

**Ready Reckoner
of
Directorate of Oilseeds Development, Hyderabad**

Nodal Crop- 9 Oilseeds & Oil palm	Groundnut, Soybean, Sesame, Rapeseed-mustard, Sunflower, Safflower, Niger, Castor and Linseed
	Oil Palm
Assigned States	Andhra Pradesh, Telangana, Karnataka, Tamil Nadu and Kerala.

1. BRIEF HISTORY :

Directorate of Oilseeds Development, Hyderabad is a subordinate office of the Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, located at “Telhan Bhavan”, Himayatnagar, Hyderabad (Telangana). This Directorate was set up in the year 1942 as PIRCOM (Project for Intensification of Regional Research on Cotton, Oilseeds & Maize) Centre which was looking after Research and Development of Oilseed crops in the Country. Subsequently, in the year 1966, this office was re-organized and research and development functions were bifurcated and research has assigned by establishing ICAR institute “Directorate of Oilseeds Research” where as development function remained with this organization, however it was renamed as “Directorate of Oilseeds Development” under Union Ministry of Agriculture, Government of India.

The Directorate of Oilseeds Development (DOD) is looking after the monitoring of Oilseed Development Programmes and Oil Palm Development Programme/schemes implemented in the country and also Central sector/sponsored schemes of Ministry in the assigned states of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and Telangana.

This Directorate is located in heart of city, 35 km from Rajiv Gandhi International Air port, Hyderabad, 6 km from Secunderabad Railway Station and 5 KM from Hyderabad Railway station at Telhan Bhavan, Himayatnagar, Hyderabad-500029 (Telangana) in its own building. E-mail ID: dod@nic.in, Telephone: No. 040-23225257, 23225258;Telefax: 040-23224381. The Directorate’s website is <http://oilseeds.dacnet.nic.in>.

2. DUTIES OF DIRECTORATE :

Directorate is responsible for oilseed crops in the country and all crops in assigned states of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and Telangana. The main activities/duties looked after by this Directorate are given as under:

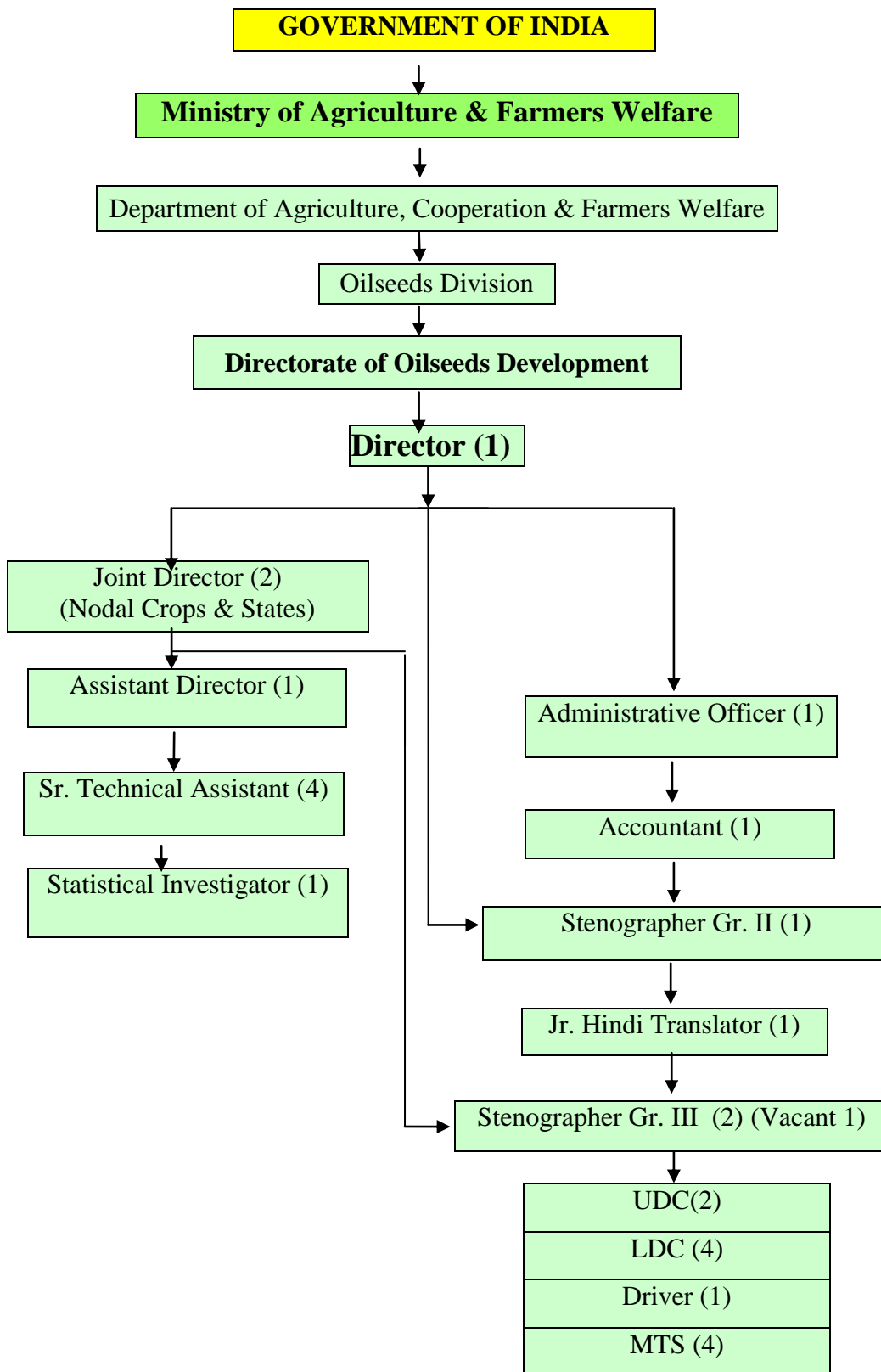
- (i) To Assist Department of Agriculture, Cooperation & Farmers Welfare to plan, coordinate and monitor nodal Crops Development Programmes (Oilseeds & Oil Palm) at the National level by submitting compiled monthly progress reports on the implementation of NMOOP MM-I&MM-II including comments thereon.

