ADM. IV SECTION

READY RECKONER

***

Organization Chart of Administration – IV of DPPQS

DAC&FW

Plant Protection Adviser
( Shri D D K Sharma )

Under Secretary (Hqrs.)
( Shri Mohan Lal Meena )

Section Officer
( Sh. Dhrub Kumar )

ASO
Smt. Anita Madan

ASO
Smt. Suman Jakhar

ASO
Shri Ajay Kumar

MTS
Smt. Lata
## CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE ESTT.IV SECTION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Mohan Lal Meena</td>
<td>US(Hqrs.)</td>
<td>(O) – 0129 – 2476363</td>
<td>Qr. No. 951, Type-IV, NH-4, Faridabad.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mob. 9013278676</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Shri Dhrub Kumar</td>
<td>Section Officer</td>
<td>(O) – 0129-2476362</td>
<td>Qr. No. 1026, Type-IV, NH-4, Faridabad.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mob. -9958519015</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Shri Ajay Kumar</td>
<td>A.S.O.</td>
<td>9013571030</td>
<td>House No. 112, Type-III, NH-IV, Faridabad</td>
</tr>
<tr>
<td>6.</td>
<td>Smt. Lata</td>
<td>M.T.S.</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO ADMINISTRATION – IV SECTION

This section is dealing with the work related to procurement of General Store Items, procurement and maintenance of machinery and office equipment of all Regional and Sub-office (Except RPTL, Chandigarh & Kanpur), other financial matters of all the Plant Quarantine Stations, CIPMCs and Locust stations under the Directorate. All matters pertaining to execution and renewal of Lease Agreement and sanction of rent in respect of the accommodations hired on lease for the various sub-offices including 33 PQ Stations and 22 IPM Stations.

All the Regional and sub-offices (CIPMCs, PQs and Locust offices) have been allotted some financial powers under which they run the office. Beyond their powers or for the matters for which financial powers have not been allotted, they send the proposals for administrative approval/financial sanction of the competent authority of the Directorate. Beyond the financial powers of the Competent Authority in the Directorate (Hqrs.), all matters are sent to DAC &FW for approval/financial sanction.

Brief subject matters dealing the Section are given here under:-

A. Administrative Approval and Financial Sanctions for :-

2. Inspection of sub-offices of this Directorate by Parliamentary Committee on official Languages.
3. Procurement of Non-consumable Stores like, Machinery & equipments, Fixture and Furniture and repair thereof etc.
4. Making payment to Govt. of India Press for Publications of Gazetted Notification.
5. Procurement of Consumable Stores like Chemicals, Lab. Glassware etc.
6. Obtaining/maintaining ISO/NABL Certification and training in NABL for Plant Quarantine Stations.
7. Repairs & Maintenance of Machinery and equipment including AMCs.
8. All office equipment like Photocopier Machine, Computers & Printers etc.

B. Lease Agreement & Sanction of Rent :-

1. Finalization of lease agreement in consultation with DAC&FW in respect of new office accommodations hired on rental basis for any sub-office. The accommodation may be private one or belonging to Airport/Seaport authorities as per suitability of the station.
2. Renewal of lease agreements in consultation with DAC&FW.
3. Sanction for Payment of rent in respect of the hired accommodations for which financial powers have been vested in PPA.

C. Other Miscellaneous Work :

1. Preparing Quarterly reports for Hindi, Vigilance etc.
**WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER ADMIN – IV SECTION**

**Shri Mohan Lal Meena, Under Secretary (Headquarters)**

Branch Officer of Adm.IV Section, ensures timely disposal of all work as per existing guidelines/provisions.

**Sh. Dhrub Kumar, SO**

Section Officer is the in-charge of this Section and is responsible for ensuring efficient and expeditious disposal of work in consultation with higher authorities. For this, he takes all necessary steps including (i) distribution of work among the staff; (ii) guiding and advising the staff; (iii) management and co-ordination of work; (iv) ensuring maintenance of order and discipline in the section; He supervises the assigned work of the section in an efficient and effective manner. He also ensures that all cases are timely examined in accordance with various Govt. of India Rules and guidelines.

**Smt. Suman Jakhar, ASO**

1. Finalization of lease agreement in consultation with DAC&FW in respect of new office accommodations hired on rental basis for any sub-office. The accommodation may be private one or belonging to Airport/Seaport authorities as per suitability of the station.
2. Renewal of lease agreements in consultation with DAC&FW.
3. Sanction for Payment of rent in respect of the hired accommodations for which financial powers have been vested in PPA.
4. Preparing Quarterly Reports.

**Shri Ajay Kumar, ASO**

1. Administrative Approval and Financial Sanction for procurement of Non-Consumable Stores like Fixture and Furniture and repair thereof etc. for Plant Quarantine & Locust sub-offices under the Directorate.
2. Administrative Approval and Financial Sanction for Obtaining / maintaining ISO / NABL Certification for Plant Quarantine Stations as well as training in NABL.
4. Procurement of equipment for the Plant Quarantine & Locust sub-offices under the Directorate.
5. Obtaining Financial sanctions from DAC&FW in respect of inspection of sub-offices of this Directorate by Parliamentary Committee on official Languages.
6. Making payment to Govt. of India Press for Publications of Gazette Notification.
7. Repairs & Maintenance of Machinery and equipment including AMCs for Plant Quarantine & Locust sub-offices under the Directorate.
8. Procurement of all office equipment like Photocopier Machine, Computers & Printers etc. in Plant Quarantine & Locust sub-offices under the Directorate.
10. Purchase of Stationery Stores for Plant Quarantine & Locust sub-offices.
13. Any other miscellaneous important work assigned by the higher authorities.

