No.	Title of the Report	Frequency	Due date
1	Computerized monitoring of Public Grievances as required by the Department of Administrative Reforms & Public Grievances.	Monthly	5 th of every month.
2	Monthly return on pending public grievances.	Monthly	5 th of every month.
3	Quarterly report on pending public grievances.	Quarterly	5 th January, 5 th April, 5 th July & 5 th October

(7) Right to Information Act

Sl. No.	Title of the Report	Frequency	Due date
1	CPIO specific quarterly summary for rejected requests under RTI Act, 2005.	Quarterly	5 th January, 5 th April, 5 th July & 5 th October
2	Appellate authority specific quarterly summary for rejected requests under RTI Act, 2005.	Quarterly	June, September, December and March
3	Annual Return for quarter wise analysis of for rejected requests under RTI Act, 2005.	Yearly	7 th April of every year.
4	Annual Return under Section-25 of the RTI Act, 2005 in <i>Annexure-I</i> along with Form-I and Form-IA.	Yearly	7 th April of every year.

(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) Detailed Demands for grants of Ministry of Agriculture for 2006-07(GOI publication).
- (2) Delegation of Financial Powers Rules, 1978- 22nd Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (3) FRSR Part-I: General Rules – 17th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (4) FRSR Part-II: Travelling Allowance – 17th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (5) FRSR Part-III: Leave Rules – 36th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (6) General Financial Rules, 2005 – 21st Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (7) Pension compilation incorporating CCS Pension Rules, 1972- 16th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (8) CCS (Conduct) Rules, 1964 – 36th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (9) CCS (Classification, Control & Appeal) Rules, 1965 – 24th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (10) General Provident Fund (Central Services) Rules, 1960 – 23rd Edition ((Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (11) Central Services (Medical Attendant) Rules, 1944 – 28th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).

- (12) List of Medicines – 20th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (13) Leave Travel Concession Rules – 36th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (14) Staff Car Rules – 14th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (15) Overtime Allowance to Central Government Employees –19th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (16) Uniforms for Group ‘C’ & ‘D’ Employee of Central Government – 10th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (17) Swamy’s Manual on Office Procedure –8th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).
- (18) Swamy’s a Complete Manual on Establishment & Administration- 10th Edition (Swamy publishers Pvt. Ltd., authorized by DOPT, GOI).

(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

- (3) **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.**

The DWD website <http://dacnet.nic.in/wheat> acts as an information tool for the general public, which facilitates in the implementation of its policies and programmes.

- (4) **a directory of its Officers and employees:**

**Location of the Office: Directorate of Wheat Development
3rd Floor, C.G.O.Complex-I,
Kamla Nehru Nagar, Ghaziabad, - 201 002,
Uttar Pradesh,
INDIA**

Name & Designation of the Officers and Employees	Phone number		Residential Address
	Office	Residence	
Dr.G.K.Choudhury, Director	0120-2711380 , 2710897 2752154	0120-2444828 I 9899313828 (M)	Block –B, 117-B, Sector – 19, NOIDA-201 301 (UP)
Shri Sowaran Singh, Asstt. Director	0120-2710897	0120-2617369 (R) 9313323499 (M)	H.No.820, B-2, Extn – 1, Shalimargarden, SHSHIIBABAD – 201005
Shri Prakash Chand Arya, A.O.	0120-2710897	9911211425	Vill- Indrahgrhi, gali No – 2, Tailwali Gali, Adyatmik Nagar, Ghaziabad.
Smt.Gorthi Sandhya Rani, S.I.	0120-2710897	0120-2607483	A.K.-I/90, Behind Thana, Indira Puram, Ghaziabad – 201 010
Shri Mahesh Kumar, S.T.A.	0120-2710897	-	H.NO.13/315, Swarnjayant Puram, GDA Colony, Ghaziabad
Dr.Prem Pal Singh, S.T.A.	0120-2710897	-	Q.N.-9, Kamla Nehru Nagar, Ghaziabad – 201 002 (UP)
Shri Ramagya, Steno	0120-2710897	-	C/o Shri Jai Prakash, H.No.1/151, Chiranjiv Vihar, Ghaziabad
Shri Jai Bhagwan, UDC (Cashier)	0120-2710897	-	7, Kamla Nehru Nagar, Ghaziabad – 201002 (UP)
Smt. Ritu Verma UDC	0120-2710897	-	3134, Gali Sushila, Turkman Gate, Delhi
Shri S.P.Singh, SCD	0120-2710897	0120-3963101	Sector-5, Chiranjevihar, H.N – 160, Ghaziabad – 201 002 (UP)
Shri Binay Kumar Sinha LDC	0120-2710897	-	72, Kamla Nehru Nagar, Ghaziabad – 201 002 (UP)
Shri Ayodhya Prasad LDC	0120-2710897	-	C/0 Shri Hardev Singh, A- 2833, Sector-16, Shastri Nagar, Ghaziabad – 201 002 (UP)
Shri L.N.Singh Daftry	0120-2710897	-	59, Kamla Nehru Nagar, Ghaziabad – 201 002 (UP)
Shri R.R.Singh, Peon	0120-2710897	9350886988	705, Kamla Nehru Nagar, Ghaziabad – 201 002 (UP)

