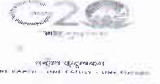




भारतसरकार/ Government of India

कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture & Farmers Welfare
कृषि, सहकारिता एवं किसान कल्याण विभाग / Department of Agriculture & Farmers Welfare
वनस्पतिसंरक्षण, संगरोध एवं संग्रहनिदेशालय, एनएच- 4, फरीदाबाद (हरियाणा)
DIRECTORATE OF PLANT PROTECTION, QUARANTINE & STORAGE
N.H.-IV, FARIDABAD (HARYANA) – 121001



F. No 10-1/2022/P&C

Dated: 30.06.2023

OFFICE MEMORANDUM

As you are aware that timely submission of the data to PP Division of DA&FW is mandatory. Many reports are directly monitored at the level of Secretary, DA&FW. On many occasions DA&FW directing to submit data / reports in time. In this regard, the Office Memorandum was issued vide F. No. 10-1/2022/P&C dated 02.01.2023 for timely submission of data / reports. Even after several reminders over emails and telephonic conversions the report / data from some divisions is not received within timelines at P&C Section, making it difficult to compile the report / data for onward submission to DA&FW.

The competent authority has taken serious note in this matter and following timelines are set for submission of various report / data:

S. No.	Subject	Deadline of submission
1.	First Fortnightly Report	16 th to 18 th date of respective month
2.	Second Fortnightly Report	1 st to 3 rd date of respective month
3.	Monthly Technical Report	1 st to 2 ^{ed} date of respective month
4.	Monthly D. O. Letter	1 st of every respective month
5.	Annual Reports	One week from date of receipt
6.	Input for uploading on social media Platform	Second and Fourth Monday of every month
7.	Quarterly Report of Unspent Balance	1 st to 3 rd date of respective month
8.	Gem Monthly Report	1 st to 2 ^{ed} date of respective month
9.	Output - Outcome Monitoring Framework (Quarterly Report)	1 st to 3 rd date of respective month
10.	Weekly Report of Court Cases (LIMBS Portal)	Every Monday by 11.30 AM
11.	Monthly Report of Court Cases (LIMBS Portal)	1 st to 3 rd date of respective month

The In-charges of Schemes/ Divisions/ Sections should ensure timely submission of data; failing which the report will be submitted without data from such Division/Section and note of non-receipt of information will be indicated in the report.

Note: RTI related queries and Public Grievances (CPGRAMS Portal) should be disposed at the earliest but within the 30 days of date of receipt.

This issues with the approval of PPA.

Yours faithfully,


(Dr. Shivaji Haridas Wavare)
Dy. Director (PP- P&C)

Copy to: 1. All the Scheme/ Section In-charges, Dte. of PPQ&S, Faridabad.
2. PPS to the PPA, Dte. of PPQ&S, Faridabad.
3. IT cell with request to upload on Directorate website.