**Smt. Anita Madan, ASO**

1. Procurement of Non-Consumable Stores like fixture and Furniture and repair thereof etc. for CIPMCs sub-offices under the Directorate.
3. Procurement of equipment for CIPMCs sub-offices of the Directorate.
4. Repairs & Maintenance of Machinery and equipment including for CIPMCs Stations.
5. Procurement of all office equipment like Photocopier Machine, Computers & Printers etc. for CIPMC Stations.
7. Purchase of Stationery Stores for CIPMC Stations.
10. Audit objections of the sub-offices of the Directorate.
11. Imprest Money for the sub-offices of the Directorate.
12. Any other miscellaneous important work assigned by the higher authorities

**Smt. Lata, MTS**

1. Carrying of Section files to officers/photocopying of Papers.
2. Sealing of letters covers of the Section
3. Taking Dak to CR Section for dispatch and distributing of letters through the Peon Book of the Section.
4. Any other work of importance, assigned by the higher authorities

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### PRIORITY AREAS

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>ISSUES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Finalization of Lease Agreement in respect of new office accommodations hired on rental basis.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Finalization of Lease Agreement with Port Authorities in respect of space hired at Port by Plant Quarantine stations.</td>
<td></td>
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<tr>
<td>5.</td>
<td>Administrative Approval and Financial Sanction for Repairing of Office Vehicles &amp; Hiring of vehicles for office purpose of all sub-offices.</td>
<td></td>
</tr>
</tbody>
</table>
## Charter of Duties & Level of Disposal