- (ii) Collecting and submitting monthly progress reports of all other Centrally Sponsored Schemes implemented in assigned states to Ministry including comments thereon..
- (iii) To assist States/Union Territories to plan, formulate and implement crops programmes to increase the production and productivity of nine (9) Oilseed crops and area expansion under Oil palm through focused interventions.
- (iv) To function as ‘eyes and ears’ of Agriculture, Cooperation & Farmers Welfare for all major crops grown in the assigned States and to function as “Area Officers” for Andhra Pradesh, Telangana, Karnataka, Tamil Nadu & Kerala States.
- (v) To report regularly to Department of Agriculture, Cooperation & Farmers Welfare on weather and crop prospect of Oilseed crops in the country and all crops of assigned states of Andhra Pradesh, Telangana, Karnataka, Tamil Nadu & Kerala States through Weekly Weather Watch Reports.
- (vi) Review the implementation of Centrally Sponsored Schemes like NMOOP, NFSM and CDP in assigned states through filed visits.
- (vii) Regular visits to review the performance of implementation of seed hub, breeder seed production and cluster demonstrations in assigned states.
- (viii) To have closer interaction/ coordination with the Project Directorates/Institutes and other Research Centers of the ICAR in FLDs and represent Deptt. of Agri., Coopn & Farmers Welfare in Annual Group Meetings, etc.
- (viii) To study and analyze trends in weather, crop area, production and productivity through periodical progress reports received from SDAs.
- (ix) To assist Department of Agriculture, Cooperation & Farmers Welfare and fixing targets of production.
- (x) To represent in the Inter-Ministerial Central Team for assessing the situation in the wake of natural calamities such as drought, heavy rainfall/flood, cyclone, hail storm, etc. in the assigned states. \
- (xi) Directorate actively involved in formulation of schemes such as preparation of plan document for oilseed schemes, identification of potential areas for oil palm cultivation in India under Chaddha Committee, etc.
- (xii) Any other works allotted by the Ministry (Crops Division & Oilseeds Division) from time to time on regular basis.

Apart from above technical activities, Directorate is looking after the all administrative and establishment works of office and also works related to Oilseed Estate having 62 residential quarters and office building spread over 2.937 acres in the prime location of the city

3. ORGANIZATION CHART :

**Organization structure of
Directorate of Oilseeds Development, Hyderabad.**



4. INCUMBENCY POSITION :

Incumbency position along with other details of Officers and Staff of the Directorate of Oilseeds Development, Hyderabad.

(As on 1.3.2017)

Sl. No.	Post	No. of posts sanctioned	No. of posts in position	No. of posts vacant	Name of the present incumbent	Date of holding the present post	Date of retirement	Date of vacancy arisen w.e.f.
1	2	3	4	5	6	7	8	9
I Group A								
1	Director	1		1	-	-	-	Vacant w.e.f. 01.02.2017 consequent on VRS on 31.1.2017 (AN)
2	Joint Director	2	1	1	Dr. K.. Ponnusamy	31.03.2015	30.04.2031	1.2.2014 on retirement.
II Group B (Gazetted)								
3	Assistant Director	1	1	-	Shri S. S. Kagi,	28.01.2015	31.07.2030	-
4	Administrative Officer	1	1	-	Shri S. V. Raju	29.04.2014	30.06.2022	-
III Group B (Non-Gazetted)								
5	Senior Technical Assistant	4	1	3*	Shri S. Srikanth	0.02.2017 (in this Dte. on transfer)	31.07.1946	(i). 28.01.2015 consequent on promotion. (ii)31.03.2015 consequent on technical resignation. (iii) 05.11.2015 consequent on selection through UPSC .
6	Statistical Investigator	1	-	1**	-	-	-	7.1.2009 consequent on promotion and transfer
7	Accountant	1	-	1**	-	-	-	29.04.2014 consequent on promotion.
IV Group C								
8	Sr. Steno.II	1	-	1**	-	-	-	Vacant from 19.6.1996.
9	Jr. Hindi Translator	1	-	1**	-	-	-	Vacant from 19.6.1996.
10	Jr.Steno	2	1	1**	Smt.K.V.V. Sreevalli,	30.08.1990	31.05.2025	Vacant from 11.5.1996 consequent on resignation
11	U.D.Clerk	2	1	-	Shri B. Rajender Kumar Naik	29.05.2014	31.07.2038	2.7.2016 consequent on transfer.
12	L.D.Clerk	4	-	4**	-	-	-	(i) vacant w.e.f. 19.6.1996. ii) 28.05.2014.conse-quent on absorption//redeployment iii) 29.05.2014 con-sequent on promo-tion iv) 09.12.2014.) consequent on pro-motion.
13	Staff Car Driver	1	-	1	-	-	-	Vacant w.e.f. 7.2.2017 consequent on VRS on 6.2.2017 (AN) ,
14	Multi Tasking Staff	4	2	2** *	Smt. R. Rukmini Smt.S. Latha	06.07.1987 26.08.2015	30.06.2020 31.07.2035	1)1.1.2016 - on incumbent's death on 31.12.2015. 2)18.06.2016 conse-quent on absorption.

REMARKS :

*The SSC, Chennai had given advertisement for filling up of three vacant posts of Senior Technical Assistant and the advertisement for fourth vacancy will be given in due course, as intimated by SSC, Chennai.

** The Directorate requested the Ministry for filling up of vacant posts of Group B (Non-gazetted) and Group C from time to time.

