

Ready Reckoner (As on 29.10.2021)

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 the 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.gov.in>.

2. DUTIES OF DIRECTORATE :

Directorate is responsible for development of 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:

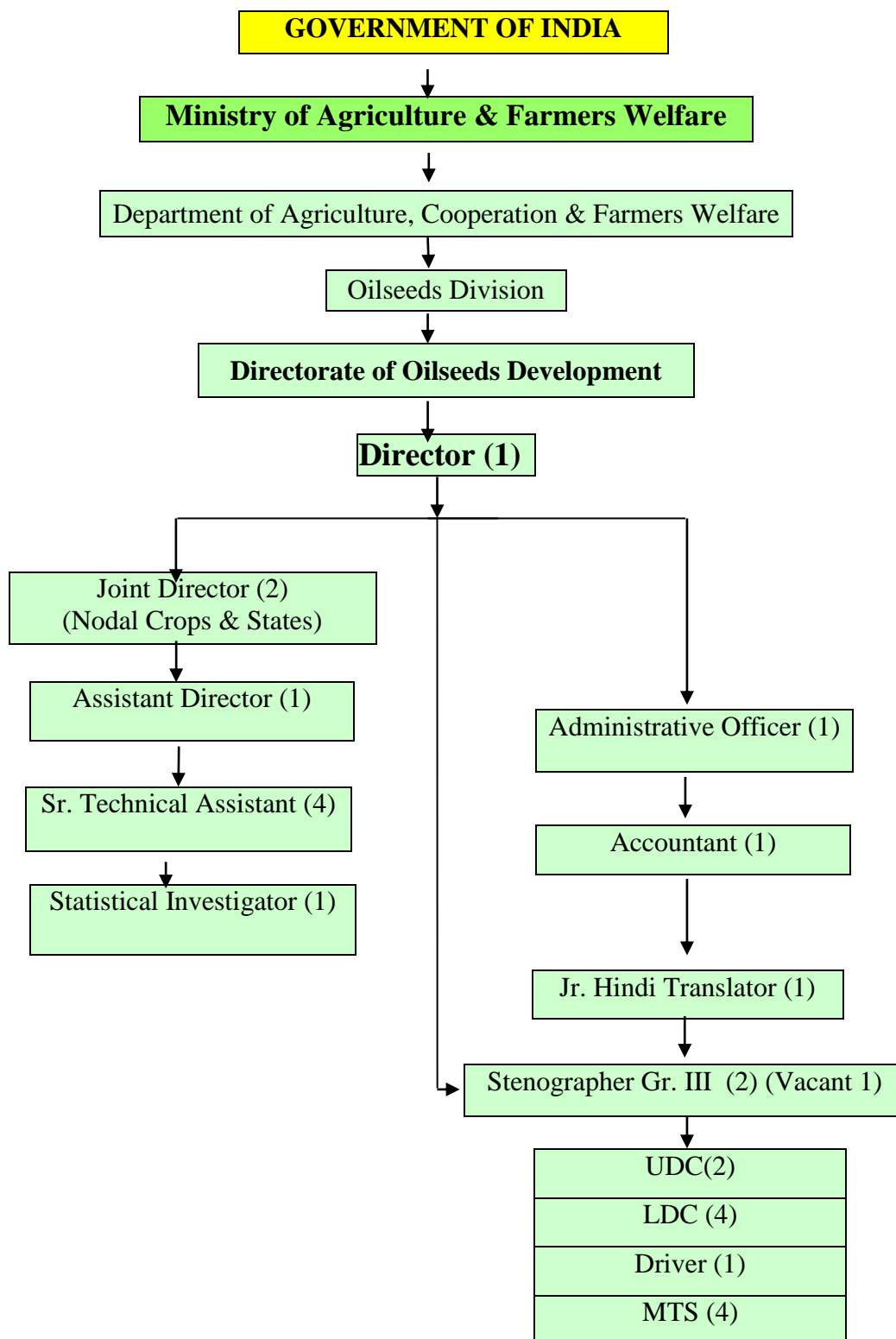
- (i) To Assist Department of Agriculture, Cooperation & Farmers Welfare to plan, coordinate and monitor nodal Crops Development Programmes (Oilseeds & Oil Palm) at the National level by submitting compiled monthly progress reports on the implementation of NFSM (OS & OP): Oilseeds & Oil Palm including 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 NFSM and CDP in the assigned states through field 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 20.07.2020)