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Item of Work</th>
<th>Check-list, Rules/Conditions to accomplish the task</th>
<th>Level of Final Disposal</th>
<th>Time required for disposal from Section, if the proposal completed in all respect (Approx.)</th>
<th>Time required for final disposal (Approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Admin. Approval and Financial Sanction for Procurement of Office Equipment beyond the financial Powers of PPA.</td>
<td>Recommendations of Scheme-in-Charge. As per guidelines under GFR.</td>
<td>DAC&amp;FW</td>
<td>10-15 working days.</td>
<td>After receipt of Admin. Approval &amp; Fin. Sanction of DAC&amp;FW, order has to be placed either on GeM or through e-procurement. Since supplier firm has to supply the item as per requirement of sub-office, hence time line can’t be fixed for final disposal.</td>
</tr>
<tr>
<td>2.</td>
<td>Admin. Approval and Financial Sanction for Procurement of Office Equipment within the financial Powers of PPA.</td>
<td>Recommendations of Scheme-in-Charge. As per guidelines under GFR.</td>
<td>PPA</td>
<td>10-15 working days.</td>
<td>Order has to be placed by the sub-office either on GeM or through e-procurement or through LPC. Since supplier firm has to supply the item to Sub-Office, hence time line can’t be fixed for final disposal at Hqrs., Level.</td>
</tr>
<tr>
<td>3.</td>
<td>Admin. Approval and Financial Sanction for repairs and maintenance of machinery &amp; equipments</td>
<td>Recommendations of Scheme-in-Charge. As per guidelines under GFR.</td>
<td>PPA</td>
<td>7-10 working days.</td>
<td>3-5 working days after recommendations of Scheme-in-charge, subject to availability of PPA.</td>
</tr>
<tr>
<td>4.</td>
<td>Obtaining / maintaining ISO / NABL Certification for Plant Quarantine</td>
<td></td>
<td>PPA</td>
<td>5-8 working days.</td>
<td>2-3 days, after sending the proposal from Section.</td>
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<td></td>
<td>Stations as well as training in NABL.</td>
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<tr>
<td>5.</td>
<td>Admin. Approval and Financial Sanction for Procurement of Consumable Stores like chemicals, glassware etc.</td>
<td>Recommendations of Scheme-in-charge, As per guidelines under GFR.</td>
<td>PPA</td>
<td>7-10 working days.</td>
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<td></td>
<td>3-5 working days after recommendations of Scheme-in-charge, subject to availability of PPA.</td>
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<tr>
<td>6.</td>
<td>Admin. Approval and Financial Sanction for hiring and repairing of vehicles</td>
<td>Recommendations of Scheme-in-charge, As per guidelines under GFR.</td>
<td>PPA</td>
<td>7-10 working days.</td>
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<td></td>
<td>3-5 working days after recommendations of Scheme-in-charge, subject to availability of PPA.</td>
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<tr>
<td>7.</td>
<td>Financial sanction for payment to Govt. of India Press for publication of Gazette Notification.</td>
<td>Original Bill required.</td>
<td>PPA</td>
<td>7-10 working days.</td>
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<td></td>
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<td>3-5 working days for issuing sanction. Further payment has to be made by PAO after receipt of bill from Accounts Section.</td>
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<tr>
<td>8.</td>
<td>Constitution of Local Purchase Committee.</td>
<td></td>
<td>PPA</td>
<td>5 working days.</td>
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<td></td>
<td>3-5 working days.</td>
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<tr>
<td>9.</td>
<td>Admin. Approval and Financial Sanction for purchase of stationery items and hiring / maintenance of computers.</td>
<td>As per guidelines under GFR.</td>
<td>PPA</td>
<td>7-10 working days.</td>
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<td></td>
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<td></td>
<td>Order has to be placed by the sub-office either on GeM or through, e-procurement or through LPC as per GFR guidelines. Since supplier firm has to supply the item to Sub-Office, One month may be considered for final disposal.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Obtaining Financial sanctions from DAC&amp;FW in respect of inspection of sub-offices of this</td>
<td></td>
<td>DAC&amp;FW</td>
<td>7-10 working days.</td>
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<td>As per time taken by DAC&amp;FW.</td>
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<td><strong>Directorate by Parliamentary Committee on official Languages.</strong></td>
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<tr>
<td><strong>11. Admin. Approval and Financial Sanction for Non-Consumable Stores like Fixture and Furniture and repair thereof etc.</strong></td>
<td>Recommendations of Scheme-in-Charge. As per guidelines under GFR.</td>
<td>PPA</td>
<td>10-15 working days.</td>
<td>Order has to be placed by the sub-office either on GeM or through, e-procurement or through LPC. Since supplier firm has to supply the item to Sub-Office, hence time line can’t be fixed for final disposal at Hqrs., Level.</td>
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</table>
| **12. Procurement of Lab. equipment for the sub-offices of the Directorate.** | Admin. Approval and financial Sanction of DAC&FW. Common specification of Equipment, duly approved by Technical Committee constituted by the HOD. | PPA | 25-30 working days. | After receipt of Admin. Approval & Fin. Sanction of DAC&FW with the proposal completed in all respect, order has to be placed on GeM for the item available on GeM or tender has to be uploaded on CPPP portal i.e. through e-procurement. Opening of tender (technical bids & financial bids), evaluation will be done by Technical committee for each equipment and if found suitable L-1, order will be placed accordingly. The whole process takes minimum 4-6 months, depending upon the Nos of Equipments and Nos of the Firms applied for tender. Hence, time line can’t be fixed for final disposal. Presently, procurement of laboratory equipment for the entire
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| 13. **Execution of lease agreement in respect of the rented accommodations hired for various sub-offices under the administrative control of the Directorate which are spread across the country.** | • Obtaining NOC from CPWD  
• Advertising in at least two local newspapers  
• Scrutiny of the proposals received in response to the advertisements.  
• Obtaining Fair Rent Certificate from CPWD i.r.o. the most suitable accommodation identified.  
• Submission of documents viz. NOC & FRC issued by CPWD, willingness letter of the landlord titleship papers of the property, Map of the location, draft lease agreement  
Sending the proposal to DAC&FW in the form of an ID Note alongwith all the above listed documents for obtaining administrative approval. | PPA after receipt of adm. approval from DAC&FW. | 10-15 days after receipt of adm. approval from DAC&FW. | Since the whole process starting from obtaining NOC from CPWD to receipt of adm. approval from DAC&FW involves multiple stakeholders viz. the landlord, the station incharge, CPWD and DAC&FW, about 6-7 months is the minimum time period required for final execution of lease. |
| 14. **Sanction towards payment of rent i.r.o. the hired accommodations** | **Plant Protection Adviser** | 10-15 days provided lease agreement has been approved by DAC&FW. |   |   |
Organization Chart of Gen. Adm., Dte. of PPQ&S

Department of Agriculture,
Cooperation & Farmers Welfare,
Krishi Bhawan, New Delhi

Shri DDK Sharma
Plant Protection Advisor,
Directorate of PPQ&S, Faridabad

Shri Ajay Kumar,
Chief Administrative Officer
9540088810

Section Officer
(Shri Bal Govind Jha)
9968414554

Shri Mohan Lal Meena,
Under Secretary(HQ)
9013278676

ASO
Shri Dharam Vir
9871731676

SSA
Shri Ram Balak Singh
9953682544

SSA
Shri Radhey Shyam
9958389174

UDC
Shri Davinder Kumar
9873634843

MTS
Shri Jasram
9873163686

Resogapper
Shri Shiv Lal
8586054614
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Residential Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Ajay Kumar</td>
<td>Chief Administrative Officer</td>
<td>House No.1993, Sector-23, Faridabad</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Mohan Lal Meena</td>
<td>Under Secretary(HQ)</td>
<td>Q. No.951, Type-IV, NH-IV, Faridabad</td>
</tr>
<tr>
<td>3</td>
<td>Shri Bal Govind Jha</td>
<td>Section Officer</td>
<td>Q. No.954, Type-IV, NH-IV, Faridabad</td>
</tr>
<tr>
<td>4</td>
<td>Shri Dharam Vir</td>
<td>ASO</td>
<td>Village-Daulatabad, Sector-16-A, Faridabad</td>
</tr>
<tr>
<td>5</td>
<td>Shri Ram Balak Singh</td>
<td>SSA</td>
<td>Q. No.1882, Type-III, NH-IV, Faridabad</td>
</tr>
<tr>
<td>6</td>
<td>Shri Radhey Shyam</td>
<td>SSA</td>
<td>Q. No.997, Type-IV, NH-IV, Faridabad</td>
</tr>
<tr>
<td>7</td>
<td>Shri Davinder Kumar</td>
<td>UDC</td>
<td>Q. No.761, Type-II, NH-IV, Faridabad</td>
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<tr>
<td>8</td>
<td>Shri Shiv Lal</td>
<td>Resogapher</td>
<td>Q. No.194, Type-II, NH-IV, Faridabad</td>
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<tr>
<td>8</td>
<td>Shri Jas Ram</td>
<td>MTS</td>
<td>Q. No.547, Type-II, NH-IV, Faridabad</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO General Administration SECTION