*** A copy of Reservation Roster of MTS in r/o this Directorate sent for verification and subsequently reminders sent to the Ministry in this regard.

5. OILSEED & OIL PALM SITUATION IN INDIA :

Indian Vegetable oil economy is world's fourth largest after USA, China and Brazil. Oilseed cultivation is undertaken across the country in about 260 lakh ha, mainly on marginal lands, dependent on monsoon rains (un-irrigated) and with low levels of input usage. The Oilseeds account for 13 % of the Gross cropped area, 3 % of the Gross National Product (GNP) and 10% value of all the agricultural commodities. Almost 72% of the total oilseeds area is confined to rainfed farming cultivated mostly by marginal and small farmers. Lack of appropriate technologies, cultivation under input-starved conditions, combating the biotic and abiotic stresses are some of the major causes for poor productivity of Oilseeds. The huge drain on the import bill coupled with the above factors led to establishment of Technology Mission on Oilseeds (TMO) in 1986 for enhancing the domestic production of edible Oils. Subsequently, pulses were brought under the ambit of Technology Mission in 1990. Oilpalm and Maize were also brought under the Technology Mission in 1992-93 and 1995-96 respectively. Consequent upon the setting up of Technology Mission on Oilseeds, a major breakthrough in increasing Oilseeds production was achieved through an integrated approach by introducing new crop production technologies, better supply of inputs and extension services support for marketing, post-harvest technologies and excellent coordination/cooperation between various concerned organizations/ departments and Ministries. As a result of concerted efforts by the TMOP, the production of Oilseeds increased from 108.3 lakh tonnes in 1985-86 to 327.49 lakh tonnes in 2013-14. This brought not only increase in area but also improvement in productivity from 570 kg/ha to 1193 kg/ha during 2010-11.

The country recorded the highest ever production of 327.494 lakh tonnes oilseeds during 2013-14 followed by 324.79 lakh tones during 2010-11 with record productivity level of 1193 kg/ha during 2010-11 followed by 1168 kg/ha during 2013-14 due to favourable weather conditions and support given by the Government of India to the Oilseeds production/developmental programmes and policies. It is pertinent to mention here that, country recorded the highest ever production of 335.96 lakh tones as per second advance estimates during 2016-17. Despite impressive progress of vegetable oil sector in the last two decades, the import has been rising for last 7-8 years.

There are two major sources of Oilseeds i.e. Primary and Secondary. Primary sources are made combining the edible group [(Groundnut, Rapeseed (Toria, Mustard and Sarson), Soybean, Sunflower, Sesame, Safflower and Niger)] and non-edible group (Castor and Linseed). Similarly, secondary sources have been established combining edible group (Seasonal crops : Cottonn seed, Rice bran, Maize germ, Watermelon, Plantation crops : Coconut, Red-oilpalm, Tree borne oilseeds: Sal seed, Mahua, Mango-kernel, Cheura / Phulwara, Kokum, Dhupa, Simarouba) and non edible group (Seasonal crops : Mesta seed, Tobacco seed, Plantation crops : Rubber – seed, other Tree Borne Oilseeds: Neem, Karanj, Pilu or Khakan, Palash, Nahor, Undi, Pisa, Wild-apricot, Rattan-jyot, Maroti, Jojoba, etc).

In addition, about 100 others species of annual and perennial herbs, shrubs and trees have also been identified which could also be exploited for vegetable oils and cakes.

Demand projections of vegetable oils in India by the terminal year of XII Plan (2017) have been made by different agencies / researchers in the recent past, which is likely to be atleast 16 kg / year per capita. For a projected population of 1276 million, the total vegetable oils needs will be 204 lakh tonnes. In terms of Oilseeds, it is nearly equivalent to 680 lakh tonnes provided that the proportion of different oilseeds remains constant in the coming years. If one assumes atleast 20% of vegetable oils from crops other than annual oilseeds like rice bran, cotton seed, coconut, tree borne oilseeds, Oil Palm, etc., then the country needs to produce about 544 lakh tonnes by the terminal year of XII plan to achieve near self-reliance in vegetable oils.

India has been cultivating almost all oilseed crops. The major oilseed crops are Soybean, Groundnut, Rapeseed-Mustard, Sesame, Sunflower, Castor, Safflower, Linseed and Niger. The area, production and yield scenario during the period from first (1951-56) to Eleventh Five Year Plan (2007-2012) have been showing mixed trend, but highest average area, production and yield was recorded as 267.48 lakh ha, 286.27 lakh tonnes and 1082 kg/ha respectively in Eleventh Five Year Plan. The plan wise average area, Production and Productivity of Oilseed crops are given in **Table 1**.

Table 1 : Plan wise average area, production and productivity of oilseed crops in Five Year / Annual Plans

Plan	Year	Area (lakh ha)	Production (lakh Tonnes)	Yield (kg/ha)	% Production change compared to previous plan
First Plan	1951-56	67.65	19.18	284	-
Second Plan	1956-61	69.53	19.84	285	(+) 3.44
Third Plan	1961-66	81.53	22.80	280	(+) 14.92
Annual Plan	1966-69	87.15	24.37	280	(+) 6.89
Fourth Plan	1969-74	136.06	63.95	470	(+) 162.41
Fifth Plan	1974-79	171.15	95.90	560	(+) 49.97
Annual Plan	1979-80	170.42	87.39	513	(-) 8.87
Sixth Plan	1980-85	183.76	114.17	621	(+) 30.64
Seventh Plan	1985-90	204.95	139.39	680	(+) 22.09
Annual Plan	1990-91	250.17	186.05	744	(+) 33.47
Eighth Plan	1992-97	259.47	218.86	843	(+) 17.63
Ninth Plan	1997-02	244.09	211.79	868	(-) 3.23
Tenth Plan	2002-07	254.10	233.29	918	(+)10.15
Eleventh Plan	2007-12	267.48	289.27	1082	(+)24.00
Twelfth Plan (4 years)	2012-14	265.56	291.13	1096	(+) 0.60

Among the nine oilseed crops in India, the highest average contribution to total production of oilseeds is of soybean (39%) followed by groundnut (24%) and Rapeseed-Mustard (24%) (Average of 2011-12 to 2015-16). Similarly, highest average area contribution to total oilseed area is of soybean (43%) followed by Rapeseed-Mustard (23%) and Groundnut (19%). On an average, total *Kharif* oilseed crops contribution to total production is about 689% and the remaining 32% is of Rabi / summer oilseed crops. The details of crop wise area, production and yield from 2011-12 to 2015-16 are shown in **Table 2**.

