

**IMMEDIATE**

F.No. 7-3/2016-Admn.I

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare

कृषि सहकारिता एवं किसान कल्याण मंत्रालय विभाग/Department of Agriculture, Cooperation & Farmers Welfare

वनस्पति, संरक्षण, संगरोध एवं संग्रह निर्देशालय/ Directorate of Plant Protection, Quarantine & Storage

एन एच-४, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)

dated the 9<sup>th</sup> April, 2018

**Subject : Allotment of DDO Code at various PQ Stations /CIPMCs - submission of Information for review reg.**

The Dte. of PPQ&S is under the process of conducting a review to the issue of DDO Code at various PQ Stations / CIPMCs. In this connection information on the following points is requested:-

(i) Information on the existing/new PQ stations wherein one of the signing authorities i.e. PPO and above level officer is not available and requires to be strengthened/streamlined to assign the charge of CO/DDO etc. to avoid continuous attachments, which is considered temporary arrangement and reportedly is a regular feature at some of the stations;

(ii) The existing/new sub-offices/stations wherein the DDO Code is essentially required/separated, for smooth functioning.

2. It is requested that the requisite information in the prescribed format (copy enclosed) along with suggestions and recommendations etc. may be submitted, immediately to this office for further appropriate action, latest by 16.04.2018.

3. This has the approval of PPA.

*Aj Kumar*  
9/4/18

Ajay Kumar)  
Chief Administrative Officer

1. All the Scheme-In-charges
2. All officers-In-charges all sub-Stations
3. PS to PPA, Dte. of PPQ&S, Faridabad.
4. PS to JS(PP), DAC&FW, Krishi Bhawan, New Delhi.
5. IT Cell with the request to upload.
6. US(HQ)/Sr. AO for information.

Check List for providing information for allotment of DDO code

1	Name of Station with complete address	
2	Date of opening/established	
3	Name of PAO under which purview the office -is working (with code No.)	
4	Sanctioned strength/filled and vacancy position (Designation wise with name of incumbents)	
5	If gazette notification has been done to establish the station, if yes, a copy of the same may be provided	
6	Present status of office functioning , viz which DDO is drawing salary etc.	
7	Accommodation Status of the station (whether rented/own building	

Signature:

Note: The stations which are already allotted DDO code need not submit the above information.