General Administration Section of the Directorate is responsible to provide the office equipment/general store items both consumables and non-consumables / office management and urgent day to day work of the Hq of the Directorate which cannot be postponed or delayed. The brief allocation of work in General Administration is as under:

- Procurement of Stationary items for all the three buildings i.e. Head Quarters, CIB & RC and CIL Buildings.
- Procurement of general store items for Head Quarter, Faridabad.
- Procurement of all non-consumable items i.e. furniture, Photo copier Machines etc. HQrs. building.
- Providing sign boards, banners, name plates, rubber stamps, file carrying bags, visiting cards etc. for HQ Building.
- Providing Drinking water to all three buildings i.e. HQrs, CIB & RC and CIL Buildings.
- Providing AMCs to Computers, Photo copiers, Intercom, Franking Machine, ACs & Coolers. for the HQ, CIL and CIB&RC Buildings.
- Providing transport facility to all the staff/officers of Dte.
- Providing Identity Cards to the officials of Directorate and sending request for MHA pass.
- Processing the matter pertains to appointment of AMA for non-CGHS areas of the entire Directorate.
- Processing of applications for preparation of CGHS Cards
- Repairing and maintenance of all vehicles of the HQ, Faridabad.
- Providing Hospitality facility of the HQ, Faridabad.
- Arrangement of Retirement party and arrangement of serving lunch etc. during the visits of senior officers.
- Maintenance of Internet/Telephone/Servers etc.
- Repairing and Maintenance of Office equipments, fixture and furniture of the HQ Bldg.
- Sitting arrangement of Officers/staff at HQrs. Building
- Physical Verification work of all the Sub-Offices of the Directorate
- Processing of matters of unserviceable store items for dispossess off
- Providing Risographysic copies to all the Sections of the Directorate
- Binding of Booklets etc. of all Scheme Incharges of Directorate.
➤ Payment of various telephone bills and reimbursement of residential telephone/mobile bills of higher officers of the Dte.

➤ Various periodic reports like Hindi, Vigilance, Court Cases etc.

➤ Payment of fuel to concerned petrol agency

➤ Reply of various type of RTI and PG cases.

➤ Processing of various types of bills like electrical charges, license fee of the HQ building maintained by CPWD.

➤ Purchase of Computers and its peripherals for entire Directorate

➤ Purchase and Condemnation of vehicles in the Directorate.

➤ Organizing of various function like Independence Day, Republic Day, Internation Day of Yoga; Swachhata Pakhwrara, Ekta Diwas etc.

2. In addition to General Administration Job, the following Establishment/Administration Matters / work has also been allotted to this Section:

➤ Outsourcing of staff i.e. DEO in lieu of vacancy of Steno, UDC and LDC in the HQ of Directorate on contract basis ---(pertains to Admn.III)

➤ Compassionate Appointment and related matters like Court Case, PG Cases, VIP reference, PMO reference, RTI etc. ----- (pertains to Admn.III)
WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER GEN. ADM. SECTION

Shri Ajay Kumar, CAO

Branch Officer of General Administration Section and look after the work relating to Human Resources, PG Cases, RTI matters, VIP references, Court Cases etc.

Shri Mohan Lal Meena, Under Secretary(HQ)

Branch Officer of General Administration Section and look after the work relating to purchase of all consumable and non-consumable items and other issues to the Section.

Shri Bal Govind Jha, Section Officer

- General Administration Section functions as office management and purchases of Stationery items for HQ, CIL and CIB&RC and to purchase of General Store Items of HQrs, Faridabad to facilitate smooth functioning in accordance with the Govt. of India Rules & Guidelines. Co-ordinates with the above organizations for various reports, examination of cases, monitoring and implementation of Govt. of India rules and guidelines, issued from time to time.

- Section Officer is responsible for discharging his supervisory duties in consultation with higher authorities. He will ensure overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. He will participate and ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.

- He will ensure maintenance and safe custody of records by all the dealing hands.

- He will ensure maintaining of peace and discipline by all the staff members.