Table 2 : Crop wise Area, production and yield of major oilseed crops from 2010-11 to 2015-16

(Area(A): lakh ha, Production(P): lakh tonnes, Yield(Y): Kg/ha)

Crop		Year					Average
		2011-12	2012-13	2013-14	2014-15	2015-16	
Soybean	A	101.091	108.407	117.164	109.108	116.046	110.364
	P	122.135	146.664	118.608	103.738	85.698	115.369
	Y	1208	1353	1012	951	738	1045
Groundnut	A	52.637	47.210	55.049	47.687	45.963	49.711
	P	69.637	46.939	97.139	74.017	67.333	71.016
	Y	1323	994	1765	1552	1465	1429
Rapeseed-Mustard	A	58.935	63.626	66.457	57.991	57.456	60.893
	P	66.037	80.289	78.767	62.824	67.967	71.177
	Y	1121	1262	1185	1083	1183	1169
Sunflower	A	7.319	8.305	6.715	5.898	4.872	6.622
	P	5.166	5.441	5.039	4.342	2.963	4.592
	Y	706	655	750	736	608	694
Safflower	A	2.504	1.835	1.777	1.749	1.275	1.828
	P	1.453	1.085	1.134	0.901	0.530	1.021
	Y	580	591	638	515	416	558
Castor	A	14.709	12.336	10.632	10.893	10.607	11.835
	P	22.949	19.635	17.266	18.700	17.518	19.214
	Y	1560	1592	1624	1717	1652	1623
Sesame	A	19.015	17.058	16.789	17.461	19.509	17.966
	P	8.103	6.850	7.146	8.278	8.501	7.776
	Y	426	402	426	474	436	433
Linseed	A	3.226	2.963	2.931	2.855	2.628	2.921
	P	1.525	1.486	1.417	1.546	1.254	1.446
	Y	473	502	484	541	477	495
Niger	A	3.644	3.104	2.987	2.321	2.517	2.915
	P	0.981	1.008	0.978	0.762	0.743	0.895
	Y	269	325	328	328	295	307
Total Oilseeds	A	263.081	264.844	280.502	255.962	260.873	265.053
	P	297.986	309.398	327.494	275.108	252.508	292.503
	Y	1133	1168	1168	1075	968	1104

Table 2 is showing ever highest area, production and yield of oilseed crops during 2013-14 which was the best year for oilseed crops followed by 2012-13. **Diagram 1** is showing the trend in area, production and yield of total oilseed crops during the period from 2010-11 to 2014-15.

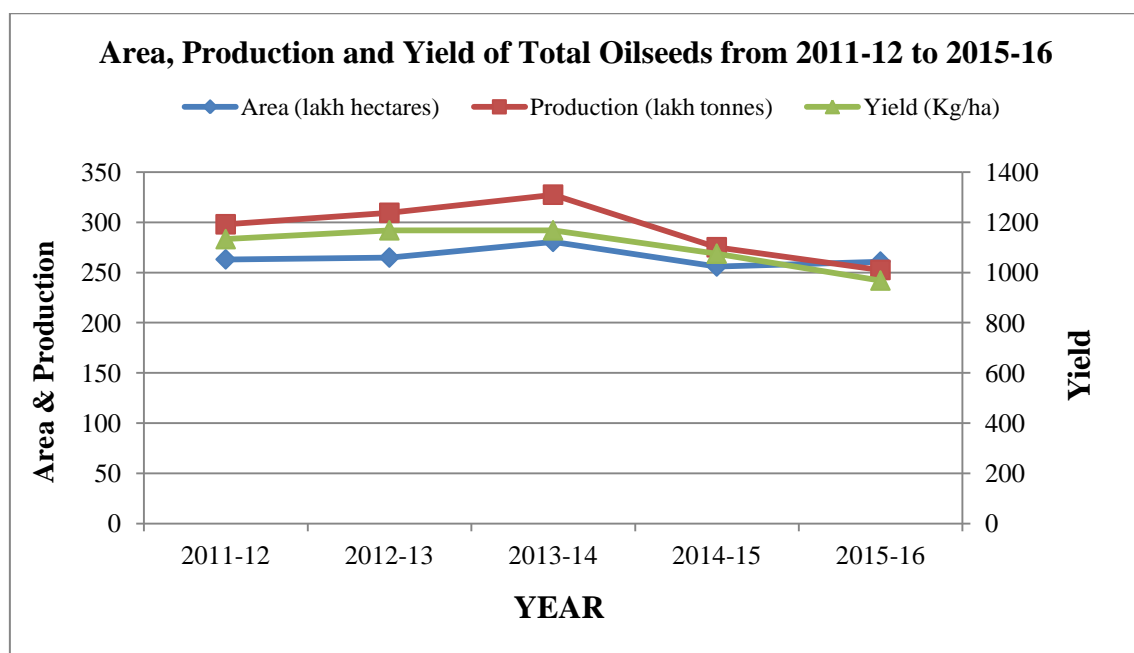


Diagram 1

The details of major States cultivating oilseed crops based on average of 2011-12 to 2015-16 are given below.

