## Work Distribution of Planning and Coordination Division, DPPQS, Faridabad

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<tr>
<th>S. No.</th>
<th>Name of Official</th>
<th>Work Allotted</th>
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| 1.     | Dr. A.N. Singh, Joint Director(WS) | • Over all monitoring of work of Planning and Coordination (P&C) Section.  
• Pesticide& Documentation Unit (PDU).  
• Nodal Officer of GeM, RTI, Grievances and Court cases(LIMBS).  
• Statistics Unit.  
• IT Cell. |
| 2.     | Shri. C M Meena, Assistant Director(E) | • Monitoring of Pesticide & Documentation Unit (PDU) collection of data from state dept on Consumption and sale pesticide wise etc.  
• Preparation of Monthly Technical Report for timely submission to DAC&FW. |
| 3.     | Dr. R.P. Sharma, Assistant Director(E) | • Work related to procurement of equipments and their uploading on web portal and organising meetings with Divisional Heads etc.  
• Monitoring of Evaluation of SMPP related work and timely submission of report to the DAC&FW.  
• Compilation of reply of Parliament Questions received from respective division for timely submission to DAC&FW. |
| 4.     | Smt. Radha Mani, PS to JD | • To assist JD (P&C) and both Assistant Directors in compilation of various administrative and technical issues.  
• Reminder through Telephone for submission of data information for compilation.  
• Maintaining Leave account of P&C section and receiving letters and files from other section. |
| 5.     | Shri A. K. Rana, Plant Protection Officer(E) | • Preparation of Zonal Conference Agenda (Rabi &Kharif) along with various issues related to Zonal Conference.  
• Work related to Pesticide & Documentation Unit (PDU), data on consumption and sale of pesticide.  
• Report on Unspent Balance, Concept Note & Study Visit of Standing Committee.  
• Compilation of data procured through GeM and timely submission to DAC&FW. |
• Quarterly Hindi Report.  
• Preparation of Swachhata Report of Directorate.  
• Work related to National conference. |
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<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
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| 7 | Smt. Vineeta Maheshwari       | Assistant Plant Protection Officer (Chem.) | - To assist Dr. R.P. Sharma, AD(E) to prepare reply of Parliament Questions for onwards submission to DAC&FW.  
- To assist Shri A. K. Rana, PPO(E) for Pesticide & Documentation Unit (PDU).  
- Other works assigned by Divisional Head. |
| 8 | Smt. Laxmi Solanki            | Assistant, Section Officer        | - Processing of cases pertaining to construction and maintenance of various buildings of sub offices of Directorate under major and minor heads.  
- Preparation of Annual plan for all schemes.  
- Compilation of EFC Memo.  
- Preparation of Monthly DO letter.  
- Foreign deputation cases and settlement of Air bills for foreign deputation. |
| 9 | Sh. A. S. Khan                | Assistant Plant Protection Officer (X-Ray) | - To deal with the grievances received from PMO, DOAAC, etc. through on line and offline.  
- To deal with court cases, LIMBS related to Dte. of PPQS and preparation of fortnightly Court Cases Reports and submission to DAC&FW.  
- RTI Related Matter. |
| 10| Sh. Rajendra Kumar            | Assistant Plant Protection Officer (E) | - To assist Dr. R.P. Sharma, AD(E) to prepare reply of Parliament Questions for onwards submission to DAC&FW & work related to e-procurement.  
- Other works assigned by Divisional Head from time to time. |
| 11| Smt. Archana Kumari           | Technical Assistant               | To assist Shri A.K. Rana, PPO(E) in Pesticide & Documentation Unit (PDU) in preparing:  
- Material for Annual Report of DAC&FW,  
- Fortnightly Reports,  
- Monthly Crop Pest Disease Situation Report,  
| 12| Shri. Satpal                  | Multi-Tasking Staff              | - Dairy, Dispatch of official letters through Sh. Manbir Singh, Plant Protection Officer (PP).  
- Distribution of Parliament Question to other division.  
- Other official works assigned by Divisional Head from time to time. |
| 13| Shri. Lalit Kumar             | Senior Statistical Officer        | - To look after the work of Statistics Unit. |
| 14| Shri. Ajay Kumar, DPA         |                                    | - To look after the work of IT-Cell. |