Shri Dharam Vir, Assistant Section Officer

- Providing Drinking water to all three buildings i.e. HQrs, CIB&RC and CIL Buildings.
- Providing transport facility to all the staff/officers of Dte.
- Providing Identity Cards to the officials of Directorate and sending request for MHA pass.
- Appointment of AMA for various Sub-stations
- Processing of applications for preparation of CGHS Cards
- Repairing and maintenance of all vehicles of the Directorate
- Arrangement of Retirement party and arrangement of serving lunch etc. during the visits of senior officers.
- Sitting arrangement of Officers/staff at HQrs. Building
- Payment of fuel to concerned petrol agency
- Reply of various type of letters like, VIP reference, RTI and PG cases.
- Organizing of various function like Independence Day, Republic Day, International Day of Yoga; Swachhata Pakhwara, Ekta Diwas etc.
- Various periodic reports like Hindi, Vigilance except Court Cases etc.
- Other matters assigned by the senior officers
Shri Ram Balak Singh, SSA

- Procurement and maintenance of all non-consumable items i.e. furniture, Printers, Photocopier Machines etc. HQrs. building.
- Providing AMC to Computers, Intercom, Franking Machine, ACs & Coolers for all three buildings in Faridabad & AMC for photocopier of the HQrs Building.
- Maintenance of Internet / Telephone / Servers etc.
- Payment of various telephone bills and reimbursement of residential telephone/mobile bills of higher officers of the Dte.
- Reply of various type of RTI and PG cases.
- Purchases & Condemnation of Vehicle of the Directorate.
- Processing of various types of bills like electrical charges, license fee of the HQ building maintained by CPWD.
- Purchase of Computers and its peripherals for entire Directorate.
- Other matters assigned by the senior officers

Shri Radhey Shyam, SSA

- Outsourcing of staff i.e. DEO in lieu of vacancy of Steno, UDC and LDC in the HQ of the Directorate on contract basis
- Compassionate Appointment and related matters like Court Case, PG Cases, VIP reference, PMO reference, RTI etc.
- Periodic reports on Court Cases
- Processing of matters of unserviceable store items for dispose off
- Physical Verification work of all the Sub-Offices of the Directorate
- Other matters assigned by the senior officers

Shri Davinder Kumar, UDC

- Procurement of Stationary items for all the three buildings i.e. Head Quarters, CIB & RC and CIL Building.
- Procurement of consumable items for HQ Building
- Providing signboards, banners, name plates, rubber stamps, file carrying bags, visiting cards of related QH etc.
- Providing Hospitality facility like tea bill and briefcase to senior officers of the Dte.
- Binding of Booklets etc. of all Scheme Incharges of Directorate.
- Shri Davinder Kumar, UDC
- Other matters assigned by the senior officers

Shri Shiv Lal, Risographer

- Providing Risographic copies to all the Sections of the Directorate

Shri Jasram, MTS

- Record Keeping
- Distribution of Dak
- Photocopy work
- Maintenance of file
- Other works assigned by the senior officers
PRIORITY ISSUES

(SHORT TERM) (The works which take immediate attention and completed within a week)

i. Action on VIP References/RTI matters/CPGRAMS
ii. Processing of Court Cases/Contempt Petitions and Complaint etc.
iii. Attending of complaints of repairing of ACs/Furniture/Computer/UPSs/Printers/Photocopiers etc.
iv. Timely submission of reports like Hindi Report/Vigilance Report/Court Cases etc.
vi. Timely payment of various type of bills like telephone bills, license fee, electricity charges etc.
vii. Providing consumable store items to the officials.

(MEDIUM TERM): (The works which take immediate attention and completed within 2-3 weeks)

i. Disposal of unserviceable vehicles
ii. Physical verification of store items
iii. Seeking/Conveying approval of appropriate authority for auction of obsolete store items
iv. Providing non-consumable store items

(LONG TERM):