Crop	Major States	Area (lakh ha)	Production (lakh tonnes)	Yield (kg/ha)
Soybean	Madhya Pradesh	58.987	61.168	1037
	Maharashtra	34.182	35.680	1044
	Rajasthan	10.48	11.568	1104
	Karnataka	2.188	1.898	867
	Telangana	1.928	2.515	1305
Groundnut	Gujarat	15.258	27.499	1802
	Andhra Pradesh	10.238	7.076	691
	Karnataka	6.290	4.684	745
	Tamil Nadu	3.487	9.157	2626
	Rajasthan	4.593	8.767	1909
Rapeseed-Mustard	Rajasthan	26.845	33.483	1247
	Madhya Pradesh	7.323	8.033	1097
	Uttar Pradesh	6.364	6.968	1095
	Haryana	5.258	8.200	1560
	West Bengal	4.443	4.625	1041
Sunflower	Karnataka	3.988	2.141	537
	Andhra Pradesh	0.810	0.606	748
	Maharashtra	0.748	0.354	473
	Telangana	0.204	0.226	1107
	Odisha	0.225	0.268	1190
Sesame	Rajasthan	3.971	1.176	296
	Uttar Pradesh	3.702	0.824	223
	Madhya Pradesh	3.201	1.635	511
	Gujarat	1.920	0.876	456
	West Bengal	2.088	1.970	944

Crop	Major States	Area (lakh ha)	Production (lakh tones)	Yield (kg/ha)
Castor	Gujarat	7.370	14.906	2022
	Rajasthan	2.254	3.285	1457
	Andhra Pradesh	0.888	0.328	369
	Telangana	0.817	0.441	540
	Karnataka	0.120	0.088	733
Safflower	Maharashtra	0.994	0.470	473
	Karnataka	0.466	0.313	671
	Gujarat	0.307	0.180	587
	Telangana	0.073	0.055	761
	Madhya Pradesh	0.098	0.065	664
Linseed	Madhya Pradesh	1.135	0.569	501
	Bihar	0.191	0.165	862
	Uttar Pradesh	0.258	0.120	464
	Jharkhand	0.260	0.157	601
	Chhattisgarh	0.309	0.109	354
Niger	Madhya Pradesh	0.804	0.234	291
	Odisha	0.719	0.260	362
	Chhattisgarh	0.648	0.113	174
	Maharashtra	0.290	0.084	290
	Karnataka	0.130	0.036	277

Oil Palm Area Covered as on 31.03.2016 :

Sl. No.	Name of the State	Cumul. at the end of 2013-14*	2014-15			Cumul at the end of 2014-15	2015-16			Cumul. as on date (Prov.)
			Area covered (ha)				Area covered (ha)			
			Target	Achmt	% Achmt		Target	Achmt.	% Achmt	
1	2	3	4	5	6	7 (3+5)	8	9	10	11 (7+9)
1	Andhra Pradesh + Telangana#	154969.20	14000	9259.00	66.14	164228.20	12500	5284.00	42.27	169512.20
2	Arun. Pradesh	0.00	0	0.00	#DIV/0!	0.00	1200	0.00	0.00	0.00
3	Assam	0.00	1000	420.00	42.00	420.00	560	0.00	0.00	420.00
4	Bihar	0.00	0	0.00	#DIV/0!	0.00	0	0.00	#DIV/0!	0.00
5	Chhattisgarh	500.00	250	250.00	100.00	750.00	1500	1500.00	100.00	2250.00
6	Gujarat	4293.92	450	65.90	14.64	4359.82	311	358.00	115.11	4717.82
7	Goa	863.24	0	0.00	#DIV/0!	863.24	0	0.00	#DIV/0!	863.24
8	Karnataka	34757.00	3100	1911.00	61.65	36668.00	2000	1151.00	57.55	37819.00
9	Kerala	5457.09	500	23.79	4.76	5480.88	100	5.00	5.00	5485.88
10	Maharashtra	474.20	0	0.00	#DIV/0!	474.20	0	0.00	#DIV/0!	474.20
11	Manipur	0.00	0	0.00	#DIV/0!	0.00	0	0.00	#DIV/0!	0.00
12	Meghalaya	0.00	0	0.00	#DIV/0!	0.00	0	0.00	#DIV/0!	0.00
13	Mizoram	22549.45	4000	2981.50	74.54	25530.95	3361	2891.00	86.02	28421.95
14	Nagaland	0.00	0	0.00	#DIV/0!	0.00	550	140.00	25.45	140.00



Sl. No.	Name of the State	Cumul. at the end of 2013-14*	2014-15			Cumul at the end of 2014-15	2015-16 (Provisional)			Cumul. as on date (Prov.)
			Area covered (ha)				Area covered (ha)			
			Target	Achmt	% Achmt		Target	Achmt.	% Achmt	
1	2	3	4	5	6	7 (3+5)	8	9	10	11 (7+9)
15	Odisha	15719.00	1246	1246.00	100.00	16965.00	1744	765.00	43.86	17730.00
16	Sikkim	0.00	0	0.00	#DIV/0!	0.00	0	0.00	#DIV/0!	0.00
17	Tamil Nadu	17302.40	1600	397.85	24.87	17700.25	1511	562.00	37.19	18262.25
18	Telangana	0.00	2000	1200.00	60.00	1200.00	2000	471.00	23.55	1671.00
19	Tripura	31.00	0	0.00	#DIV/0!	31.00	0	0.00	#DIV/0!	31.00
20	West Bengal	0.00	0	0.00	#DIV/0!	0.00	0	0.00	#DIV/0!	0.00
	TOTAL	256916.50	28146	17755.04	63.08	274671.54	27337	13127.00	48.02	287798.54

*- as reported upto March, 2014 by the states in the Monthly Progress Reports of different Oil Palm Development Programmes# The cumulative area is up to 2013-14, after which the area coverage is shown individual state wise