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	-	Dr. K. Manoharan	18.11.2013	30.06.2023	-
2	Joint Director	2	0	2	-	-	-	1.8.2019, 18.9.2021 consequent on transfer to other Directorate
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	01.02.2017 (in this Dte. on transfer)	31.07.2046	-
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	Jr. Hindi Translator	1	-	1**	-	-	-	Vacant from 19.6.1996.
9	Jr.Steno	1	1	1	Smt. K.V.V. Sreevalli,	30.08.1990	31.05.2025	Vacant from 11.5.1996 consequent on resignation
10	U.D.Clerk	2	1	1	Shri B. Rajender Kumar Naik	29.05.2014	31.07.2038	1.11.2020 consequent on transfer
11	L.D.Clerk	3	0	3				(vacant w.e.f. i) 29.05.2014 con-sequent on promo-tion ii) 09.12.2014.) consequent on promotion. iii)w.e.f. 25.02.2019 consequent on resignation of its incumbent.
13	Staff Car Driver	1	1	0	Shri Mohd.Akram-	03.09.2019	31.08.2053	-
14	Multi Tasking Staff	4	4	0	Smt.S. Latha	26.08.2015	31.07.2035	-
					Shri Ravi Dudam	05.09.2018	31.07.2050	
					Shri G. Venkataramana	04.07.2018	30.06.2051	
					Shri A. Nandu Kumar	01.09.2021	31.08.2055	

5. OILSEED & OIL PALM SITUATION IN INDIA :

Indian Vegetable oil economy is world's fifth largest after USA, China, Brazil and Argentina. 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. Vegetable oils are critical for nutrition, energy, economy of the country and in global commodity supplies. India occupies a prominent place in global oilseeds scenario with 12-15 per cent of area, 6-7 per cent of vegetable oil production and 9-10 per cent of the total edible oil consumption and 13.6 per cent of vegetable oil imports (FAO, 2014). The Oilseeds sector has been one of the most dynamic components of world agriculture in the past three decades growing at 4.1% per annum surpassing the growth of agriculture and live stock products. The demand-supply gap will widen in near future due to rapid increase in demand exceeding the moderate increase in supplies. The demand of vegetable oil is increasing due to rise in per capita income and improved standard of living. The per capita demand for oil crops at the global level is expected to increase rapidly than that of cereals due to the diversion of vegetable oils for energy and non-food uses. The performance of oilseeds on the domestic front during the last two decades has been commendable braving the vagaries of weather conditions, the global price aberrations and the ever increasing domestic demand. In India, Oilseeds account for 15 % of the Gross cropped area, 3 % of the Gross National Product (GNP) and 10% value of all the agricultural commodities. Despite being the largest cultivator of oilseeds in the world, India imports about 60% of the requirements because of the life style changes in dietary pattern and increasing per capita income.

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 : Cottonseed, Ricebran, 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).

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. 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 361.009 lakh tonnes in 2020-21 (4th Adv est). This brought not only increase in area but also improvement in productivity from 570 kg/ha (1985-86) to 1284 kg/ha, 1224 kg/ha and 1254 kg/ha during 2017-18, 2019-20 & 2020-21, respectively.

The country recorded the highest ever production of 361.009 (4th adv est) lakh tonnes oilseeds during 2020-21 followed by 332.192 lakh tones during 2019-20 with record productivity level of 1284 kg/ha during 2017-18 followed by 1254 kg/ha during 2020-21 due to favourable weather conditions and support given by the Govt of India to the Oilseeds production/developmental programmes and policies. During last two years i.e. 2019-20 and 2020-21, country recorded highest oilseeds production due to the efforts of Government of India by implementing severale programmes viz., NFSM Oilseeds, TRFA oilseeds, Seed hubs on Oilseeds, cluster demonstrations of improved technology, Special programme on rapeseed & Mustard programme during Rabi, 2020-21, etc. Despite impressive progress of vegetable oil sector in the last two decades, the import has been rising for last 7-8 years.

India has been cultivating almost all oilseed crops. Major ones are Soybean, Groundnut, Rapeseed-Mustard, Sesame, Sunflower, Castor, Safflower, Linseed and Niger.