i. Compassionate Appointments
ii. Appointment of DEOs for HQ
iii. Purchase of Computers and its peripherals
iv. Purchase of ACs for HQ of the Directorate
v. Purchase of Vehicles
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of work</th>
<th>Check-list Rules/conditions to accomplish the task</th>
<th>Level of final Disposal</th>
<th>Time required for disposal from Section level</th>
<th>Time required for final disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Action on VIP References/RTI matters/CPGRAMS</td>
<td></td>
<td>PPA</td>
<td>Within a week or before the timeline given on the receipt.</td>
<td>1-2 weeks</td>
</tr>
<tr>
<td>2.</td>
<td>Processing of Court Cases/Contempt Petitions and Complaint etc.</td>
<td>After receipt of Notice, immediate action is initiated.</td>
<td>PPA</td>
<td>Within a week or before the timeline given on the receipt.</td>
<td>1-2 weeks</td>
</tr>
<tr>
<td>3.</td>
<td>Attending of complaints of repairing of ACs/Furniture/Computer/UPSs/Printers/Photocopiers etc.</td>
<td>After receipt the complaints, immediate action is initiated as per provision of GFR</td>
<td>PPA</td>
<td>Within a week</td>
<td>2-3 weeks on the basis of nature of complaints</td>
</tr>
<tr>
<td>4.</td>
<td>Reports like Hindi Report/Vigilance Report/Court Cases etc.</td>
<td></td>
<td>PPA</td>
<td>Within a week.</td>
<td>Within a week</td>
</tr>
<tr>
<td>5.</td>
<td>Organizing of various events in the Directorate</td>
<td></td>
<td>PPA</td>
<td>Within a week</td>
<td>Within a week</td>
</tr>
<tr>
<td>6.</td>
<td>payment of various type of bills like telephone bills, license fee, electricity charges etc.</td>
<td></td>
<td>PPA</td>
<td>Within a week or before the timeline given on the receipt.</td>
<td>1-2 weeks</td>
</tr>
<tr>
<td>7.</td>
<td>Providing consumable store items to the officials.</td>
<td>Store items are generally procured in advance as per provision of GFR.</td>
<td>PPA</td>
<td>Within a week.</td>
<td>Within a week, subject to availability of items in store. Otherwise, supply order are placed within 5-7 working days through GeM or through Local Market and through LPC. As and when the items are received the same are provided to Indenter immediately.</td>
</tr>
<tr>
<td>8.</td>
<td>Disposal of unserviceable vehicles</td>
<td>After receipt of complete supporting</td>
<td>DAC&amp;FW</td>
<td>Within 2-3 weeks</td>
<td>Concurrence of DAC&amp;FW is conveyed to</td>
</tr>
<tr>
<td>No.</td>
<td>Activity Description</td>
<td>After Receipt</td>
<td>Authority/Procedure</td>
<td>Time Frame (weeks)</td>
<td></td>
</tr>
<tr>
<td>-----</td>
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</tr>
<tr>
<td>9</td>
<td>Physical verification of store items</td>
<td></td>
<td>PPA</td>
<td>Within 1-2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>After receipt of proposal, a team is constituted.</td>
<td></td>
<td>Team constituted with request to complete the verification work within 2 months.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Seeking/Conveying approval of appropriate authority for auction of obsolete store items</td>
<td></td>
<td>PPA / DAC&amp;FW</td>
<td>Within 1-2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>After receipt of complete proposal, the same is sent to DAC&amp;FW seeking their concurrence.</td>
<td></td>
<td>Concurrence of DAC&amp;FW is conveyed to Incharge of Stations within 1-2 weeks.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Providing non-consumable store items</td>
<td></td>
<td>PPA</td>
<td>Supply order is placed on GeM within 1-2 weeks.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>After receipt of complete indent, action initiated as per provision of GFR</td>
<td></td>
<td>Item has to be procured through GeM or through e-procurement or through LPC. Since, the supplier firm has taken some time to supply of the items on GeM portal, hence time line can’t be fixed for final disposal.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Compassionate Appointments</td>
<td></td>
<td>PPA</td>
<td>After receipt of requests, the name of applicants added in the list of candidates. The name of all candidates put before the Compassionate Appointment Committee to take a decision. Since multiple stakeholders are involved in the process, time line could not be fixed.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Appointment of DEOs for HQ</td>
<td>DAC&amp;FW</td>
<td></td>
<td>After receipt of concurrence of DAC, immediate action is initiated within 1-2 weeks.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>After bidding, the appropriate firm could be hired within 1-2 months.</td>
<td></td>
<td>After bidding, the appropriate firm may take 3-4 weeks for supply of</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Purchase of Computers and its peripherals</td>
<td>DAC&amp;FW</td>
<td></td>
<td>After receipt of concurrence of DAC&amp;FW, immediate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchase of ACs for HQ of the Directorate</td>
<td>As per existing provision of GFR.</td>
<td>DAC&amp;FW</td>
<td>After receipt of concurrence of DAC&amp;FW, immediate action is initiated within 2-3 weeks.</td>
<td>After bidding, the appropriate firm may take 3-4 weeks for supply of items and further 2-3 weeks are required for final disposal.</td>
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</tr>
<tr>
<td>15.</td>
<td>Purchase of Vehicles</td>
<td>As per existing provision of GFR.</td>
<td>DAC&amp;FW</td>
<td>After receipt of concurrence of DAC&amp;FW, immediate action is initiated within 1-2 weeks.</td>
<td>After bidding, the appropriate firm may take 10-12 weeks for supply of items and further 2-3 weeks are required for final disposal.</td>
</tr>
</tbody>
</table>
CIL SECTION
READY RECKONER

***

Organization Chart of CIL of DPPQS

DAC&FW

Plant Protection Adviser
( Shri D D K Sharma )

Under Secretary (Hqrs.)
( Shri Mohan Lal Meena )

Section Officer
( Shri Dhrub Kumar )

ASO
Vacant

UDC
Shri Narender Agrawal

Caretaker
Shri Mahesh Dutt Kaushik

LDC
Shri Suresh Singh

MTS
Shri Chand Singh
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Mohan Lal Meena</td>
<td>US(Hqrs.)</td>
<td>(O) – 0129-2476363</td>
<td>Q.No. 951, Type -4, NH 4, Faridabad.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mob. - 9013278676</td>
<td></td>
</tr>
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<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Shri Dhrub Kumar</td>
<td>S.O.</td>
<td>(O) – 0129-2413021</td>
<td>Q.No. 1026, Type -4, NH 4, Faridabad.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mob. - 9958519015</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Shri Mahesh Dutt Kaushik</td>
<td>Care Taker</td>
<td>Mob. - 8076202688</td>
<td>Q.No. 1937, Type -3, New Colony, NH 4, Faridabad.</td>
</tr>
<tr>
<td>5.</td>
<td>Shri Suresh Singh</td>
<td>LDC</td>
<td>Mob. - 9015714340</td>
<td>Q.No. 1848, Type -2, NH 4, New Colony, Faridabad</td>
</tr>
<tr>
<td>6.</td>
<td>Shri Chand Singh</td>
<td>M.T.S.</td>
<td>Mob. - 9211325539</td>
<td>Gram Chhaola, New Delhi</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO CILSECTION