6. CORRESPONDENCE :

S. No.	Particulars	
1	No. of letters received from 01.04.2016 to 31.12.2016	1323
2	No. of E-mails received from 01.04.2016 to 31.12.2016	3000
3	No. of letters dispatched From 01.04.2016 to 31.12.2016	697
4	No. of E-mail sent from 01.04.2016 to 31.12.2016	720
5	RTI – Requests received Reply sent	10 (by transfer) 10
6	VIP References Received Reply sent	3 3

7. CONTACT DETAILS OF OFFICIALS OF DOD, GOI, HYDERABAD

S. No.	Name	Designation	Contact Number	Email	Photograph
1	Dr. K. Ponnusamy	Director I/C	09493407717	dod@nic.in	
2	Shri Shantinath S. Kagi	Assistant Director	09441675785	dod@nic.in	

S. No.	Name	Designation	Contact Number	Email	Photograph
3	Shri S. V. Raju	Administrative Officer	09618716002	dod@nic.in	
4	Shri S. Srikanth	Senior Technical Assistant	09494524395	dod@nic.in	
5	Smt. K.V.V.Sreevalli	Junior Steno	09963080782	dod@nic.in	
6	Shri B. Rajender Kumar Nayak	Upper Division Clerk	09573915507	dod@nic.in	
7	Smt. R. Rukmini	Multi Tasking Staff	09052378832	dod@nic.in	
8	Smt. S. Latha	Multi Tasking Staff	09652063187	dod@nic.in	

8. WORK PROFILE OF STAFF OF DOD, GOI, HYDERABAD

i) DIRECTOR

- a) Administrative duties of Head of Office and Head of the Department for the Directorate of Oilseeds Development.
- b) Planning of Oilseeds Development Programme and Oil Palm for meeting the internal and exports needs.
- c) Inspection of components under such programmes in implementing States and respective districts at the field level.
- d) Coordination of these programmes particularly through personal contacts at various levels in the States i.e., Secretary (Agriculture/Horticulture), Commissioner /Director of Agriculture/Horticulture and Field Staff.
- e) Maintain liaison with State Government/Departments and other Development Agencies on Crop Development Programmes for nodal crops of other sister Directorates in assigned States with a view to provide regular feedback to them and the Ministry of Agriculture & Farmers Welfare on their implementation and planning of development programmes.
- f) Interact/Coordinate with Research, Development & Extension Institutions of Government of India, ICAR, State Governments and other organizations to suggest ways of means of effective transfer of improved production technologies and assist Ministry to formulate suitable farmers friendly schemes for the purpose.
- g) Attend meetings of State Level Sanctioning/Review Committees/Project Management Committees, Zonal Research & Extension Advisory Committees, etc.
- h) Study and analysis of trends in weather, crop area, production and crop prospects as well as market and price trends in respect of Oilseeds/Oil Palm and Nodal crops of Directorates in assigned States and reporting the same regularly to Department of Agriculture & concerned sister Directorates.

ii) JOINT DIRECTOR-I (Nodal Crops: Oilseeds)

- a) To assist the Director, Directorate of Oilseeds Development, Hyderabad, in coordination and monitoring of development work on Oilseeds in implementing States.
- b) To plan and formulate programme of work for Oilseeds in consultation with States and provide technical guidance thereof.
- c) On the spot examination of the progress and development schemes on Oilseeds in various States with a view to suggest measures to overcome them.
- d) To study and analyze trends in weather, crop area, production and productivity reports on crop condition/prospects.
- e) Study of marketing problems relating to Oilseeds and their products and preparation of periodical market reviews and progress reports on Oilseeds and their products for forwarding to Ministry.
- f) Assess impact of development programmes on production, productivity of Oilseed crops and achievements under the Annual and Five Year Plan.
- g) Prepare following reports for furnishing to the Department of Agriculture :
 - i. Weather, crop condition and prospects of Oilseeds.
 - ii. Implementation of Developmental Scheme on Oilseed crops.
 - iii. Market review & periodical reports on Oilseeds and their products.

- h) To maintain liaison with Institutions involved in Research, Development & Extension on agriculture in general and Oilseeds in particular to facilitate better flow of information between Research, Development and Extension for better ways and means for Transfer of improved Technology(T.O.T.) to farmers.
- i) Overall supervision of work on Monitoring & Evaluation/Statistics Section in the Directorate.
- j) Any other items of work assigned from time to time.

iii) JOINT DIRECTOR-II (Other crops-Assigned states)

- a) To assist the Director in monitoring the programme of nodal crops (rice, wheat, millet, pulses, cotton, jute, sugarcane, tobacco, etc.) of other Crops Development Directorates in assigned States(Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and Telangana) and providing feedback to the Crops/Oilseeds Divisions in the Ministry and concerned Crops Directorates.
- b) Monitoring of the arrangements of inputs such as seeds, etc., in respect of the above crops in assigned States.
- c) To liaison and correspond with other sister Directorates/State Governments/other Development Research/Extension Agencies in respect of Development, Research and Extension Programmes in respect of nodal crops of other sister Directorates in the assigned States.
- d) To carry out on the spot examination of the progress achieved under different Crop Development Programmes in the assigned States and including study of bottlenecks and handicaps experienced with a view to suggest measures to overcome them.
- e) To build up relevant records and data in respect of Development programmes in respect of nodal crops of sister Crops Directorates assigned States and provide requisite feedback to them in respect of the crops dealt by them and also in monitoring and statistical cell in the Directorate of Oilseeds Development for promoting further feedback to the Department of Agriculture & Cooperation.
- f) Collect information on & prepare, review & reports on weather, crop prospects, storage, processing movement and prices of crops of other sister Directorates in assigned States for forwarding to the Department of Agriculture & Sister Directorates.
- g) Overall supervision of work in the Section dealing with nodal crops of sister Directorates in assigned States/Union Territories.
- h) Any other items of work assigned from time to time

iv) ASSISTANT DIRECTOR

- a) To assist Joint Director in preparation of Plans and Proposals for Development Schemes on Oilseeds Development including fixation of targets for the Five Year & Annual Plans.
- b) Assessment of impact of Oilseeds Development Work.
- c) Compilation of Agricultural Statistics on Oilseeds.
- d) Collection and compilation of market statistics, export, imports, etc., relating to Oilseeds and study of marketing problems relating to Oilseeds.
- e) Preparation of following reports :
 - i. Weather Crop Condition and Prospects of Oilseeds.
 - ii. Implementation of Oilseed Scheme on oilseed crops.
 - iii. Marketing reviews and reports on Oilseeds and their products.
- f) Supervision of day to day work in Monitoring & Statistics Section.
- g) Any other items of work assigned from time to time.