Among the nine oilseed crops in India, the highest average contribution to total production of oilseeds is of soybean (38%) followed by Rapeseed-Mustard (27%) and groundnut (27%) (Average of 2016-17 to 2020-21 (3rd adv est). Similarly, highest average area contribution to total oilseed area is of soybean (44%) followed by Rapeseed-Mustard (24%) and Groundnut (20%). On an average, total Kharif oilseed crops contribution to total production is about 67% and the remianing 33% is of Rabi / summer oilseed crops. The details of crop wise area, production and yield from 2016-17 to 2020-21 (3rd adv est) are shown in Table 1.

Table 1: Crop wise Area, production & yield of major oilseed crops from 2016-17 to 2020-21

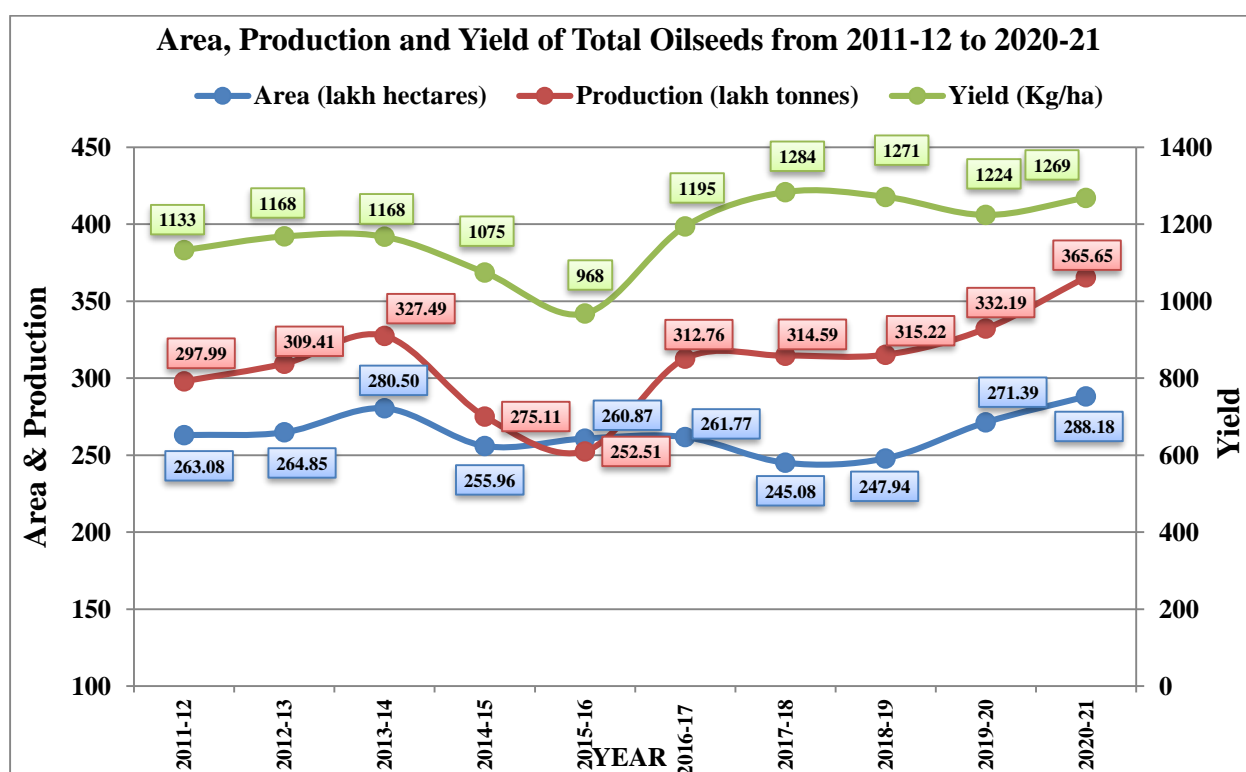
(Area: lakh ha, Production: lakh tonnes, Yield: Kg/ha)