- (5) 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	Scale of Pay (Rs.)
1	Director	12,000-375-16,500
2	Joint Director	10,000 – 325 -15,200
3	Assistant Director	6,500-200-10,500
4	AO	6,500-200-10,500
5	SI	5,500-175-9,000
6	STA	5,500-175-9,000
7	Account	5,500-175-9,000
8	Steno Gr.-II	5,000-150-8,000
9	SCD	4,500-125-7,000
10	UDC	4,000-100-6,000
11	LDC	3,050-75-3,950-80-4,590
12	Drafter	2,650-65-3,300-70-4,000
13	Peon	2,550-55-2,660-60-3,200

- (xi) the Budget allocated to each of its agency indicating 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. The Non-Plan Budget of the current year along with the actual expenditure of the previous year of the Directorate is given as under:-

Head of Accounts	Budget Estimates 2006-07 (Rs.In lakhs.)			Actual Expenditure 2005-06 (In Rs.) (As on 31 st October 2006)		
	Plan	Non-plan	Total	Plan	Non-plan	Total
2401: Crop Husbandry; 102: Foodgrain crops; 16: Directorate of Wheat Development						
160001: Salaries		32.70	32.70		17,39,329	17,39,329
160002 : Wages		0.20	0.20		5,795	5,795
160003: Overtime Allowance		0.10	0.10		3,269	3,269
160006: Medical Treatment		2.50	2.50		1,34,257	1,34,257
160011: Domestic Travel Expenses		2.50	2.50		1,11,872	1,11,872
160011: Office Expenses		5.00	5.00		1,63,844	1,63,844
Total		43.00	43.00		21,58,366	21,58,366

- (xii) 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. The Plan Schemes (Crop Development Programmes) are implemented under Macro Management Mode in Agriculture through State Governments/ICAR Projects.

Therefore, the relevant information is available at the level of Union Ministry of Agriculture, State Department of Agriculture of the concerned State and ICAR.

(xiii) the particulars of recipients of concessions, permits or authorizations granted by it.

None.

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

The following information is available on the Website (URL- <http://dacnet.nic.in/wheat>)

1. About us.
2. Functions/activities
3. Programmes/Schemes
4. Production Statistics of Wheat
5. Crop Production Technology of Wheat
6. New varieties/hybrids of Wheat.
7. Pest Management
8. Post-Harvest Management
9. Quality Standards
10. Farmers alert
11. Weekly Weather Watch Report
12. Frequently Asked Questions (FAQs)
13. Reports.
14. Events.
15. Publications
16. Photo gallery.
17. Right to Information Act, 2005.

(xv) 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 AM and 15 PM to 16 PM on all working days.

(xiv) 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 Wheat Development, Ghaziabad	Matters assigned
1	Shri Sowaran Singh, Assistant Director, Directorate of Wheat Development, 3rd Floor, C.G.O.Complex-I, Kamla Nehru Nagar, Ghaziabad e-mail ID: dwd@hub.nic.in Central point for receiving mail: As given above.	Matters connected with Administration, Finance & accounts, Wheat Development, statistics, Production Technology & other related technical work matters.

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

Director
Directorate of Wheat Development,
C.G.O.Complex-I, 3rd Floor,
Kamla Nehru Nagar,
Ghaziabad- 201 002 (UP)

e-mail ID: dwd@hub.nic.in

Central point for receiving mail: As given above.