v) SENIOR TECHNICAL ASSISTANT (OILSEEDS)

- a) Scrutiny of the Proposals for Oilseeds Development Schemes and follow up action regarding their implementation.
- b) Scrutiny of Monthly, Quarterly and Other Progress Reports of Oilseeds Development Scheme.
- c) Watch the position regarding inputs, credit/loans, etc., under Oilseeds Development Scheme.
- d) Compile information on input supply and support services and achievements (physical & financial) under various components of Oilseeds Development Scheme in various States for furnishing to respective Joint Director in the Directorate.
- e) Correspondence relating to Budget B.Es and R.Es of Oilseeds Development Scheme with States and Utilization of funds, etc.
- f) Dealing and maintaining the files and other records pertaining to various State's Oilseeds development.
- g) Preparation of notes, brief and review, proceedings of the meetings, etc., on Oilseeds development.
- h) Follow up action on the recommendations made by the Joint Director, Director in their tour reports and their visits to various States.
- i) Dealing and maintaining the files and other records pertaining to Minikit distribution Programme for *Kharif, Rabi/Summer* seasons of Oilseed crops under Oilseeds Production Programme.
- j) Any other items of work assigned from time to time.

vi) SENIOR TECHNICAL ASSISTANT (OIL PALM)

- a) Scrutiny of the Proposals for Oil Palm Development Scheme and follow up action regarding their implementation.
- b) Scrutiny of Monthly, Quarterly and Other Progress Reports of Oil Palm Development Scheme.
- c) Watch the position regarding inputs, sprouts/planting materials, etc., under Oil Palm Development Scheme.
- d) Compile information on input supply and support services and achievements (physical & financial) under various components of Oil Palm Development Scheme in various States for furnishing to respective Joint Director in the Directorate.
- e) Correspondence relating to Budget B.Es and R.Es of Oil Palm Development Scheme with States and Utilization of funds, etc.
- f) Dealing and maintaining the files and other records pertaining to various State's Oil Palm development.
- g) Preparation of notes, brief and review, meeting proceedings, etc., on Oil Palm development.
- h) Follow up action on the recommendations made by the Joint Director, Director in their tour reports and their visits to various States.
- i) Any other items of work assigned from time to time.

vii) SENIOR TECHNICAL ASSISTANT (OTHER CROPS)

- a) Scrutiny of the proposals for other Crops Development Schemes in assigned States and follow up action regarding their implementation.
- b) Scrutiny of Monthly & other Progress Reports of other Crops Development Schemes, watch the position regarding inputs, credit, loans, etc.
- c) Compile information on input supply and support services and achievements under various Crop Development Schemes in assigned States.
- d) Correspondence relating to budget of other crops schemes.
- e) Collection of agricultural statistics for other crops for assigned states.
- f) Collection and compilation of information on weather, crop prospects, storage, processing, movement prices of other crops in assigned States.
- g) Preparation of reports and weather crops prospects, implementation of other crops development schemes, market, reviews other notes and briefs other crops in assigned States.
- h) Dealing, maintaining the files, other relevant records pertaining to various other crops development work.
- i) Follow up action on the recommendation of Joint Director, director on their tour reports during their visits to States.
- j) Any other items of work assigned from time to time.

viii) STATISTICAL INVESTIGATOR

- a) Assist Assistant Director & Joint Director in preparation of plans & prospects for development schemes on Oilseeds.
- b) Preparation of reports/review on weather, crop condition & prospects of Oilseed crops, implementation of Oilseeds development scheme, marketing & prices, etc.
- c) Collection & compilation of agricultural statistics of Oilseed crops, marketing, prices, export & import of Oilseeds & their products & its interpretation & maintaining relevant records.
- d) Study of marketing problems particularly in news, area of Oilseeds.
- e) Any other items of work assigned from time to time.

ix) ADMINISTRATIVE OFFICER

- a) Supervision of work relating to Estt., Accounts and General Sections in the Directorate of Oilseeds Dev.
- b) Supervision over Group 'C' and 'D' employees under his control including security.
- c) To be in-charge of all assets of the Directorate of Oilseeds Development.
- d) Assist the Director, Directorate of Oilseeds Development (DOOD) in day-to-day administration of the Directorate & Estate work.
- e) To perform duties of Drawing & Disbursing Officer (DDO) delegated by the Director, DOOD.
- f) Any other item of work assigned from time to time.

x) ACCOUNTANT

- a) Drawl of pay bills in respect of Officers and Staff in the Directorate.
- b) Scrutiny of claims of Officers and staff for reimbursement of Medical claims, T.A. Bills, L.T.C. Bills, Advances, etc.
- c) Preparation of Budget and Revised Estimates.