This section is dealing with the work related to procurement and Repairing of various lab equipments and Office Equipments for CIB&RC, CIL, RPTL, Kanpur and RPTL Chandigarh. Procurement of Certified Reference Materials (CRMs), Chemicals, Glassware etc. for CIL. AMCs of lab equipments and office equipments, Calibration of lab equipments for CIL, RPTLs and CIB&RC. Obtaining/maintaining ISO/NABL Certificates for CIL, RPTL, Kanpur & RPTL Chandigarh. Processing the monthly payment of Electricity Bills of CIL and CIB&RC Buildings. Procurement of General Store Items (Consumable and Non-consumable) for Central Insecticides Laboratory (CIL) and Central Insecticides Board & Registration Committee (CIB&RC) Offices, Faridabad.

The work relating to liaison with CPWD for Civil, Electrical and Horticulture maintenance of HQ, CIL & CIB&RC Buildings. Correspondences with CPWD with Civil, Electrical & Horticulture complaints of the HQ, CIL and CIB&RC Buildings.

Brief subject matters dealing the Section are given here under :-

1. Procurement of consumable laboratory items like Certified Reference Materials (CRMs), Chemicals, Laboratory Glassware and other General Store Items (Consumable and Non-consumable) for CIL & CIB&RC.
2. Obtaining / maintaining ISO / NABL Certification for CIL & RPTLs (Chandigarh and Kanpur).
3. Repairing and Maintenance of all office equipment except Computers of CIL & CIB&RC.
4. AMCs for Lab Equipments for CIL and RPTLs (Chandigarh and Kanpur).
7. Repairing/maintenance of Lab Equipments for CIL and RPTLs (Chandigarh and Kanpur).
10. Installation of grid connected solar Power System/Project on Roof of CIL and CIB&RC Buildings.
11. Any other miscellaneous important work assigned by the higher authorities.
WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER CIL SECTION

Shri Mohan Lal Meena, Under Secretary(HQ)

Branch Officer of CIL Section, ensures timely disposal of all work of CIL Section as per existing provision and guidelines

Shri Dhrub Kumar, SO

Section Officer is the in-charge of this Section and is responsible to ensure efficient and expeditious disposal of work in consultation with higher authorities. For this he will take all necessary steps including (i) distribution of work among the staff; (ii) helping, guiding and advising the staff; (iii) management and co-ordination of work; (iv) ensuring maintenance of order and discipline in the section; He will supervise the assigned work of the section in an efficient and effective manner. He will also ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.

ASO – (post – Vacant) – presently the work is being handled by Section Officer and other dealing hand in addition to their normal duties

1. All work related to procurement of various lab Equipments for CIL, CIB&RC and RPTLs.- SO (CIL)
2. AMCs/CMCs of the all Laboratory Equipments for CIL, CIB&RC and RPTLs- (Sh. N.K. Aggarwal, UDC)
3. Repairs & Maintenance of Machinery and equipment for CIL, CIB&RC and RPTLs. - (Sh. N.K. Aggarwal, UDC)
4. Calibration of lab equipments for CIL, CIB&RC & RPTLs- ( Sh. M.D. Kaushik, LDC)
5. Obtaining/maintaining of ISO/NABL Certificates for CIL, RPTLs (Kanpur & Chandigarh) - ( Sh. M.D. Kaushik, LDC)

Shri Narender Agrawal, UDC

1. Procurement of General Store items [Consumable and Non-Consumable] for CIL and CIB&RC.
3. Procurement, Repairing& Maintenance of Office Equipments, Fixture and Furniture including AMC/CMC of Office Equipment for CIL and CIB&RC.
4. Any other miscellaneous important work assigned by the higher authorities.
Shri Mahesh Dutt Kaushik, LDC (Care Taker)

1. All work related to Care Taker and liaison with CPWD for Civil, Electrical and Horticulture maintenance of Hqrs, CIL & CIB&RC Buildings.
2. All works related to financial sanction and maintenance (Civil, Electrical and Horticulture) of CIL and CIB&RC Buildings and correspondence with CPWD.
4. In addition to the normal duties of caretaker, Shri Mahesh Dutt Kaushik is also handle the work relating to procurement of Certified Reference Materials (CRMs), Chemicals, Lab. Glassware etc. for CIL.

Shri Suresh Singh, LDC

1. Processing the monthly payment of Electricity Bills of CIL and CIB&RC Buildings.
2. Work relevant to Sign Boards, Rubber Stamps & Name Plates pertains to CIL and CIB&RC Buildings.
3. Other minor works like washing/dry cleaning of curtains, towels, lab coats/aprons, repair of locks etc. of CIL&CIB&RC Buildings.
4. Arrangements/providing casual labours for short duration works like shifting of various items to different floors/rooms etc. for CIL and CIB&RC Buildings.
5. Filling of Gas Cylinders (Hydrogen/Nitrogen Gas etc.) for use in Laboratory of CIL.
6. Procurement of Rat Feed sand Rat bedding material for CIL.