Crop		Year					Average
		2016-17	2017-18	2018-19	2019-20	2020-21	
Soybean	A	111.834	103.288	111.313	121.927	128.144	115.301
	P	131.587	109.330	132.675	112.259	134.140	123.998
	Y	1177	1058	1192	921	1047	1075
Groundnut	A	53.380	48.877	47.308	48.252	59.978	51.559
	P	74.615	92.526	67.272	99.520	101.192	87.025
	Y	1398	1893	1422	2063	1687	1688
Rapeseed-Mustard	A	60.738	59.772	61.239	68.563	67.894	63.641
	P	79.172	84.298	92.557	91.236	99.873	89.427
	Y	1304	1410	1511	1331	1471	1405
Castor	A	8.079	8.241	7.513	10.463	8.701	8.599
	P	13.764	15.676	11.967	18.420	17.740	15.513
	Y	1704	1902	1593	1761	2039	1804
Sesame	A	16.669	15.798	14.200	16.226	16.946	15.968
	P	7.470	7.554	6.893	6.575	7.917	7.282
	Y	448	478	485	405	467	456
Sunflower	A	3.811	2.835	2.620	2.283	2.694	2.849
	P	2.514	2.217	2.163	2.125	2.809	2.366
	Y	660	782	826	931	1043	830

Crop		Year					Average
		2016-17	2017-18	2018-19	2019-20	2020-21	
Linseed	A	3.252	3.262	1.727	1.799	1.834	2.375
	P	1.843	1.738	0.991	1.207	1.109	1.377
	Y	567	533	574	671	605	580
Safflower	A	1.443	0.821	0.459	0.518	0.757	0.800
	P	0.939	0.553	0.246	0.437	0.482	0.531
	Y	651	673	537	843	637	665
Niger	A	2.564	2.185	1.565	1.362	1.236	1.782
	P	0.851	0.702	0.454	0.413	0.389	0.562
	Y	332	321	290	303	314	315
Total Oilseeds	A	261.771	245.079	247.944	271.393	288.184	262.874
	P	312.756	314.593	315.218	332.192	365.651	328.081
	Y	1195	1284	1271	1224	1269	1248

Source: <https://eands.dacnet.nic.in>

Table 1 is showing highest ever production of oilseed crops during 2020-21 followed by 2019-20.



Imports of oilseed : Commodity-wise imports of oilseeds is given below.

(Quantity in '000 tonnes, value in Rs. crore)

Commodity	2017-18		2018-19		2019-20 (P)	
	Quantity	Value	Quantity	Value	Quantity	Value
Sesame seeds	26.27	176.77	87.54	875.17	146.99	1450.19
Niger seeds	5.33	29.00	8.66	40.62	4.70	24.43
Groundnut	1.72	13.04	1.09	8.14	1.95	11.47
Other oilseeds	127.35	364.59	220.48	745.35	410.94	1527.78
Vegetable oils	15361.02	74995.91	15019.30	69023.79	14722.11	68558.16
Oil Meals	485.96	746.67	504.00	869.56	859.80	1519.48
Castor oil	0.04	2.54	0.22	5.32	0.14	8.03
Total	16007.69	76328.52	15841.29	71567.95	16146.63	73099.54

Source: <https://eands.dacnet.nic.in>

Exports of oilseed : Commodity-wise exports of oilseeds is given below.

(Quantity in '000 tonnes, value in Rs. crore)

Commodity	2017-18		2018-19		2019-20 (P)	
	Quantity	Value	Quantity	Value	Quantity	Value
Sesame seeds	336.85	2990.93	312.00	3761.62	282.26	3723.31
Niger seeds	9.22	69.86	13.37	95.50	13.83	106.01
Groundnut	504.04	3386.30	489.19	3297.32	664.44	5096.39
Other oilseeds	295.10	1126.32	213.84	926.75	89.64	437.42
Vegetable oils	37.06	566.04	49.96	744.58	85.24	1208.65
Oil Meals	3570.78	7043.15	4493.29	10557.48	2655.79	5861.35
Castor oil	697.09	6730.00	619.38	6170.12	593.91	6323.84
Total	5450.14	21912.6	6191.03	25553.37	4385.11	22756.97

Source: <https://eands.dacnet.nic.in>

The area, production and yield scenario during the period from first (1951-56) to Twelfth Five Year Plan (2012-2016) have been showing mixed trend, but highest average area was recorded as 267.48 lakh ha in Eleventh Five Year Plan and highest average production and yield of 295.45 lakh tonnes and 1116 kg/ha respectively, recorded during twelfth plan. The plan wise average area, Production and Productivity of Oilseed crops are given in **Table 2**.