- d) Control over expenditure and reconciliation of expenditure with P.A.O./Bank figures.
- e) Replies to Audit objections/paras.
- f) Maintenance of Group 'D' GPF Accounts.
- g) To assist Administrative Officer in :
 - Dealing with Estate matters.
 - Supervision of Group 'D' officials and watch & ward arrangements.
 - Purchase & maintenance of stores.
- h) Any other item of work assigned from time to time.

xi) SENIOR STENOGRAPHER

- a) Taking dictation and its transcription in the best possible manner.
- b) Fixing up of appointments and if necessary canceling them.
- c) Screening the telephone calls and the visitors in a tactful manner.
- d) Keeping an accurate list of engagements, meetings, etc. and reminding the Officer sufficiently in advance for keeping them up.
- e) Maintaining in proper order the papers required to be retained by the officer.
- f) Keeping a note of movement of files, passed by his /her Officer, if necessary.
- g) Destroying by burning the Stenographic record of the Confidential and secret letters after they have been typed and issued.
- h) Carrying out the corrections to the Officer's reference books.
- i) Relieving the Director of much of his routine work and generally assisting him in such a manner as he may direct. At the same time he must avoid the temptation of abrogating to himself the authority of his Director.
- j) Maintenance of C.Rs/Confidential papers/files, etc of the employees in the Directorate.
- k) Any other work assigned by the Head of office from time to time.

xii) JUNIOR STENOGRAPHER

- a) Taking dictation and its transcription in the best possible manner.
- b) Fixing up of appointments of visitors and if necessary canceling them.
- c) Screening the telephone calls and the visitors in a tactful manner.
- d) Keeping an accurate list of engagements, meetings, etc. and reminding the Officer sufficiently in advance for keeping them up.
- e) Maintaining in proper order the papers required to be retained by the officer.
- f) Keeping a note of movement of files, passed by his /her Officer, if necessary.
- g) Destroying by burning the Stenographic record of the Confidential and secret letters after they have been typed and issued.
- h) Carrying out the corrections to the Officer's reference books.
- i) Relieving the Director of much of his routine work and generally assisting him in such a manner as he may direct. At the same time he/she must avoid the temptation of abrogating to himself the authority of his Director.
- j) Maintenance of C.Rs/Confidential papers/files, etc of the employees in the Directorate.
- k) Any other work assigned by the Head of the Department of the Directorate in exigencies of work.
- l) Attending to miscellaneous typing/computer work whenever required.
- m) Any other items of work assigned from time to time.

xiii) UPPER DIVISION CLERK-I

- a) Attends to work in the Estt. Section such as maintenance of Personal files and Service Books of officials.
- b) Recruitment action to various posts, fixation of pay, work relating to Estt. matters and miscellaneous correspondence.
- c) DPC cases for Class III posts Group C and erstwhile Group D which include declaration of probation of officials and confirmation thereto.
- d) Maintenance of confidential and miscellaneous circulars received from the Ministry, Part-I Office Orders, subject relating to issue of standing instructions/circulars, maintenance of community rosters for SCs and STs, maintenance of/furnishing of C.R. forms to Sections/Officers for writing annual confidential reports of Staff working under them.
- e) Work relating to leave, increment, gratuity, pension and service matters of Staff.(Estt), various monthly, quarterly half-yearly and yearly returns(Estt).
- f) Maintenance of increments register/statement showing pay and other allowances of Staff for purpose of calculation of income for (A/Cs)
- g) Inward and Outward register, Part- II Office Orders.\
- h) Car-Maintenance and Repairs, arrangement of payment of petrol bills, preparation of monthly/consumption petrol, overtime allowance of Staff-car-Driver and other staff and matters relating to staff car. (R.O./A/Cs).
- i) Preparation of Pay Bills and Supplementary Bills (Estt).
- j) Maintenance of Cash Book, Recoupment of permanent advance, maintenance of register of bills, contingent register, valuable register, register of undisbursed pay and allowances, register of money order coupons, register of festival and conveyance advances.
- k) Preparation of Budget Estimates and Revised Estimates, control over expenditure, reconciliation of expenditure with audit office figures, drawal of bills for contingent expenditure and service stamps, remittance of cash, payment of contingent and other bills, submission of periodical returns such as control of expenditure on T.A. other charges, staff car etc.
- l) Any other items of work assigned from time to time.

xiv) UPPER DIVISION CLERK-II

- a) Placing of annual indents for office stationery articles.
- b) Placing of annual indents for standard forms.
- c) Local purchase of stationery
- d) Issue of Receipt Books to A/Cs.
- e) Issue of monthly and weekly stationery forms.
- f) Submission of monthly statement consumption of stationery and forms.
- g) Handling of civil credit note.
- h) Issue of stationery for meetings.
- i) Procurement of Railway parcels of stationery and Forms etc.
- j) Preliminary Budget Provisions regarding stationery and forms.
- k) Accounts relating to issue of stationery and forms to other offices their recovery and return of forms obtained on loan.
- l) Purchase of miscellaneous articles for the office and Guest House such as essentials and electrical goods.
- m) Furnishing of information/data in respect of Parliament question on subject assigned.

- n) Maintenance of registers like Stationery articles, Standard Forms, Stock register for Receipt Books, Register for Civil Credit Note, Register for Local purchase of Stationery, R.R. Register, Issue of Stores Register and Permanent Stock Register.
- o) Any other item of ad-hoc work that may assigned as circumstances may demand

xv) LOWER DIVISION CLERKS

- a) Attends to diarizing and dispatch of letters.
- b) Day to day typing/computer work.
- c) Maintenance of service postage stamps Register.
- d) Any other items of work assigned from time to time

xvi) STAFF CAR DRIVER

- a) Drives the Staff Car for all Official purposes for local trips as well as on tour outside the Head Quarters whenever called upon to do by the Director.
- b) Any other items of work assigned from time to time.

xvii) MULTITASKING STAFF

- a) Physical maintenance of records of section.
- b) General cleanliness & upkeep of the Section/Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Sections/Unit.
- f) Assisting in routine office work like diary, dispatch etc. including on computer.
- g) Delivering of Dak (inside & outside the building)
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixture etc.
- m) Work related to his ITI qualification, if it exists
- n) Driving of vehicles, if in possession of valid driving license
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by superior authority.