Shri Chand Singh, MTS

1. Carrying of Section files to officers/photocopying of Papers.
2. Sealing of letters covers of the Section
3. Taking Dak to CR Section for dispatch and distributing of letters through the Peon Book of the Section.
4. Any other work of importance, assigned by the higher authorities

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## PRIORITY AREAS

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>ISSUES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Repairing and Maintenance of laboratory and office equipments of CIL and CIB&amp;RC Buildings.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>AMCs/CMCs of Lab. equipment of the Laboratories for CIL and RPTLs (Kanpur and Chandigarh).</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Procurement &amp; providing of General Store items [Consumable and Non-consumable] office equipments, fixture and furniture to the Officers / Officials of CIL &amp; CIBRC Offices.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Obtaining /maintaining NABL, ISO Certificate of CIL and RPTLs (Kanpur and Chandigarh).</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Payment of Electricity Bill in r/o CIL &amp; CIBRC Offices. Making payment to the firm against the supply of the consumable/non-consumable and other store items.</td>
<td></td>
</tr>
</tbody>
</table>
# Charter of Duties & Level of Disposal

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Item of Work</th>
<th>Check-list, Rules/Conditions to accomplish the task</th>
<th>Level of Final Disposal</th>
<th>Time required for disposal from Section, if the proposal completed in all respect(Approx.)</th>
<th>Time required for final disposal(Approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Procurement of Office Equipment within the financial Powers of PPA.</td>
<td>Recommendations of Scheme-in-Charge. As per provisions/guidelines of GFR.</td>
<td>PPA</td>
<td>10-15 working days.</td>
<td>Item has to be procured through GeM or through e-procurement or through LPC. Since, the supplier firm has taken some time to supply of the items on GeM portal, hence time line can’t be fixed for final disposal.</td>
</tr>
<tr>
<td>2.</td>
<td>Repairing and maintenance of machinery &amp; equipments</td>
<td>After receipt of complaint and recommendations of Scheme-in-Charge, immediate action initiates as per existing provisions/guidelines of GFR.</td>
<td>PPA</td>
<td>7-10 working days.</td>
<td>1-3 weeks depending upon the nature of equipment’s and complaint/fault.</td>
</tr>
<tr>
<td>3.</td>
<td>Obtaining / maintaining ISO / NABL Certification as well as training in NABL for CIL and RPTLs.</td>
<td></td>
<td>PPA</td>
<td>5-8 working days.</td>
<td>2-3 days, after sending the proposal from Section.</td>
</tr>
<tr>
<td>4.</td>
<td>Procurement of Certified Reference Materials (CRMs), Chemicals, Glassware etc. for CIL.</td>
<td>Recommendations of Scheme-in-charge, As per guidelines under GFR.</td>
<td>PPA</td>
<td>7-10 working days.</td>
<td>Item has to be procured through GeM or through e-procurement or through LPC. Since, the supplier firm has taken some time to supply of the items on GeM portal and Local Market, hence time line can’t be fixed for final disposal.</td>
</tr>
<tr>
<td>5.</td>
<td>Procurement &amp; providing of Store items are generally procured in</td>
<td></td>
<td>PPA</td>
<td>On demand and Within a week.</td>
<td>Within a week, subject to availability of</td>
</tr>
<tr>
<td></td>
<td>Consumable General Store Items for the Officers/ Officials of CIL &amp; CIBRC.</td>
<td>advance as per provisions of GFR.</td>
<td>items in Store. Otherwise, supply order are placed within 5-7 working days through GeM or through Local Market and through LPC. As and when the items are received the same are provided to Indenter immediately.</td>
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</tr>
<tr>
<td>6.</td>
<td>Procurement of Non-Consumable Stores items like Fixture and Furniture and repair thereof etc.</td>
<td>After receipt of Indent, action initiate as per existing provisions/ guidelines of GFR.</td>
<td>Item has to be procured through GeM or through e-procurement or through LPC. Since, the supplier firm has taken some time to supply of the items on GeM portal, hence time line can't be fixed for final disposal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Procurement of spare parts of Lab Equipments and Calibration of Lab Equipments etc. of CIL and RPTLs (Chandigarh and Kanpur)</td>
<td>After receipt of complete Indent and Recommendations of Scheme-in-Charge. Action initiates as per existing provision/ guidelines under GFR.</td>
<td>2-3 weeks depending the nature of equipment and part of equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Issue of financial sanction for civil and Electrical, Annual Repairing and Maintenance work of CIL and CIB&amp;RC Buildings.</td>
<td>As per provisions.</td>
<td>2-3 days, after sending the proposal from Section.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Procurement of lab. equipment for the CIL.</td>
<td>Admin. Approval and financial Sanction of DAC&amp;FW. Common specification of Equipment, duly approved by Technical Committee constituted by the HOD.</td>
<td>After receipt of Admin. Approval &amp; Fin. Sanction of DAC&amp;FW with the proposal completed in all respect, order has to be placed on GeM for the item available on GeM or tender has to be uploaded on CPPP portal i.e. through e-procurement. Opening</td>
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</tr>
</tbody>
</table>
of tender (technical bids & financial bids), evaluation will be done by Technical committee for each equipment and if found suitable L-1, order will be placed accordingly. The whole process takes minimum 4-6 months, depending upon the Nos of Equipments and Nos of the Firms applied for tender. Hence, time line can’t be fixed for final disposal.

Presently, procurement of laboratory equipment for the entire Directorate through RITES are handled by P&C Division.