Table 2: 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 com to prev. plan
First Plan	1951-52 to 1955-56	67.65	19.18	284	-
Second Plan	1956-57 to 1960-61	69.53	19.84	285	(+) 3.44
Third Plan	1961-62 to 1965-66	81.53	22.80	280	(+) 14.92
Annual Plan	1966-67 to 1968-69	87.15	24.37	280	(+) 6.89
Fourth Plan	1969-70 to 1973-74	136.06	63.95	470	(+) 162.41
Fifth Plan	1974-75 to 1978-79	171.15	95.90	560	(+) 49.97
Annual Plan	1979-1980	170.42	87.39	513	(-) 8.87
Sixth Plan	1980-81 to 1984-85	183.76	114.17	621	(+) 30.64
Seventh Plan	1985-86 to 1989-90	204.95	139.39	680	(+) 22.09
Annual Plan	1990-91 to 1991-92	250.17	186.05	744	(+) 33.47
Eighth Plan	1992-93 to 1996-97	259.47	218.86	843	(+) 17.63
Ninth Plan	1997-98 to 2001-02	244.09	211.79	868	(-) 3.23
Tenth Plan	2002-03 to 2006-07	254.10	233.29	918	(+)10.15
Eleventh Plan	2007-08 to 2011-12	267.48	289.27	1082	(+)24.00
Twelfth Plan	2012-13 to 2016-17	264.79	295.45	1116	(+) 2.14

Source: <https://eands.dacnet.nic.in>

The details of major States cultivating oilseed crops based on average of 2016-17 to 2020-21 are given below.

Crop	Major States	Area (lakh ha)	Production (lakh tones)	Yield (kg/ha)
Soybean	Madhya Pradesh	57.046	56.284	987
	Maharashtra	40.181	48.054	1196
	Rajasthan	10.245	9.979	974
	Karnataka	2.948	3.003	1019
	Telangana	1.822	2.715	1490
Groundnut	Gujarat	17.768	36.140	2034
	Rajasthan	6.930	14.664	2116
	Tamil Nadu	3.402	8.971	2637
	Andhra Pradesh	8.054	7.481	929
	Karnataka	5.898	5.083	862
Rapeseed-Mustard	Rajasthan	25.878	39.898	1542
	Haryana	5.880	11.469	1951
	Madhya Pradesh	7.208	10.573	1467
	Uttar Pradesh	7.163	9.733	1359
	West Bengal	5.766	6.768	1174
Sunflower	Karnataka	1.560	1.042	668
	Maharashtra	0.373	0.174	466
	Andhra Pradesh	0.128	0.117	913
	Odisha	0.163	0.201	1233
	Bihar	0.085	0.122	1428

Crop	Major States	Area (lakh ha)	Production (lakh tones)	Yield (kg/ha)
Sesame	West Bengal	2.464	2.117	859
	Madhya Pradesh	3.608	1.509	418
	Rajasthan	2.693	0.925	343
	Uttar Pradesh	3.296	0.798	242
	Gujarat	1.421	0.771	543
Castor	Gujarat	6.073	12.355	2034
	Rajasthan	1.616	2.338	1447
	Telangana	0.262	0.215	822
	Andhra Pradesh	0.312	0.170	544
Safflower	Maharashtra	0.364	0.230	632
	Karnataka	0.274	0.210	765
	Madhya Pradesh	0.063	0.033	519
	Telangana	0.032	0.024	748
Linseed	Madhya Pradesh	0.836	0.504	602
	Jharkhand	0.431	0.248	575
	Uttar Pradesh	0.278	0.174	624
	Bihar	0.098	0.083	845
	Rajasthan	0.108	0.116	1079
Niger	Odisha	0.550	0.201	365
	Madhya Pradesh	0.330	0.115	348
	Chhattisgarh	0.547	0.105	192
	Assam	0.061	0.034	557
	Gujarat	0.029	0.015	513

Oil Palm Area Covered as on 31.03.2021 :

S. No.	Name of the State	Cumul. at the end of 2017-18	2019-20 (Prov.)		Cumul at the end of 2018-19	2020-21 (Prov.)		Cumul. as on date (Prov.)
			Area covered(ha)			Area covered (ha)		
			Target	Achmt		Target	Achmt.	
1	2	3	4	5	6 (3+5)	7	8	9 (6+8)
1	Andhra Pradesh	168176.71	8000	6642	174818.71	10000	8801	183619.71
2	Arun. Pradesh	1595.00	1500	390	1985.00	2240	1120	3105.00
3	Assam	1699.16	0	0	1699.16	1200	0	1699.16
4	Bihar	0.00	0	0	0.00	0	0	0.00
5	Chhattisgarh	4731.15	460	226.09	4957.24	300	158.67	5115.91
6	Gujarat	5959.27	600	389.31	6348.58	225	165.29	6513.87
7	Goa	863.24	0	0	863.24	0	0	872.57
8	Karnataka	41380.00	1700	1350	42730.00	1700	624.056	43354.06
9	Kerala	5502.70	170	8	5510.70	0	0	5510.70
10	Maharashtra	474.20	0	0	474.20	0	0	474.20
11	Manipur	0.00	0	0	0.00	200	0	0.00
12	Meghalaya	0.00		0	0.00	0	0	0.00
13	Mizoram	31597.07	500	111.24	31708.31	2200	264	31972.31
14	Nagaland	2640.00	1100	1100	3740.00	1100	330	4070.00
15	Odisha	19141.67	750	463.19	19604.86	700	195.32	19800.18

S. No.	Name of the State	Cumul at the end of 2018-19	2018-19 (Prov.)		Cumul at the end of 2019-20	2020-21 (Prov.)		Cumul. as on date (Prov.)
			Area covered(ha)			Area covered (ha)		
			Target	Achmt		Target	Achmt.	
1	2	6 (3+5)	4	5	9 (6+8)	7	8	9 (6+8)
16	Sikkim	0.00	0	0	0.00	0	0	0.00
17	Tamil Nadu	20705.03	600	451.5	21156.53	450	573.1	21729.63
18	Telangana	19422.11	2400	2133.36	21555.47	2500	1859.55	23415.02
19	Tripura	31.00	0	0	31.00	0	0	31.00
20	West Bengal	0.00	0	0	0.00	0	0	0.00
	Total	323918.31	17780.0	13274.02	337192.33	22815.00	14090.99	351283.31

*- as reported upto March, 2021 (Provisional) by the states in the Monthly Progress Reports

6. CORRESPONDENCE :

S. No.	Particulars	
1	No. of letters received from 01.04.2018 to 31.03.2019	1844
2	No. of E-mails received from 01.04.2018 to 31.03.2019	5377
3	No. of letters dispatched From 01.04.2018 to 31.03.2019	853
4	No. of E-mail sent from 01.04.2018 to 31.03.2019	2151
5	RTI – Requests received Reply sent	Direct: Nil By transfer: Nil
6	VIP References Received Reply sent	----NIL----

CONTACT DETAILS OF OFFICIALS OF DOD, GOI, HYDERABAD

S. No.	Name	Designation	Contact Number	Email	Photograph
1	Dr. K. Manoharan	Director	6374449564	dod@nic.in	
2	Shri Shantinath S. Kagi	Assistant Director	9441675785	dod@nic.in	
3	Shri S. V. Raju	Administrative Officer	9618716002	dod@nic.in	
4	Shri S. Srikanth	Senior Technical Assistant	9494524395	dod@nic.in	
5	Smt. K.V.V.Sreevalli	Junior Steno	9963080782	dod@nic.in	
6	Shri B. Rajender Kumar Nayak	Upper Division Clerk	9573915507	dod@nic.in	

S. No.	Name	Designation	Contact Number	Email	Photograph
7	Shri Md. Akram	Staff Car Driver	9440745328	dod@nic.in	
8	Smt. S. Latha	Multi Tasking Staff	9652063187	dod@nic.in	
9	Shri Dudam Ravi	Multi Tasking Staff	9032833688	dod@nic.in	
10	Shri G Venkataramanna	Multi Tasking Staff	6301041772	dod@nic.in	
11	Shri A. Nandu Kumar	Multi Tasking Staff		dod@nic.in	

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

i) DIRECTOR

- Administrative duties of Head of Office and Head of the Department for the Directorate of Oilseeds Development.
- Planning of Oilseeds Development Programme and Oil Palm for meeting the internal and exports needs.
- 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.